



## **Scotia Community Services District Request for Quotation**

Primary Clarifier No. 1 Rehabilitation and Control Box Replacement Project

### **INSTRUCTIONS TO APPLICANTS**

#### **Receipt and Opening of Proposals**

The Scotia Community Services District (District) invites qualified firms to submit proposals for the replacement and rehabilitation of the Primary Clarifier No. 1 Rehabilitation and Control Box Replacement Project.

Proposals must be received at the District's office by 2:00 PM PST on October 10, 2019, located at:

Scotia Community Services District  
400 Church St/P.O. Box 104  
Scotia, CA 95565

*For USPS use P.O. Box 104, for UPS/FedEx etc. use 400 Church Street*

Submit an envelope containing one (1) portable drive with pdf and two (2) copies of the proposal. The proposal must be sealed and clearly labeled "Primary Clarifier No. 1 Rehabilitation and Control Box Replacement Project". FAX submittals will not be accepted.

Proposals will be presented to the Scotia CSD Board of Directors for selection. Any proposal received after the established closing date and time will not be accepted and will be returned to the applicant unopened. Proposals may be withdrawn upon written request at any time prior to the established closing date and time. The applicant or the applicant's authorized agent must sign such request.

#### **Site Inspections**

Site inspections can be scheduled Tuesday through Thursday 10am to 3pm, call for appointments (707) 764-3030.

#### **Examination of Requirements**

Each applicant must carefully examine the requirements of the Project. Each applicant shall meet all of the terms and conditions of the Project. By submitting a proposal, the applicant acknowledges acceptance of all provisions of the Scope of Work.

400 Church Street • P.O. Box 104 • Scotia, CA 95565 • (707) 764-3030 •

[infoscotiacsd@gmail.com](mailto:infoscotiacsd@gmail.com)

Employer Identification Number: 82-1570573

D-U-N-S #: 081343593



## **Communications**

All timely requests for information submitted in writing will receive a written response from the District. Any oral communication shall not be binding on the District. All requests for information must be provided in writing and directed to the District's General Manager, Leslie Marshall at [infoscotiacsd@gmail.com](mailto:infoscotiacsd@gmail.com). To be considered, all requests for information must be received by 2:00 PM PST on September 26, 2019. (Responses and addenda will be posted on the District's website by 2:00 PM PST on October 3, 2019).

## **DESCRIPTION OF WORK**

### **Project Background**

The Scotia Community Services District owns and operates a wastewater treatment plant (WWTP) in Scotia, California. The WWTP is permitted under National Pollutant Discharge Elimination System (NPDES) No. CA0006017/Waste Discharge Requirements Order No. R1-2012-0065. The existing plant was constructed in 1954 and includes: Grit removal channel with influent grinder, Primary Clarifier, Redwood Trickling Filter, Secondary Clarifier, gas chlorination, Chlorine Contact Basin, three Finishing Ponds, Log Pond and Final Clarifier before being discharged to the Eel River between October 1 and May 15 each year. The plant is designed for 1 million gallons per day (MGD) and permitted to treat a peak wet weather flow of .77 million gallons per day (MGD). Summertime average flows (ADWF) are .050 MGD and wet weather flows (AWWF) are .150 MGD.

From February 24, 2019 - March 01, 2019, California had severe winter storms, flooding, landslides, and mudslides. Due to these storms, a Major Disaster Declaration was declared on May 17, 2019 (DR-4434). During these storms, the Scotia CSD's influent channel and Primary Clarifier became inundated with grit washdown, which caused failure of the Primary Clarifier. The lower scum scraping arms bent upwards, the skimming arm fell into the clarifier basin and the baffle and drive shaft became dislodged in the process. The Scotia CSD is now in the FEMA funding process for Disaster Assistance Funding and soliciting quotes for the Primary Clarifier Repair.

### **Scope of Work**

The minimum scope of work for the Project is described below. Applicants are to review the requirements of the RFQ, examine reference documents and develop a scope of services suited to the Project. Additional services may be considered but should be presented separately as optional tasks.

The design shall address at minimum the Primary Clarifier Rehabilitation and Control Box Replacement Project recommendations below as follows:

### **GENERAL CONSTRUCTION SCOPE FOR DESIGN CONSIDERATION**

30 foot diameter, 42,000/gal Primary Clarifier

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- Mob/Demob/Clean-up
- Remove existing clarifier channel iron, scum sweeper, and clarifier scum hopper
- Disassemble, remove, and dispose of existing clarifier drive unit components, catwalk (clarifier walkway bridge) and lattice cover.
- Provide or coordinate all required crane services to uninstall the existing clarifier components and install new clarifier components
- Provide and install manufacturer fabricated steel walkway bridge with handrails
- Provide and install manufacturer fabricated rake arms, inner, middle blades, and stainless-steel squeegees
- Provide and install new manufacturer fabricated channel iron, scum sweeper, hopper and beaches on the scum box
- Provide and install new drive (rated at min. 6,000 ft. lbs.)
- Provide for the rebalance of the clarifier drive arms
- Provide for all required electrical services for installation of the new conduit along the walkway and termination of wires to the new drive and motor units
- All assembly fasteners shall be stainless steel
- Include oil required to fill the new drive unit
- Start up, testing and leveling of the new drive unit
- Functional testing and demonstrating by vendor representative, with a minimum of 2 trips for operator training
- Provide for installation of new District furnished control box with new stainless-steel fasteners and gaskets.

#### **Additionally**

- Applicants should have previous experience in working with Special Districts as well as expertise in design and construction administration of Wastewater Treatment Plants.
- Follow all FEMA requirements and Guidelines
- All required labor at the prevailing wage rate
- Maintain appropriate insurance (See Appendix A) as required by the District.
- Adhere to current applicable building codes, specifications and, standards, including Scotia CSD NPDES permit, all local, State, and Federal regulations, & BMPs
- Must provide references of ten years' experience, and Current Contractors and Business licenses.

#### **GENERAL DESIGN SCOPE**

Bid and oversee repair of the Primary Clarifier No. 1 Rehabilitation and Control Box Replacement Project. The construction bid package shall meet all requirements of the District for the project.

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The District Engineer will review technical specifications. The District Engineer will review “front end” specifications which include bid forms, standard provisions and the like. The District Engineer will prepare responses to bidder technical questions. The District Engineer will assist the District in examining the bids and determining the most responsive, responsible bidder which will be recommended to the Board of Directors for approval and award. The District Engineer will plan a preconstruction meeting with the District and contractor. The District Engineer will provide contract support. During construction of the project, District Engineer shall provide inspection and administrative services, including but not limited to, material submittal approval, pay estimate preparation, change order oversight, inspection documentation, and final walkthrough and punch list.

### **Project Schedule**

The anticipated project schedule is summarized below. The dates are tentative and subject to change, based on permitting conditions, consultations with agencies, and other impacts that cannot be assessed at this time.

|                                  |                               |
|----------------------------------|-------------------------------|
| Issue Request for Quotes         | September 18, 2019            |
| Site Inspections                 | Call for Appointment          |
| Written Questions Due            | 2:00PM PST September 26, 2019 |
| Responses to Questions Posted by | 2:00PM PST October 3, 2019    |
| Quotes Due                       | 2:00PM PST October 10, 2019   |
| Board Approval                   | October 17, 2019              |
| Notice to Proceed                | October 22, 2019              |
| Completion of Services           | November 1, 2020              |

## **PROPOSAL CONTENT AND SELECTION PROCESS**

### **Proposal Content**

1. Cover letter/Executive Summary
2. Experience and References
3. Project Organization and Key Personnel
4. Project Understanding
5. Proposed Scope of Work
6. Proposed Fee
7. Acknowledgement, Exceptions, Disqualifications, Insurance Certs

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Attachments:

Appendix A – Insurance Requirements

Exhibit 1 – Existing 30 ft Clarifier Drawings

Exhibit 2 – Plant Flow Schematic

Appendix - A

Insurance Requirements:

Consultant shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, Consultant's agents, representatives and employees.

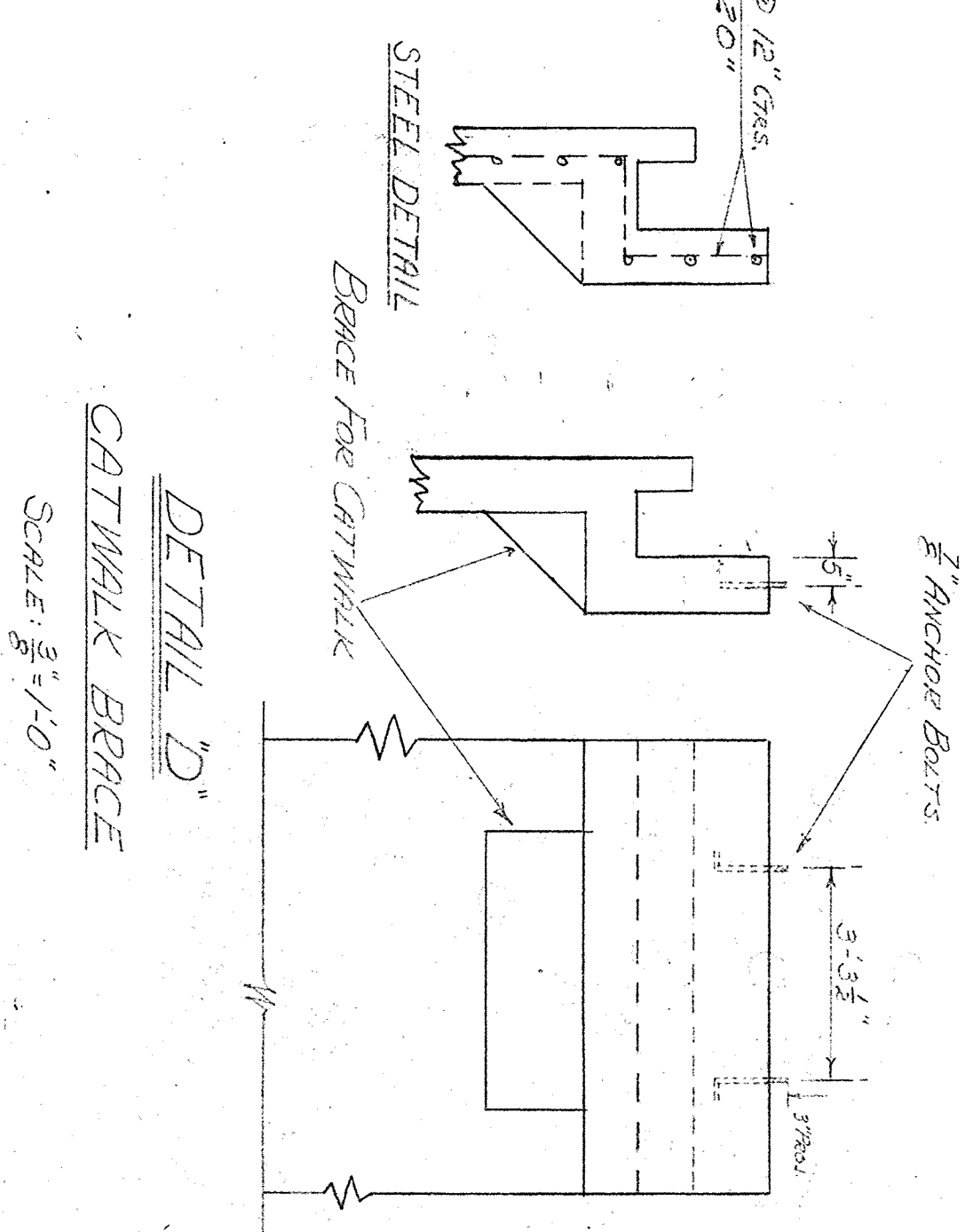
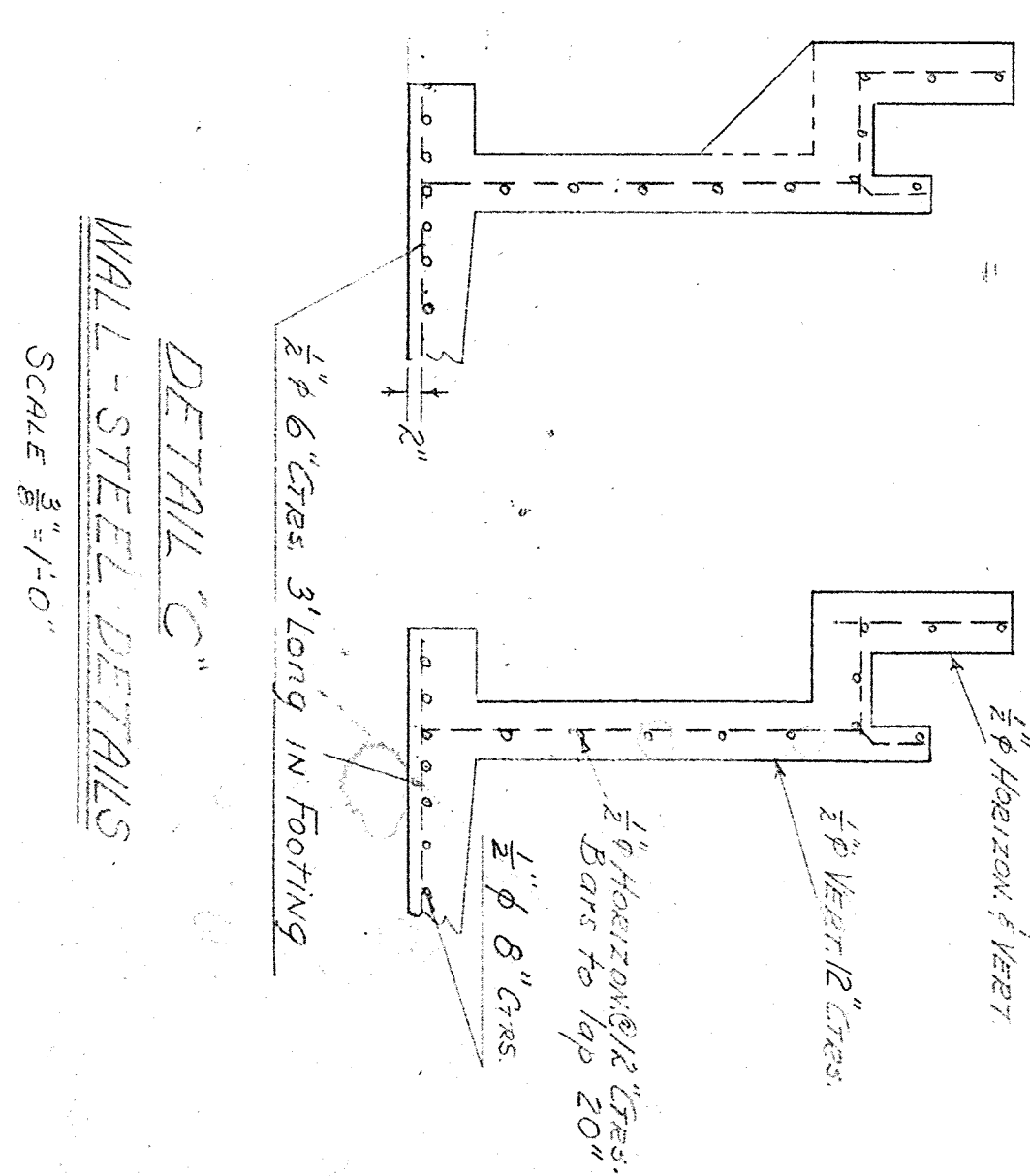
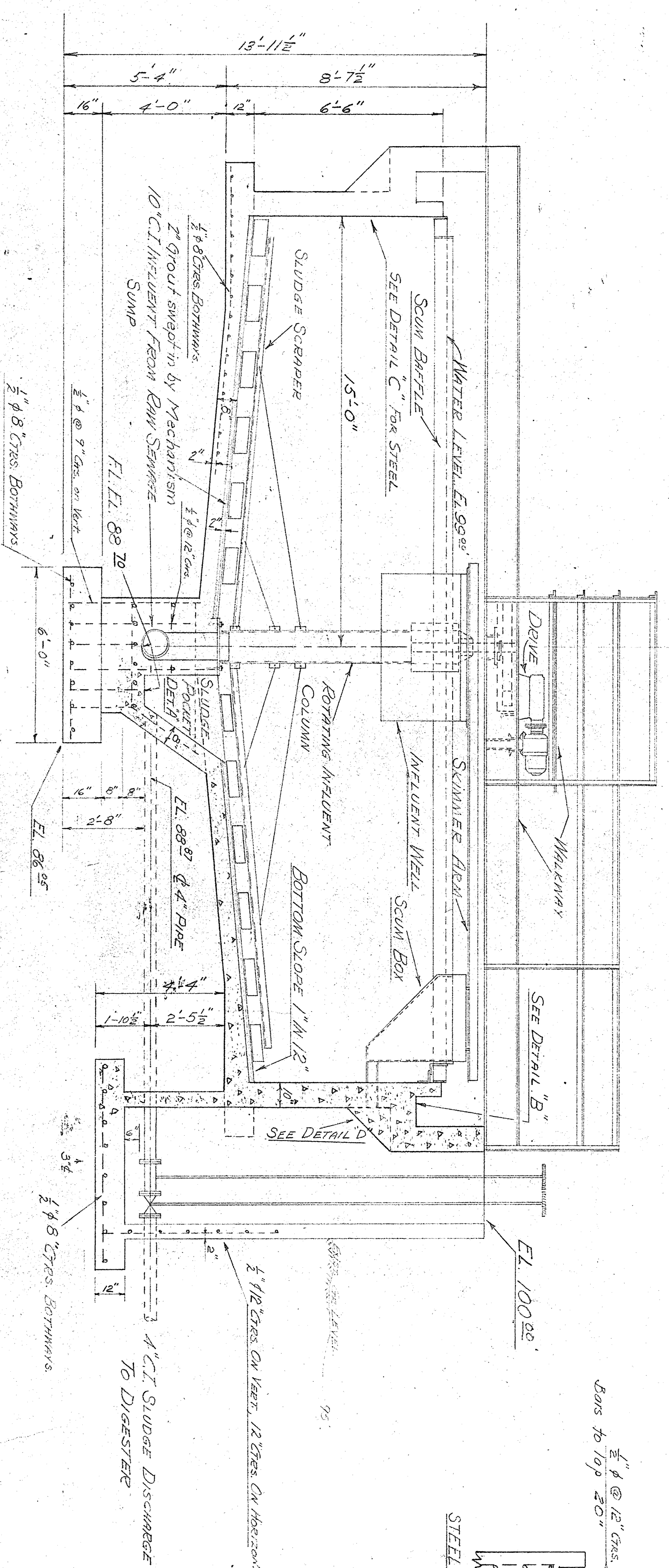
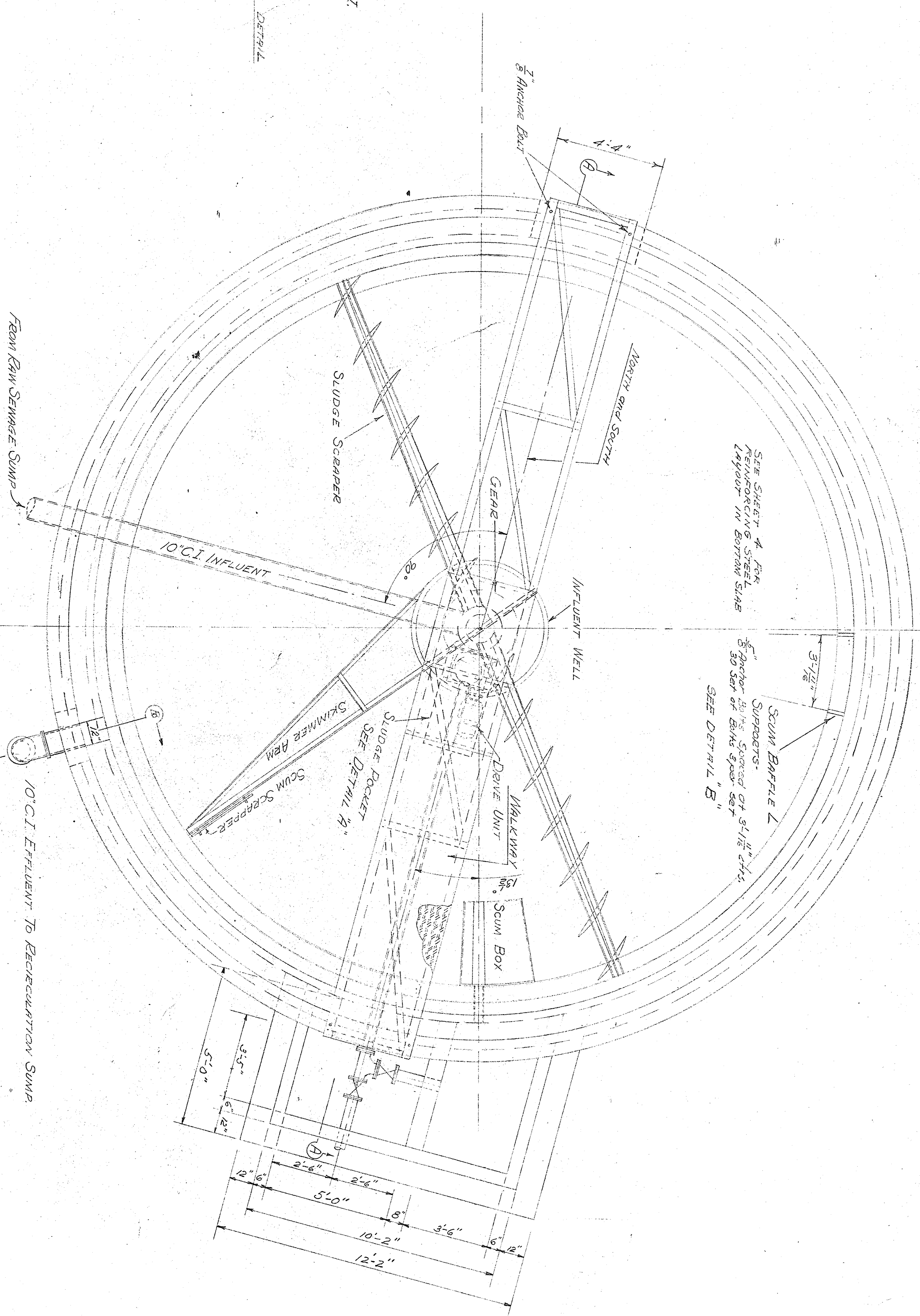
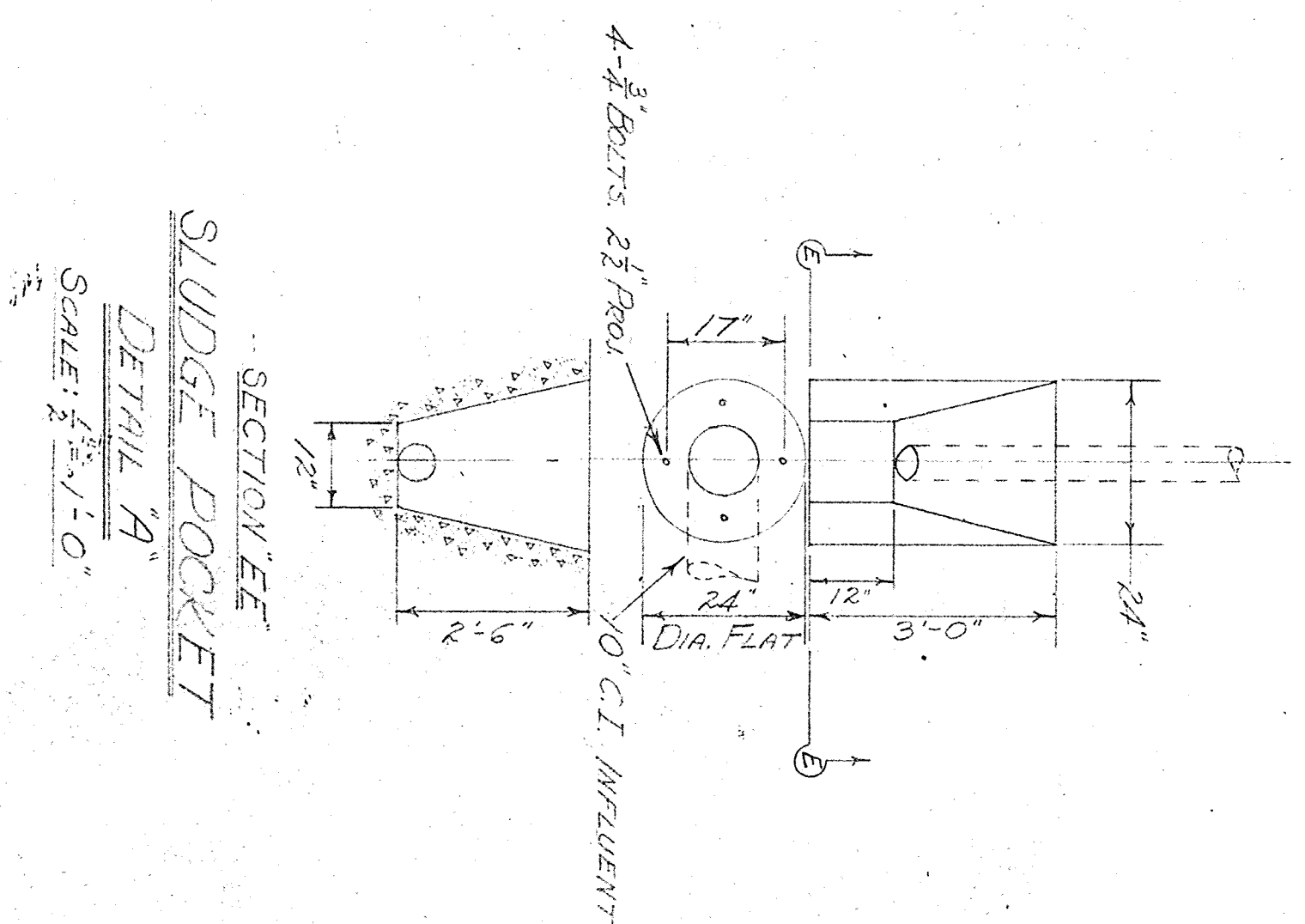
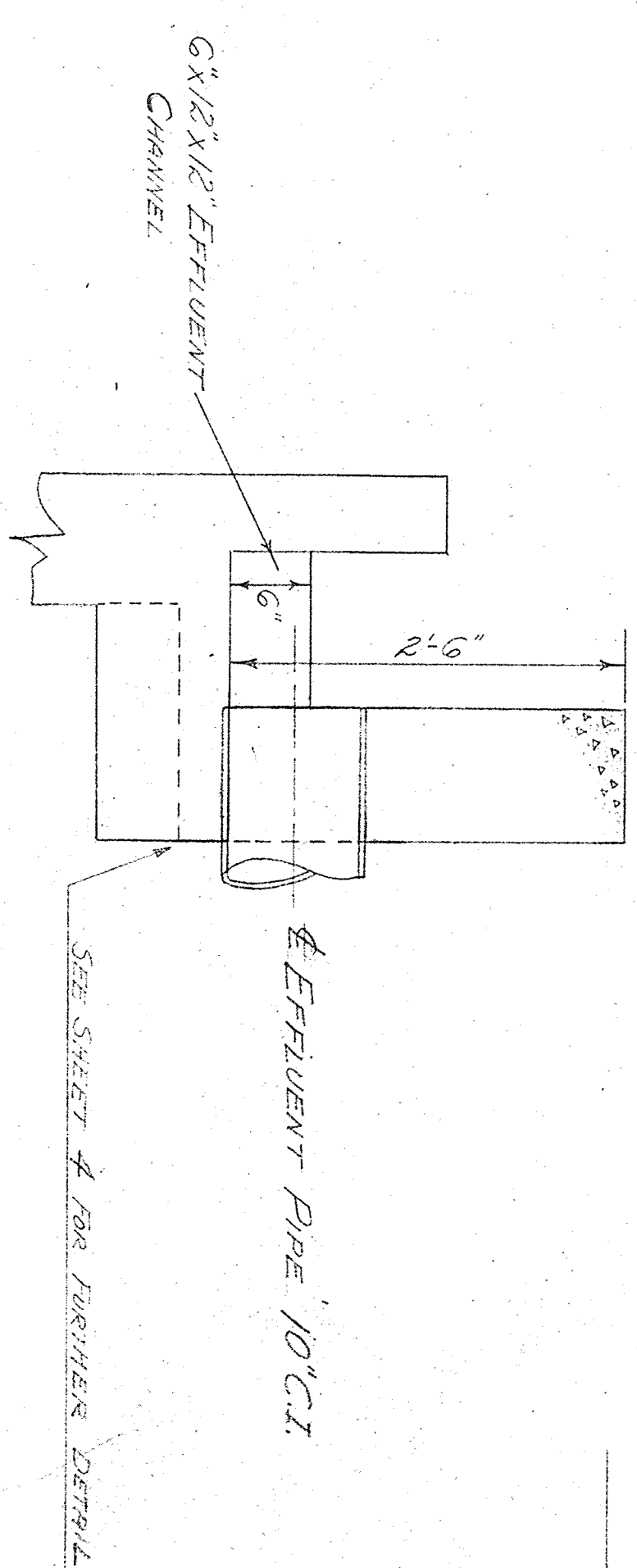
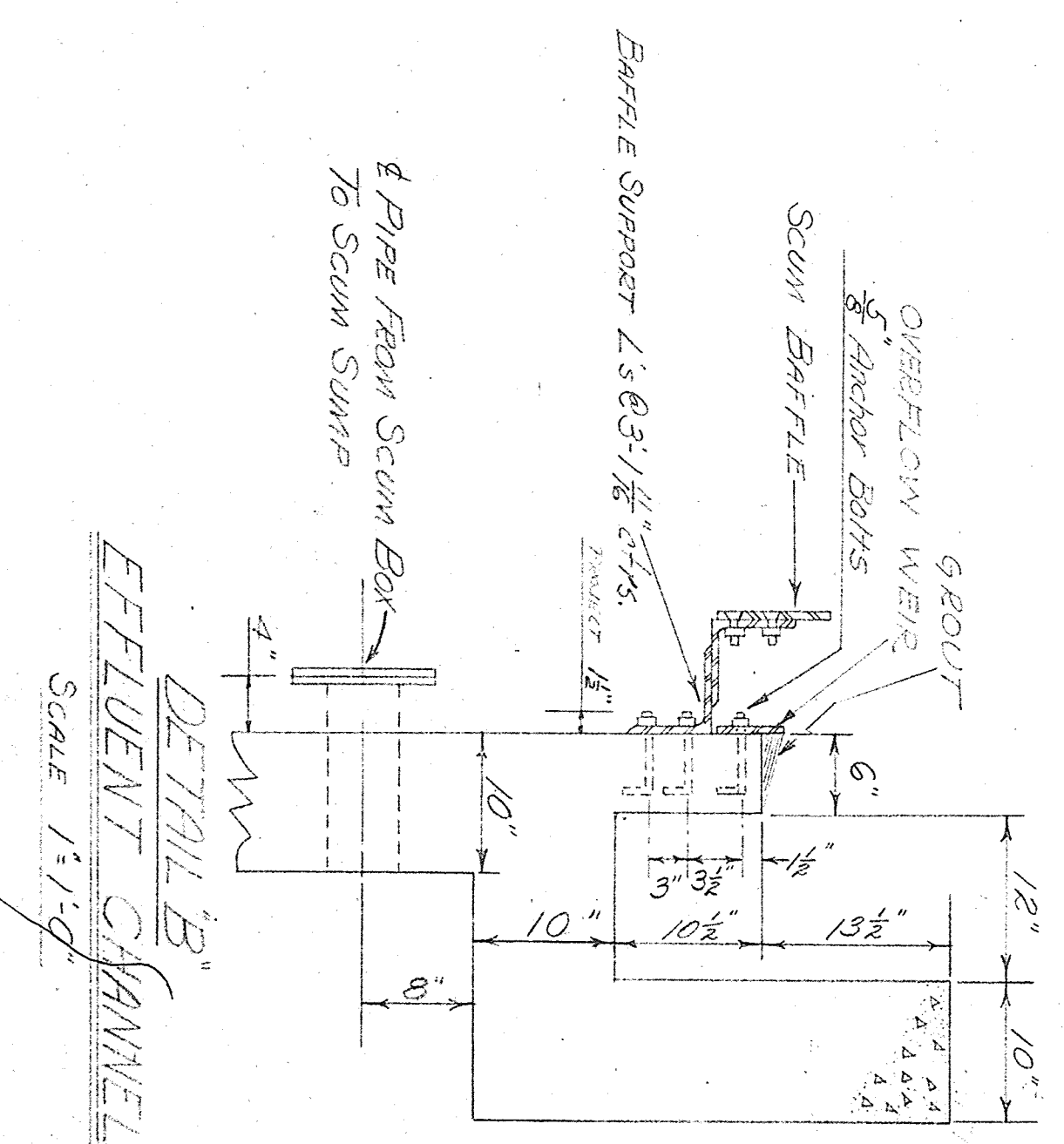
A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 12/90) covering Automobile Liability, code 1 (any auto), or code 8, 9 if no owned auto.
3. Workers' Compensation Insurance as required by the State of California and Employers' Liability Insurance. If no employees are utilized, the Consultant shall sign a declaration as described in California Health and Safety Code Section 19825.
4. Professional liability insurance appropriate to the Consultant's profession. Architects' and Engineers' coverage is to be endorsed to include contractual liability.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:

1. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$2,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation: statutory limit; Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
4. Professional liability: \$1,000,000 per occurrence or claim as approved by Scotia CSD General Manager.





*NOTE:*  
SECONDARY CLASFIELD IS SIMILAR IN ALL RESPECTS TO THE  
PRIMARY CLASFIELD EXCEPT WITH THE OMISSION OF THE  
SKIMMING ARM, FILED & HINGED SKIMMING BLADES, SCUM BOX,  
SCUM SHIRT AND THE SCUM BATTLE WITH ITS SUPPORTS.

[illegible]





## PUBLIC ASSISTANCE: CONTRACTING REQUIREMENTS CHECKLIST

FEMA's Public Assistance (PA) program provides supplemental assistance to states, tribes, and local governmental entities, as well as certain private non-profit organizations (hereinafter referred to as applicants) to assist them with recovering from emergencies and major disasters. FEMA's *Public Assistance Program and Policy Guide* (<http://www.fema.gov/public-assistance-policy-and-guidance>) provides comprehensive information regarding the types of assistance FEMA can provide and the requirements to receive assistance. The purpose of this Fact Sheet is to provide Public Assistance applicants with key information they need to consider when using contracted resources. Failure to follow federal contracting requirements when procuring and selecting contractors puts applicants at risk of not receiving full reimbursement for eligible disaster costs.

### Understanding Which Federal Contracting Requirements Apply to Public Assistance Applicants

The federal procurement requirements are found at 2 C.F.R. §§ 200.317-200.326. In order for a Public Assistance applicant to determine which contracting rules apply, the applicant must first determine if it is a state or non-state entity. States must follow procurement requirements found at 2 C.F.R. § 200.317 and non-states must follow procurement requirements found at 2 C.F.R. §§ 200.318 through 200.326.

A “**STATE**” means any state or territory of the United States, and any agency or instrumentality of that state or territory.

A “**NON-STATE**” entity is any eligible Public Assistance applicant that does not meet the “state” definition. Non-state applicants include local governments, Indian tribal governments, institutions of higher education, hospitals, and other eligible private non-profit organizations.

State entity applicants should refer to “**Checklist A: State Entities**” on page 2 for additional information. Non-state entity applicants should refer to “**Checklist B: Non-State Entities**” on page 2 for additional information.

**DISCLAIMER:** This Fact Sheet is intended to provide general information on procurement compliance and is not inclusive of every rule that an applicant may need to comply with. Additional information regarding the federal procurement standards can be found at the following webpage: [www.fema.gov/procurement-disaster-assistance-team](http://www.fema.gov/procurement-disaster-assistance-team).

### ATTENTION: Potential Compliance Issues

#### State Entities:

- ☐ Not following their own procurement policies and procedures.
- ☐ Not including required contract provisions.

#### Non-state entities:

- ☐ Using Time & Materials (T&M) contracts without a ceiling price.
- ☐ Awarding sole-source contracts without ensuring the noncompetitive proposals method is appropriately followed.
- ☐ Using pre-awarded/pre-disaster contracts for supplies or services that are out of the contract scope.
- ☐ Awarding to contractors that drafted solicitation documents.
- ☐ Using geographic preferences in the evaluation of bids and proposals.
- ☐ Entering into Cost-Plus-Percentage of Cost (CPPC) contract types. These contract types are prohibited.
- ☐ Improper “piggybacking” of other entities’ contracts.
- ☐ Awarding to suspended or debarred contractors.



## FEDERAL PROCUREMENT REQUIREMENTS CHECKLISTS

### Checklist A: State Entities

- ☐ Follow **the same policies and procedures** used when contracting with non-Federal funds (2 C.F.R. § 200.317);
- ☐ Comply with the **procurement of recovered materials** guidelines (2 C.F.R. § 200.322);
- ☐ Must include **required contract provisions** in all purchase orders/contracts awarded (2 C.F.R. § 200.326); and
- ☐ **Reasonable cost** considerations:
  - ☐ While **T&M contracts** without a ceiling price and **CPPC contracts** may be allowable under state standards, the use of these contracting vehicles carry a higher risk of noncompliance with the requirement that costs be reasonable (2 C.F.R. § 200.404) and as such may be subject to a higher level of scrutiny.

### Checklist B: Non-State Entities

- ☐ Maintain written standards of conduct covering **conflicts of interest** and governing the performance of employees who engage in the selection, award, and administration of contracts (2 C.F.R. § 200.318(c));
- ☐ Conduct procurements in a manner providing for **full and open competition** (2 C.F.R. § 200.319);
- ☐ Take six necessary steps to assure that **small and minority businesses, women's business enterprises, and labor surplus area firms** are used when possible (2 C.F.R. § 200.321):
  - ☐ Place such organizations that are qualified on solicitation lists;
  - ☐ Ensure such organizations are solicited whenever they are potential sources;
  - ☐ Divide total requirements, when economically feasible, into smaller tasks or quantities;
  - ☐ Establish delivery schedules, where the requirement permits, which encourage their participation;
  - ☐ Use the services and assistance, as appropriate, of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
  - ☐ Require prime contractor to take the above affirmative steps if subcontracting.
- ☐ Perform a **cost or price analysis** in connection with every procurement action in excess of the Simplified Acquisition Threshold, including contract modifications (2 C.F.R. § 200.323);
- ☐ Use allowable **procurement methods**, including procurement by micro-purchases, small purchases, sealed bidding, competitive proposals, and non-competitive proposals and ensure corresponding standards are met (2 C.F.R. § 200.320);
- ☐ If using a **T&M contract**, ensure that no other contract type is suitable and the contract includes a ceiling price that the contractor exceeds at their own risk (2 C.F.R. § 200.318(j));
- ☐ Follow the **bonding requirements** for all facility and improvement projects (2 C.F.R. § 200.325);
- ☐ Must include **applicable contract provisions** in all contracts awarded (2 C.F.R. § 200.326);
- ☐ Comply with the **procurement of recovered materials** guidelines (2 C.F.R. § 200.322);
- ☐ Maintain **oversight** to ensure contractors perform according to the terms, conditions, and specifications of their contracts or purchase orders (2 C.F.R. § 200.318(b)); and
- ☐ Maintain **records** sufficient to detail the history of the procurement. These records will include, but are not limited to the rationale for the method of procurement, selection of contract type; contractor selection or rejection; and basis for the contract price (2 C.F.R. § 200.318(i)).

## 6 Frequent Sources of Non-Compliance Issues

1. **Time & Materials Contracts.** T&M contracts can be used for a reasonable amount of time when (1) no other contract type is suitable; and (2) the contract includes a ceiling that the contractor exceeds at its own risk. Non-federal entities must also maintain a high degree of oversight (§ 200.318(j)).
2. **Cost-Plus-Percentage-of-Cost Contracts.** These are contracts where the contractor's profit is based on a percentage of the underlying project costs actually incurred. Such contracts are explicitly prohibited by the Federal procurement standards and ineligible for FEMA grant funding (§ 200.323(d)).
3. **Piggybacking.** Adopting a pre-existing contract solicited and awarded by another entity is referred to as "piggybacking." Non-state applicants considering piggybacking should closely examine whether use of another jurisdiction's contract would violate the federal procurement standards, as often these contracts do not contain required assignability clauses, are improper in scope, or were not procured in compliance with the federal procurement standards (§ 200.319).
4. **Geographic Preferences.** Non-state applicants must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals (§ 200.323(b)).
5. **Awarding to Contractors that Drafted Solicitation Documents.** Non-state applicants must prohibit contractors that develop or draft specifications, requirements, statements of work, invitations for bid or requests for proposal from competing for and being awarded the subsequent contract for that work (§ 200.323(a)).
6. **Suspended or Debarred Contractors.** Non-state applicants may not award a contract to a suspended or debarred contractor, nor may any prime contractor award to a suspended or debarred subcontractor. Check the database at [www.sam.gov](http://www.sam.gov) prior to awarding the contract (§§ 200.213, 200.318(h)).

## What do non-state applicants need to document in the contract file?

Maintaining contemporaneous records to detail the history of a procurement action is both required under the federal procurement standards (§ 200.318(i)) and the best defense in the event of an audit. FEMA requires non-state applicants to keep at least the following documentation:

- **Why you chose the procurement method** (e.g., documentation explaining that the contract was for construction so sealed bidding was the preferred procurement type pursuant to the federal procurement standards).
- **Why you chose the type of contract** (e.g., documentation explaining that the debris removal contract is a time and materials contract because no other contract type is suitable due to the uncertain amount of debris; that a firm ceiling price is included in the contract; and that this contract will be monitored to ensure the efficiency and avoid abuse by the contractor).
- **Why you chose or rejected a contractor** (e.g., documentation explaining that Contractor X was rejected because it failed to submit the required bid bond, whereas Contractor A was selected because it was deemed responsive, responsible, and had the lowest bid price).
- **The basis for the contract price** (e.g., documentation showing an independent cost estimate was performed prior to procurement; that although the contract price is slightly higher than the cost estimate, this contractor had a superior technical solution and was selected as the most advantageous; and that cost was further negotiated with the contractor to bring it closer to the cost estimate).



## Procurement Under Public Assistance Awards

September 2017



FEMA



**Intended Audience.** This publication is primarily intended for local governments, tribal governments, institutions of higher education, hospitals, and other nonprofit organizations (non-state applicants) who receive funding through FEMA's Public Assistance Program. While this publication does not address the federal procurement standards that apply to state entities, states must follow the rule set forth in 2 C.F.R. § 200.317. States are defined as any of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, or any agency or instrumentality of a state except for local governments.

**Purpose of this Publication.** The purpose of this publication is to assist eligible Public Assistance applicants in identifying and applying the federal procurement standards. Public Assistance applicants must follow these standards when using FEMA funds to procure disaster materials, supplies, public works projects, and services. Non-compliance with the federal procurement standards may result in the denial or de-obligation of Public Assistance funding. This document only provides a snapshot of the federal procurement standards; it does not address all Public Assistance requirements. The information provided is not legal advice. Public Assistance applicants should always consult with their legal counsel regarding any legal questions.

**Federal Procurement Standards.** The federal procurement standards applicable to federal awards can be found at Title 2 of the Code of Federal Regulations, Part 200, Sections 200.317 through 200.326 (2 C.F.R. §§ 200.317-200.326).

**FEMA Resources.** The Procurement Disaster Assistance Team (PDAT) provides resources to help Public Assistance applicants comply with the federal procurement standards at their website: [www.fema.gov/procurement-disaster-assistance-team](http://www.fema.gov/procurement-disaster-assistance-team). PDAT's resources include:

- Field Manual and Supplement on the Federal procurement standards;
- Compliance checklists;
- Required contract clauses template;
- Cost and price analysis guide; and
- Webinar series.

## **What federal procurement standards apply to non-state applicants (i.e., local governments, tribal governments, institutions of higher education, hospitals, and other nonprofit organizations)?**

Non-state applicants must:

- Follow their own documented procurement procedures which reflect applicable state, local, and tribal laws and regulations; and
- Conform their procurements to applicable Federal law and the regulations identified in 2 C.F.R. §§ 200.318 through 200.326.

## **What procurement methods can non-state applicants use?**

### **Micro-Purchase Procedures (§ 200.320(a))**

- ≤\$3,500 or comparable state/local/tribal threshold, whichever is lower
- Requires only ONE quote if price is reasonable
- MUST distribute equitably among vendors

### **Small Purchase Procedures (§ 200.320(b))**

- ≤\$150,000 or comparable state/local/tribal threshold, whichever is lower
- Requires quotes from three (3) suppliers

### **Sealed Bidding (§ 200.320(c))**

- Preferred method for construction contracts
- Firm-fixed-price contract is awarded to the lowest priced, responsive, responsible bidder
- Non-state applicants must solicit bids from an adequate number of suppliers
- Local and tribal governments must publicly advertise the invitation for bids and open bids publicly

### **Competitive Proposals (§ 200.320(d))**

- Method generally used when conditions are not appropriate for sealed bidding
- Fixed price or cost reimbursement contract is awarded to the responsible firm whose proposal is most advantageous to the non-state applicant
- Non-state applicants must publicize requests for proposals (RFPs), and solicit proposals from an adequate number of qualified sources
- RFPs must identify all evaluation factors and their relative importance

## **Do non-state applicants have to award to small, minority owned, women's business enterprises, or labor surplus area firms?**

Non-state applicants must engage these categories of socioeconomic firms in the procurement process, but are not required to set aside awards for them. To engage them in the procurement process, non-state applicants MUST take the following affirmative steps (§ 200.321):

1. Place qualified socioeconomic firms on their solicitation lists;
2. Assure that socioeconomic firms are solicited whenever they are potential sources;
3. Divide total requirements, when economically feasible, into smaller tasks or quantities;
4. Establish delivery schedules, where the requirement permits, which encourage participation by socioeconomic firms;
5. Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Require prime contractors to take steps (1) through (5) if they use subcontractors.

## **Is it ever permissible for non-state applicants to sole source a contract?**

Yes, the federal procurement standards identify four situations in which a non-state applicant may sole source a contract (§ 200.320(f)):

1. The item is available from only one source;
2. A public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. FEMA or the State authorizes a written request to sole source; or
4. After solicitation of a number of sources, competition is determined inadequate.

When sole sourcing, the non-state applicant must provide a written justification in the contract file.