



COUNTY OF SISKIYOU

PUBLIC HEALTH & COMMUNITY DEVELOPMENT DEPARTMENT

Building ♦ Environmental Health ♦ Office of Emergency Services

Personal Health ♦ Planning

806 South Main Street · Yreka, California 96097

Phone: (530) 841-2100 · Fax: (530) 841-4076

www.co.siskiyou.ca.us/phs

TERRY BARBER
DIRECTOR

STEPHEN PERLMAN, M.D.
HEALTH OFFICER

REQUEST FOR PROPOSAL

Consultants for Siskiyou County Public Health and Community Development

Septage Waste Management Feasibility Study

Submit Proposals to:

Terry Barber

Siskiyou County Public Health and Community Development

806 South Main Street

Yreka, CA 96097

Telephone: 530-841-2110

Fax: 530-841-4076

tbarber@co.siskiyou.ca.us

Proposals Must Be Received By:

4:00 pm, Friday, March 5, 2010

BUILDING

**Michael Crawford,
Deputy Director**

Telephone: (530) 841-2100
Fax: (530) 842-0111

ENVIRONMENTAL HEALTH

**Michael L. Moses,
Deputy Director**

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**OFFICE OF
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**Robert L. Rowley,
Deputy Director**

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**PERSONAL HEALTH
Terri Funk,
Deputy Director**

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Greg Plucker,
Deputy Director**

Telephone: (530) 842-8203
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I. Introduction

Siskiyou County residential development is dependent upon use of septic systems. Septic systems require maintenance in the form of periodic pumping of the tank solids. These solids need to be collected, managed and disposed of in an appropriate manner.

The County has maintained four septage sites in locations throughout the County since the 1980's. Since then the County has voluntarily closed all but one of the facilities. The existing septage disposal facility is outdated and must be replaced. The Siskiyou County Public Health and Community Development Department is seeking proposals from qualified consulting firms to do a comprehensive septage waste management feasibility study. The County is desirous of maintaining a comprehensive septage waste management system within Siskiyou County. However, it is the County's intention to use the study to determine the most cost effective manner to manage septage waste generated within Siskiyou County and select an alternative that would allow complete implementation prior to November 1, 2013.

This request for proposal (RFP) defines the minimum scope of services and outlines the requirements that must be met by consultants interested in providing such services. Consultants shall carefully examine the entire RFP, all related materials, referenced data, and shall become fully aware of the nature and the conditions to be encountered in performing the service.

To be considered, a response to this request must be received by Terry Barber, Public Health and Community Development, 806 South Main Street, Yreka, CA 96097 by **4:00 pm, Friday, March 5, 2010**. Please note that this will be a competitive selection process.

Feasibility Study Project Description

The feasibility study should provide an overview of septage waste management and identify the most efficient and cost effective strategy to manage the waste stream. The feasibility study must identify possible project locations, identify all permitting requirements and processes, and address ongoing maintenance and operational costs.

The feasibility study will consist of analysis for developing a new septage receiving facility, review of several previously identified alternatives from feasibility and constructability perspectives, development of additional alternatives not yet considered, ranking of all alternatives and providing an opinion as to the best course of action for the County to undertake. The feasibility study will also review potential funding sources that may be able to provide funding to complete the selected project.

III. Process

Preparation of the study must include:

- 1 Data collection, interviews, surveys, and review of engineering and other documents;
- 2 Interpretation and analysis;
- 3 Prepare administrative draft with appropriate citations & references, draft findings, determinations and recommendations for staff review, incorporate requested staff revisions and edits, circulate draft to all affected and interested agencies for comment, incorporate appropriate revisions and edits;
- 4 Produce the Final Draft for distribution, and supply to staff one (1) unbound printer ready copy and one (1) electronic copy (in Microsoft Word format suitable for publication by County staff);
- 5 Present the Study to the County Board of Supervisors.

V. Data Collection and Interpretation

The consultant is expected to use any and all available information relevant to the development of the study including but not limited to interviews, surveys, previous research, reports, engineering reports, audit reports, State department reports, and local health department reports. Sufficient data and information should be collected to construct a clear, concise and comprehensive report. Siskiyou County records contain limited information that will be available to the qualified applicant. Records include the amount of septage waste that is received at the existing facility. This data does not include all waste that is generated and/or disposed of in Siskiyou County. It is incumbent upon the firm to identify the full scope of data need to complete the analysis.

Use of data sources and other information should result in a report that:

1. Provides flexible and creative alternatives for agencies in need of new service options;
2. Provides logical and reasonable recommendations, yet also makes innovative suggestions for solutions to service and policy issues;
3. Includes the appropriate charts, graphs and maps to provide clear and organized documentation for its findings, conclusions and recommendations; and
4. Includes recommended findings, conclusions and actions to present to the Board of Supervisors for their determination based on the research

To the extent appropriate, research for the service review should include the necessary sources and subjects required to complete the study. The County will make available all resources, data and information at its disposal; however, the consultant is expected to gather data from the agencies and other sources if necessary.

VI. Expectations

The successful firm or individual(s) are expected to perform and provide the following:

1. Research necessary to identify potential project locations, the permitting process, permitting requirements, project timelines, construction costs, maintenance and operational costs associated with a comprehensive septage waste management plan and funding mechanism.
2. The written report should include a thorough description and analysis of septage waste management strategies and include five viable project alternatives. One of the options must include analysis of a project in which septage waste haulers transport waste to an approved facility outside Siskiyou County and one project shall consider development of a privately owned and operated facility.
3. The options must include a discussion related to project costs and potential funding mechanisms.
4. The written report should identify potential issues or other project constraints that may affect implementation of a specific project.
5. The written report should explain and support all determinations, recommendations and findings in the written document.

In addition, the selected Consultant will undertake the following tasks as part of the feasibility study:

1. Meet with county staff to verify scope of work understanding.
 - a. Collect available existing system data
 - i. Capacity of existing ponds
 - ii. Annual disposal rates
 - b. Determine design criteria for new system requirements
2. Develop and analyze up to five alternatives to achieve the expressed goals and design criteria.
 - a. Identify potential sites for new facility considering:
 - i. Location
 - ii. Access
 - iii. Potential impacts to local governments
 - iv. Potential environmental impacts
 - v. Costs of acquiring/leasing property
 - vi. Average transportation costs for septage haulers
 - b. Identify appropriate septage receiving technology and equipment
 - i. Develop budgetary costs associated with alternatives
3. Refine Alternative Analysis
 - a. Based on alternative analysis, meet with County and provide overview of alternatives, and associated benefits and drawbacks to each

- b. Recommend up to five (5) alternatives for further consideration.
(see information above relative to required alternatives)
4. Develop comprehensive budget analysis for selected alternatives
 - a. Determine revenue requirements to meet projected expenses
 - i. Recommend costs per gallon fee structure
5. Review possible funding mechanisms the County may be able to utilize to construct the selected project.
6. Prepare a final report that includes, but is not limited to:
 - a. Executive Summary of alternative analysis
 - b. Identification of general design criteria
 - c. Assessment of existing facility
 - d. Assessment of each alternative studied
 - e. Detailed description of selected alternative(s) including capital and Operation and Maintenance budget estimates
 - f. Environmental assessments of selected alternatives, including regulatory requirements and required permits
 - g. Constructability assessments and considerations
 - i. Develop budgetary costs associated with the decommissioning of the existing system.
7. Present Final Report to the Board of Supervisors

VII. Schedule

Application deadline is Friday, March 5, 2010 at 4:00 pm. Faxes or other electronic transmittals **cannot** be accepted.

Siskiyou County intends to select a firm in March 2010. The final schedule for this project will be negotiated with the firm selected for the project and will be included in the consulting services agreement.

VIII. Project Budget

Proposals will be evaluated, in part, based on cost-effectiveness. Responses should include a detailed budget and cost break down for the proposal. The final project budget will be negotiated with the firm selected for the work prior to an agreement being recommended to the Board of Supervisors for adoption.

IX. Proposal Requirements and Contents

The proposal shall be specifically responsive to this request and shall include, but not necessarily be limited to, the following:

1. General statement by the firm or individual about the proposal including an understanding and the consultant's approach to accomplishing the work as outlined. The statement should demonstrate the knowledge, experience and qualifications of the consultant to perform the required duties.
2. Specifically substantiated statement of the firm or individual's qualifications to perform the work, ability to stay within budget, and meet deadlines.
3. Identification and designation of all individuals who will to perform the work, including resumes documenting their experience and competence to perform that work. Include a contact person with telephone number or email address for references.
4. General time line and explanations of the stages of work required to complete the documents in the most efficient and timely manner.
5. Proposal costs and cost breakdown, including identification of basic work tasks.
6. A list of the firm's rates and billing procedures.
7. List of references for similar work and similar projects and studies.
8. Response to be no more than twenty-five pages, simply bound, excluding any pages for a sample of a comparable study or report described in Item 10 below.
9. Response to Request for Proposal in electronic format, either computer disc or email to tbarber@co.siskiyou.ca.us in addition to the bound copy.
10. Sample of comparable study or report prepared by your firm, either computer disc or email to tbarber@co.siskiyou.ca.us in addition to the bound copy.

XI. Evaluation Criteria

Siskiyou County staff will review the proposal and contact references. Interviews may be conducted with representatives from the firms submitting the proposal.

XII. Consultant Selection

The following attributes will be considered in determining the award of the contract:

1. Demonstrated expertise in the subject matter, and an ability to produce a clear, well-researched and definitive product. Consultant must demonstrate experience in septage facility design and construction.
2. Ability to establish effective contacts with local agencies, pertinent parties, knowledgeable experts; and
3. Cost estimates and projected time lines.

The County is not obligated to contract with any consulting firm submitting a bid and reserves the right to reject any or all proposals submitted.

During the evaluation process, the County reserves the right, where it may serve its best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions. At the discretion of the County, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The County reserves the right to retain all proposals submitted and to use ideas submitted in a proposal, regardless of whether that proposal is selected. Submission of a proposal is acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the County and the firm selected. It is anticipated the selection of a firm will be completed by the end of March, 2010. There is no expressed or implied obligation for the County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Additional Information

Insurance: The form of contract includes standard form Siskiyou County insurance requirements and standard form insurance certificates.

Contract Provisions: Siskiyou County reserves the right to reject any and all proposals, waive any irregularity in the proposals and/or to conduct negotiations with any firms, whether or not they have submitted a proposal. The initial draft of the contract form to be used for agreements is attached to this RFP. Although the attached draft is subject to revision before execution by the parties, by submission of a proposal or statement of qualification the potential contractor indicates that except as specifically and expressly noted in its submission, it has no objection to the attached draft contract or any of its provisions, and if selected will enter into a final agreement based substantially upon the attached draft contract.

Submittal: Friday, March 5, 2010, 4:00 pm
Siskiyou Public Health and Community Development
Attn: Terry Barber, Director,
806 South Main Street
Yreka, CA 96097

Telephone: 530-841-2110
Fax: 530-841-4076
tbarber@co.siskiyou.ca.us

(NO FAXES WILL BE ACCEPTED)