



**LINCOLN-SMD 1 WASTEWATER AUTHORITY
MEETING AGENDA**

Regular Meeting of the Board of Directors

Lincoln City Hall, Third Floor Council Chambers
600 Sixth Street, Lincoln, CA 95648

August 11, 2023, at 10:00 a.m.

The public may also observe and participate in the meeting via Zoom at the following
videoconferencing link:

https://us06web.zoom.us/webinar/register/WN_L2bYfOdARYiQxL2vDwckAQ

Board of Directors

CITY OF LINCOLN
Dan Karleskint, Chair
Holly Andreatta

COUNTY OF PLACER
Jim Holmes, Vice Chair
Shanti Landon

General Manager and Secretary

George Barber

Legal Counsel

Wes Miliband

PRELIMINARY MATTERS

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. PUBLIC COMMENT ON NON-AGENDA ITEMS

Any member of the public wishing to address the Board of Directors regarding items not on the Agenda within the Authority's subject matter jurisdiction should do so at this time. With respect to items on the Agenda, the Board will receive public comments at the time the item is opened for discussions, prior to any vote or other Board action. A three-minute time limit is requested. Please complete a speaker card and submit it to the General Manager at the meeting.

ACTION CALENDAR

- 1. APPROVAL OF MINUTES – 07/14/23 Regular Meeting
- 2. CONSENT ITEMS



It is recommended by the General Manager that these items, which are expected to be routine in nature and without controversy, be received and acted upon by the Board without discussion. If any Board member or interested party requests that an item be removed from the Consent Calendar for discussion, it will be considered separately. The consent calendar may be approved by a single motion to approve, followed by a second and then a call for vote.

2.1 NONE

3. GENERAL MANAGER'S REPORT AND UPDATE – A written and verbal report.
4. OPERATIONS REPORT AND UPDATE – A written and verbal report.
5. RECOMMENDATION AND CONSIDERATION OF PHASE I IMPROVEMENTS TO THE WASTEWATER TREATMENT AND RECLAMATION PLANT – Consider approval of the recommendation from the Technical Advisory Group for components to include in Phase I Improvements. -- A written and verbal report.
6. LEGAL REPORT – Counsel will provide a presentation regarding the Brown Act.
7. DIRECTOR'S COMMENTS

ADJOURNMENT

THE FOLLOWING INFORMATION IS PROVIDED TO ASSIST WITH PUBLIC PARTICIPATION:

Americans with Disabilities Act (ADA): In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the Lincoln City Clerk's Office at (916) 434-2490. The meeting room is wheelchair accessible and disabled parking is available. Notification at least 24 hours prior to the meeting or time when services are needed will assist staff in assuring reasonable arrangements can be made to provide accessibility to the meeting or service.

Agenda Availability: The main posting location of the LiSWA Agenda is on the public kiosk outside the entrance of Lincoln City Hall, 600 6th Street, Lincoln, California. Agenda Packets are available for review at the Lincoln City Clerk's Office, 600 6th Street, Lincoln, California.

LINCOLN-SMD 1 WASTEWATER AUTHORITY
Board Meeting Minutes

Regular Meeting of the Board of Directors
July 14, 2023, at 10:00 a.m.

PRELIMINARY MATTERS

- A. CALL TO ORDER - *The meeting was called to order at 10:00 am.*
- B. PLEDGE OF ALLEGIANCE - *The pledge was led by Chair Karleskint.*
- C. ROLL CALL

*Dan Karleskint, Chair
Jim Holmes, Vice Chair
Holly Andreatta, Director
Shanti Landon, Director
Staff present:
George Barber, General Manager and Board Secretary
Wes Miliband, Legal Counsel*

- D. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments on non-agenda items.

ACTION CALENDAR

- 1. APPROVAL OF MINUTES – 06/26/23 Special Meeting
Motion to approve by Director Holmes, Second by Director Landon, Approved 4-0
- 2. CLOSED SESSION MATTERS: CONVENE TO CLOSED SESSION FOR MATTER(S) LISTED ON THE AGENDA

- 2.1 Public Employee Evaluation
(Government Code § 54957(b)(1))
Title: General Manager and Board Secretary

Board of Directors adjourned to closed session at 10:02 am

RECONVENE FROM CLOSED SESSION AND PROVIDE REPORT(S), IF APPLICABLE

Board of Directors reconvened from closed session at 10:11, legal counsel announced there was no reportable action from closed session.

- 3. OLD BUSINESS - APPROVAL AND AUTHORIZATION TO EXECUTE AGREEMENT WITH WEST YOST ASSOCIATES FOR GENERAL MANAGER AND BOARD SECRETARY SERVICES – Consider approval of agreement with West Yost Associates for an amount up to \$510,000.00 from July 1, 2023 through June 30, 2024 subject to one-year renewal increments, and authorizing the LiSWA Board Chair to execute the agreement. – A written and verbal report.

Motion to approve by Director Holmes, Second by Director Andreatta, Approved 4-0

4. CONSENT ITEMS

It is recommended by the General Manager that these items, which are expected to be routine in nature and without controversy, be received and acted upon by the Board without discussion. If any Board member or interested party requests that an item be removed from the Consent Calendar for discussion, it will be considered separately. The consent calendar may be approved by a single motion to approve, followed by a second and then a call for vote.

- 4.1 MEMORANDUM OF UNDERSTANDING WITH PLACER COUNTY AUDITOR-CONTROLLER. – Consider approval of a Memorandum of Understanding with Placer County for accounting services in the amount of \$3,549.60 from July 1, 2023 through June 30, 2024 and subject to annual renewal upon written agreement of the Parties, and authorize the Chair to execute the MOU.

Motion to approve by Director Andreatta, Second by Director Landon, Approved 4-0

5. GENERAL MANAGER'S REPORT AND UPDATE – A written and verbal report was provided discussing operations contract schedule, financial processes, and billing.
6. OPERATIONS REPORT AND UPDATE – A written report was provided.
7. BOND FUNDING TEAM CONSIDERATION –

After discussion with the LiSWA Treasurer, it was decided to table items 7.1 and 7.3 to a future meeting.

- 7.1 APPROVAL AND AUTHORIZATION FOR THE GENERAL MANAGER TO NEGOTIATE AN AGREEMENT WITH FIELDMAN, ROLAPP & ASSOCIATES FOR MUNICIPAL ADVISORY SERVICES – Consider approval for the General Manager to negotiate an agreement with Fieldman, Rolapp & Associates for consulting services for issuance of debt, with such agreement to come to the Board for consideration and potential approval at a future meeting.
- 7.2 APPROVAL AND AUTHORIZATION FOR THE GENERAL MANAGER TO NEGOTIATE AN AGREEMENT WITH JONES HALL FOR BOND COUNSEL SERVICES – Consider approval for the General Manager to negotiate an agreement with Jones Hall, A Professional Law Corporation for Bond Counsel Services, with such agreement to come to the Board for consideration and potential approval at a future meeting.

Motion to approve by Director Andreatta, Second by Director Holmes, Approved 4-0

- 7.3 APPROVAL AND AUTHORIZATION FOR THE GENERAL MANAGER TO NEGOTIATE AN AGREEMENT WITH OPPENHEIMER & CO FOR BOND UNDERWRITING SERVICES – Consider approval for the General Manager to negotiate an agreement with Oppenheimer & Co for Bond Underwriting Services, with such agreement to come to the Board for consideration and potential approval at a future meeting.
8. RESOLUTION NO. 2023-05 - RESOLUTION OF THE BOARD OF DIRECTORS OF THE LINCOLN SMD-1 WASTEWATER AUTHORITY DECLARING INTENTION TO ISSUE TAX-EXEMPT SECURITIES TO BE USED TO REIMBURSE THE LINCOLN SMD-1 WASTEWATER

AUTHORITY FOR EXPENDITURES TO BE MADE PRIOR TO THE ISSUANCE OF SUCH SECURITIES. – Consider approval of Resolution to declare intention to issue tax-exempt securities and reimburse expenditures from proceeds of issued debt and securities.

The nature of the action was discussed regarding the capturing of expenses that could be reimbursed by bond proceeds. It was discussed the Board will ultimately determine what expenses are reimbursed through bond proceeds. Motion to approve by Director Landon, Second by Director Andreatta, Approved by Roll Call 4-0.

9. WEST YOST PEER REVIEW REGARDING IMPROVEMENTS AT LISWA'S WASTEWATER TREATMENT PLANT – Consider West Yost's peer review of the Phase I Wastewater Treatment and Reclamation Facility improvements and determine components or options most desirable for proceeding toward the facilities improvement process.

A presentation was made on the findings and Board questions were answered. Motion to accept the report and table any recommendations to a future meeting in order for staffs of all entities to meet and provide a group recommendation by Director Andreatta, Second by Director Holmes, Approved 4-0

10. LEGAL REPORT – Counsel discussed the .gov website challenges, doing a Brown Act presentation at the next Board meeting and drafting governance policies and procedures for LISWA.
11. DIRECTOR'S COMMENTS – None were provided.

ADJOURNMENT Meeting was adjourned at 11:02 am



Lincoln-SMD1 Wastewater Authority

Memorandum

To: Board of Directors
From: George Barber, General Manager
Date: 08/11/23 Regular Board Meeting

Agenda Item #3

SUBJECT: General Manager's Report

- The main focus is working with City and County team members reviewing Phase I options for consideration.
- Working with the Treasurer on requests for proposals (RFP) for a Municipal Financial Advisor and a Bond Underwriting firm. The plan is to issue the RFP for the Financial Advisor first and bring the recommendation to the Board at the September meeting. The Treasurer, Nita Wracker from the City, and I will review the proposals and agree on a recommendation. The RFP for bond underwriting will come at a later date. We expect to have an agreement for Bond legal services for your consideration at the September meeting as well.
- Exchanging documentation with the California Department of Tax and Fee Administration to facilitate the vehicle transfer.
- We continue to work with the County in transitioning the financials to the new fiscal year.
- We are finalizing the documentation of expenses from the LiSWA initial year to apportion them to the City and County as agreed upon.
- The transition advisory group has been helpful on analyzing the Phase I improvements and their impacts.
- Development of a service agreement with the City of Lincoln for both IT services and Public Works is near completion. Wes Miliband is working on the draft agreement or amendment to our existing reimbursement agreement.
- I am in regular communication with Gary about operations.
- The PGE accounts have been transferred and the PGE loan for the Oxidation Ditch Project is being updated for execution. The two PGE accounts that have solar connected will take a little more time to complete the transition.
- Included in the report is some financial information for your benefit.
- Included in this report is the draft RFQ for the operations contract for your review and input. The County and City have not provided review or input yet. We will work with the County to determine if they would like an alternative item to provide operations for the SMD-1 system. Also included is the schedule for the selection process and we are still on track.

Placer Budget to Actuals

Company: CO260 Lincoln Sewer Maintenance District 1 Wastewater Authority
 Budget Structure: Special District Budget - Detail Level
 Budget Name: 2022-23 Special District - Detail Level
 Period: FY2023 - Jun
 Time Period: Current Period YTD
 Book and Book for Budget: Modified Accrual (Common)
 Ignore Commitments: No
 Ledger Account/Summary: Master Account Set: Income Statement

Account Set	Budget	Commitments	Obligations	Actuals	Balance	Percentage of Budget
Total Revenue	(9,738,788.00)	0	0	(7,869,014.41)	(\$1,869,773.59)	80.80%
42010:Investment Income	0	0	0	(55,961.41)	\$55,961.41	0.00%
46230:Sanitation Services	(9,738,788.00)	0	0	(7,813,053.00)	(\$1,925,735.00)	80.23%
Total Expenses	8,978,155.00	0	0	3,810,254.41	\$5,167,900.59	42.44%
Total Capital Assets	0	0	0	0	0.00	0.00%
Total Expenses (Non Capital Assets)	8,978,155.00	0	0	3,810,254.41	\$5,167,900.59	42.44%
52080:Insurance	275,000.00	0	0	323,927.41	(\$48,927.41)	117.79%
52160:Maintenance	852,000.00	0	0	4,638.91	\$847,361.09	0.54%
52170:Fuels & Lubricants	8,800.00	0	0	10,443.96	(\$1,643.96)	118.68%
52240:Professional / Membership Dues	6,000.00	0	0	0	\$6,000.00	0.00%
52320:Printing	1,000.00	0	0	0	\$1,000.00	0.00%
52360:Professional and Special Services - General	240,000.00	0	0	327,964.28	(\$87,964.28)	136.65%
52380:Professional and Special Services - Technical, Engineering and Environmental	5,670,955.00	0	0	2,552,875.72	\$3,118,079.28	45.02%
52390:Professional and Special Services - County	5,000.00	0	0	1,765.00	\$3,235.00	35.30%
52400:Professional and Special Services - Information Technology	500.00	0	0	8,176.91	(\$7,676.91)	1,635.38%
52450:Short-Term Rents and Leases - Buildings & Improvements	57,400.00	0	0	0	\$57,400.00	0.00%
52570:Advertising	7,500.00	0	0	0	\$7,500.00	0.00%
52800:Utilities	1,699,000.00	0	0	580,462.22	\$1,118,537.78	34.16%
53190:Taxes and Assessments	85,000.00	0	0	0	\$85,000.00	0.00%
53280:City of Lincoln	70,000.00	0	0	0	\$70,000.00	0.00%
ROU and SBITA Lease Non-Budgetary Revenue and Expense	0	0	0	0	0.00	0.00%
ROU and SBITA Lease Revenue	0	0	0	0	0.00	0.00%

Placer Budget to Actuals

Account Set	Budget	Commitments	Obligations	Actuals		Balance	Percentage of Budget
ROU and SBITA Lease Asset (Capital Outlay)	0	0	0	0		0.00	0.00%
Facilities and Administration Cost Revenue and Expense	0	0	0	0		0.00	0.00%
42840:Facilities and Administration Cost Revenue	0	0	0	0		0.00	0.00%
52840:Facilities and Administrative Costs Expense	0	0	0	0		0.00	0.00%
Net (Income)/Loss	(760,633.00)	0	0	(4,058,760.00)		\$3,298,127.00	533.60%

LiSWA Expense Detail as of 07/06/23

Vendor	Date	Invoice #	Amount	G/L	G/L BEGINNING BALANCE	G/L ENDING BALANCE
G/L ACCOUNTING 52080: INSURANCE						
Alliant Insurance Services	05/04/23	LINCMAI-CL	\$ 282,165.31	52080	\$ 275,000.00	\$ (7,165.31)
	05/04/23	LINCMAI-CE	\$ 25,269.81	52080		\$ (32,435.12)
	05/04/23	LINCMAI-CA	\$ 16,492.29	52080		\$ (48,927.41)
Total G/L 52080: INSURANCE			\$ 323,927.41		\$ 275,000.00	\$ (48,927.41)
G/L ACCOUNTING 52160: MAINTENANCE						
City of Lincoln	06/07/23	649707	\$ 4,638.91	52160	\$ 852,000.00	\$ 847,361.09
Total G/L 52160: MAINTENANCE			\$ 4,638.91		\$ 852,000.00	\$ 847,361.09
G/L ACCOUNTING 52170: FUEL AND LUBRICANTS						
City of Lincoln	06/07/23	649707	\$ 6,662.41	52170	\$ 8,800.00	\$ 2,137.59
City of Lincoln	06/30/23	649932	\$ 3,781.55			\$ (1,643.96)
Total G/L 52170: FUEL AND LUBRICANTS			\$ 10,443.96		\$ 8,800.00	\$ (1,643.96)
G/L ACCOUNTING 52360: PROFESSIONAL AND SPECIAL SERVICES - GENERAL						
Atkinson, Andelson, Loya, Ruud & Romo	02/28/23	675599	\$ 6,587.89	52360	\$ 240,000.00	\$ 233,412.11
	03/31/23	678837	\$ 30,769.71	52360		\$ 202,642.40
	04/30/23	681099	\$ 13,730.52	52360		\$ 188,911.88
	05/31/23	683740	\$ 24,642.75	52360		\$ 164,269.13
	06/30/23	686976	\$ 9,849.89	52360		\$ 154,419.24
Total Atkinson, Andelson, Loya, Ruud & Romo			\$ 85,580.76			
Fieldman, Rolapp & Associates	02/13/23	28106	\$ 2,185.00	52360		\$ 162,084.13
	01/03/00	28197	\$ 4,220.50	52360		\$ 157,863.63
	04/26/23	28301	\$ 2,682.00	52360		\$ 155,181.63
	06/15/23	28411	\$ 1,866.50	52360		\$ 153,315.13
	07/10/23	28468	\$ 1,058.00	52360		\$ 152,257.13
Total Fieldman, Rolapp & Associates			\$ 12,012.00			
West Yost Associates	12/31/22	2052168	\$ 21,536.28	52360		\$ 131,778.85
	01/31/23	2052533	\$ 30,593.64	52360		\$ 101,185.21
	02/28/23	2052983	\$ 30,139.02	52360		\$ 71,046.19
	03/31/23	2053250	\$ 49,050.98	52360		\$ 21,995.21
	04/30/23	2053636	\$ 27,208.10	52360		\$ (5,212.89)
	05/31/23	2054084	\$ 23,832.55	52360		\$ (29,045.44)
	06/30/23	2054509	\$ 36,879.89	52360		\$ (65,925.33)
Total West Yost Associates			\$ 219,240.46			
City of Lincoln	06/07/23	649707	\$ 41,747.07	52360		\$ (41,747.07)
City of Lincoln	06/30/23	649932	\$ 6,263.88			
Total City of Lincoln			\$ 48,010.95			
Total G/L 52360: PROFESSIONAL AND SPECIAL SERVICES - GENERAL			\$ 364,844.17		\$ 240,000.00	\$ (124,844.17)
G/L ACCOUNTING 52380 - PROFESSIONAL AND SPECIAL SERVICES TECHNICAL, ENGINEERING & ENVIRONMENTAL						
City of Lincoln	06/07/23	649707	\$ 1,555,091.83	52380	\$ 5,670,955.00	\$ 4,115,863.17
City of Lincoln	06/30/23	649932	\$ 552,264.72			\$ 3,563,598.45
Total City of Lincoln			\$ 2,107,356.55			
Stantec	06/30/23	2099921	\$ 284,402.75	52380		\$ 3,279,195.70
Stantec	06/30/23	2099923	\$ 161,116.42	52380		\$ 3,118,079.28
Stantec	07/21/23	2108384	\$ 237,102.00			\$ 2,880,977.28
Stantec	07/21/23	2108385	\$ 186,513.63			\$ 2,694,463.65
Total Stantec			\$ 869,134.80			
Total G/L 52380: PROFESSIONAL AND SPECIAL SERVICES TECHNICAL, ENGINEERING & ENVIRONMENTAL			\$ 2,976,491.35		\$ 5,670,955.00	\$ 2,694,463.65
G/L ACCOUNTING 52390 - PROFESSIONAL AND SPECIAL SERVICES - COUNTY						
City of Lincoln	06/07/23	649707	\$ 1,765.00		\$ 5,000.00	\$ 3,235.00
Total G/L 52390 - PROFESSIONAL AND SPECIAL SERVICES - COUNTY			\$ 1,765.00		\$ 5,000.00	\$ 3,235.00
G/L ACCOUNTING 52400 - PROFESSIONAL AND SPECIAL SERVICES - I/T						
City of Lincoln	06/07/23	649707	\$ 6,787.61		\$ 500.00	\$ (6,287.61)
City of Lincoln	06/30/23	649932	\$ 1,389.30			\$ (7,676.91)
Total G/L 52400 - PROFESSIONAL AND SPECIAL SERVICES - I/T			\$ 8,176.91		\$ 500.00	\$ (7,676.91)
G/L ACCOUNTING 52800 - UTILITIES						
City of Lincoln	06/07/23	649707	\$ 451,430.01		\$ 1,699,000.00	\$ 1,247,569.99
City of Lincoln	06/30/23	649932	\$ 129,032.21			\$ 1,118,537.78
Total G/L 52800 - UTILITIES			\$ 580,462.22		\$ 1,699,000.00	\$ 1,118,537.78
GRAND TOTAL			\$ 4,270,749.93		\$ 8,751,255.00	\$ 4,480,505.07

Item	Status	Working with	Notes- Green Complete Yellow New
Financial			
Develop and Approve Budget	Completed	Lincoln Finance	Next Fiscal year on Agenda
Develop process for paying bills with Placer County Treasurer/Auditor	Completed	Placer	Payables are being processed and vendors being added
Set Charge per WWTRU	Completed	Lincoln/Placer	Approved
Transfer Funds to County	Completed	Lincoln /Placer	Completed
West Yost Billing approval process	Completed		Approved through County Process
Select Municipal Financial Advisor	Completed		Bond Assistance on Agenda
Obtain Insurance	Completed		Delivery of Information ongoing
Property Transfers			
Wastewater Treatment Plant	Completed	Lincoln Admin/County Counsel	
Conservation Easement	In process	Lincoln Admin/County Counsel	City working with Developer on issues before transfer
Pipelines	In process	Lincoln PW	Psomas and County Surveyor resolving final issues
Business Property	Completed	Lincoln Admin	Inventory list and Bill of Sale
Vehicles	In process	Lincoln PW	Need Tax-exempt status
Equipment	Completed	Lincoln PW	Inventory list and Bill of Sale
Fixtures	Completed	Lincoln PW	Inventory list and Bill of Sale
Supplies	Completed	Lincoln PW	Inventory list and Bill of Sale
Reclaimed Water Cost Study			
Connection Fee Analysis			
Operations Transfers			
Stantec Operations Agreement	Completed	Lincoln Admin	
NPDES Permit	Completed		New Permit requirements in Place
Solar Star Power Purchase Agreement	Completed	Lincoln Admin/County Counsel	
Solar Star Site Lease Agreement	Completed	Lincoln Admin/County Counsel	
Machado Recycled Water Agreement	Completed	Lincoln Admin/County Counsel	
Farm Management of Effluent Disposal Lands Auburn Ravine Ranch	Completed	Lincoln Admin/County Counsel	
Western Placer Waste Management Authority Agreement	Completed	Lincoln Admin/County Counsel	

Radmall Lease	Completed	Lincoln Admin/County Counsel	
Utility Services	Completed	Lincoln Admin	
Alarm systems	Completed	Lincoln Admin/County Counsel	
Ensure proper transfer of SMD1 duties	Completed	Stantec/Placer	
Other			
Logo, Letterhead, etc.	Completed		
Website	In process		Getting .gov approval
City of Lincoln Admin/IT and Public Works services	In process		
Policies and Procedures			
Board Compensation Policy	In process		
Procurement Policy	In process		Rough Draft
Investment Policy	In process		
Reserve Policy	In process		
Debt Management Policy	Completed		Approved
Establish WWTRU Policy	Completed	Lincoln/Placer	Approved



LiSWA



Request for Qualifications for the
Operation, Maintenance and
Management of
Lincoln-SMD1 Wastewater Treatment and
Reclamation Facilities

DRAFT

September 2023

Request for Qualifications

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REQUEST FOR QUALIFICATIONS
OPERATION, MAINTENANCE AND MANAGEMENT
OF LiSWA WWTRF

Lincoln-SMD1 Wastewater Authority invites qualified Contractors to submit proposals describing their technical and financial qualifications to provide full-service operations, maintenance, and management of wastewater treatment facilities and reclamation water distribution systems. Subject to approval by the Board, the contract term under consideration is for five years with two (2) optional five-year renewals.

Proposals for **Operation, Maintenance, and Management of LiSWA Wastewater Treatment and Reclamation Facilities (WWTRF)** will be received by LiSWA General Manager, Lincoln, CA, by the date and time specified in the table in Section 3.2. The email proposal should include in the subject line: "Proposal for the Operation, Maintenance, and Management of the LiSWA WWTRF."

The LiSWA Wastewater facilities located at, Lincoln, CA are operated according to limitations set forth by the various California regulatory agencies.

The full-service contract operation requires the Contractor to provide all plants operational costs and maintenance staff.

The Contractor will be responsible for:

- All aspects of facility management, operation and maintenance, and for all costs, including hiring, training, and administering all personnel-related issues.
- Dewatering, hauling, and disposal of screenings and bio-solids.
- Maintaining vehicles and light-duty service trucks to carry on daily operations.
- Maintaining all land, buildings, improvements, and permanent equipment. Equipment maintenance shall be performed by the Contractor in accordance with the manufacturer's recommendations, and the Contractor will be required to provide proof thereof to the satisfaction of LiSWA.
- Meeting all regulatory requirements and for operating, maintaining, and managing the WWTRF in compliance with all other applicable local, state, and federal laws and regulations.
- Laboratory and analytical services shall be included in the scope and associated pricing.
- Maintenance and repair of the WWTRF.

LiSWA will be responsible for:

- Required capital expenditures
- Utility costs, including electric and water.
- Network, communications and WIFI connectivity

The Contractor will be required to submit an annual budget request for approval that includes all the LiSWA cost items listed above.

LiSWA will conduct a **mandatory** pre-submission conference and tour of the facilities on the date and time specified in the table in **Section 3.2**.

The information requested is to be organized in accordance with the format outlined in the Request for Qualifications (RFQ) document and is to be bound into one document. Each proposal should respond to all information requested in the RFQ document. A proposal may be rejected by LiSWA if the proposal is not completed in its entirety and/or is not organized as outlined in the RFQ document. Any Proposal received after the time and date specified shall not be considered.

Questions pertaining to this Request for Qualifications must be submitted in writing either by email to

gbarber@westyost.com by the date and time specified in the table in **Section 3.2**. Questions not received in writing by that deadline shall be forever waived.

Electronic copies of the Request for Qualifications may be obtained from the LISWA at no charge. Contact George Barber, General Manager at (530) 378-5240 or email gbarber@westyost.com to obtain an electronic copy of the Request for Qualifications document.

LISWA
George Barber
General Manager

DRAFT

□ **Introduction**

The LiSWA is issuing this Request for Qualifications to solicit statements of qualifications and technical approach from Contractors capable of providing full-service operations, maintenance and management of the WWTRF as described in this document.

This RFQ, issued in accordance with the provisions of the laws of the State of California, invites qualified Contractors to submit proposals describing their technical and financial qualifications to provide the services described. Subject to approval by LiSWA, the contract term under consideration is for five years with two (2) optional five-year renewals.

The Scope of Work is as follows:

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1.1 Background and Objectives

The objectives of outsourcing of operations include:

- Managing operations and capital expenses
- Minimizing or eliminating permit violations
- Providing technical assistance to address the City's existing assets, future capacity, and regulatory issues
- Providing assistance with long term capital planning
- Providing assistance with services such as Engineering

It is understood that the information contained in the RFQ and the experience, guarantees, and related innovative approaches demonstrated by the Contractor shall be the general basis for the selection of a Contractor for the consideration to provide this scope of services and future facility services. Information submitted to LiSWA by each Contractor shall include:

- Qualifications and Technical Approach
- LiSWA expects to select the most qualified, responsive, resourceful, and experienced Contractor based on the review by LiSWA and its evaluation/selection committee. The Contractor will be selected at the sole discretion of LiSWA based on the review of and scoring of the Contractors' overall submittals.

Upon selection of the finalist, LiSWA will immediately begin scope clarifications, draft agreement revisions, and final price negotiations with the selected Contractor. Should the negotiations fail to result in an executed agreement with the selected Contractor, LiSWA may elect to terminate negotiations with the selected Contractor and begin negotiations with the next most preferred Contractor (and so on) or cancel the procurement process.

It is understood that each Contractor interested in providing the services shall evaluate and inspect the facilities and review data that LiSWA has available, including construction plans and specifications, design reports, permits, compliance reports and shop drawings, operating budgets, audit reports, grant proposals and other pertinent data. Arrangements for the inspection and/or copying of the documents shall be coordinated through the General Manager.

1.2 Purpose of Solicitation

In issuing this RFQ, LiSWA is seeking to ensure the optimal operation of the facilities by contracting with a Contractor having the technical and financial resources to perform the required operation, maintenance, and management services. LiSWA's ultimate objectives for the operation of the current and future facilities is to select a contractor who will provide a strong technical support team, operate safely and in compliance with all regulatory requirements, implement sustainable and effective maintenance programs, and provide efficiencies in labor and materials.

Proposals submitted by Contractors in response to this RFQ will be evaluated in accordance with the criteria outlined in Section 5 of this RFQ. Based on LiSWA's evaluation of the RFQ, a Contractor will be selected by LiSWA for contract negotiations. A response to this RFQ is mandatory for consideration.

1.3 Overview of Services

LiSWA is seeking qualified Contractors capable of providing operation, maintenance, management, and other related services for the facilities. The Contractor, ultimately selected from the Contractors pursuant to LiSWA's comprehensive procurement process, shall be required to provide various services associated with all or a portion of the facilities. This may include, but not be limited to, provision of:

- Labor and benefits
- Laboratory and analytical services
- Routine maintenance of facilities and associated equipment
- Reporting to regulatory agencies
- Management of the operations and maintenance
- Dewatered bio-solids (including screenings) hauling and disposal

The Contractor will be responsible for satisfying the State of California regulatory requirements and for operating, maintaining, and managing the facilities in compliance with all other applicable local, state, and federal laws and regulations. Services for the operation, maintenance, and management of the facilities shall be provided in a safe, secure, effective, and efficient manner. Workplace safety shall be maintained at all such facilities according to best practices in these types of facilities nationwide.

Contractor shall be liable for those fines or civil penalties which may be imposed by a regulatory agency for violations of the effluent quality requirements that are a result of Contractor's negligent operation. Contractor shall be liable for all judgments, liabilities, damages, claims, and other costs (including, but not limited to, LiSWA attorney fees) associated with any citizen suits precipitated by violations of the Plant's wastewater discharge permit, caused by Contractor's negligence. Should LiSWA be assessed fines as a result of Contractor negligence in performance of its contractual obligations, Contractor will reimburse LiSWA for such fines.

Contractor is responsible for training of its employees. LiSWA will provide guidance during the transition between current employees and Contractor, as needed.

Each year, the Contractor shall provide a capital budget and an operations and maintenance cost (including chemicals and utilities) budget to be incorporated into LiSWA's budgeting process.

1.3.1 Scope of Work

Contractor will provide qualified staff to Operate, Maintain, and Manage the:

- WWTRF, which includes the treatment and disposal facilities, maintenance facilities and associated equipment.
- Other pipelines and property either owned or managed by LiSWA.

1.310 OPERATION

Contractor will provide operation of the WWTRF, including the following services:

- Prepare and sign as the "duly authorized representative", the self-monitoring reports required by the Regional Water Quality Control Board (RWQCB).
- Provide on-call staff to handle any after hour callouts to the managed infrastructure.
- Set parameters and control systems to optimize treatment plant process control.
- As necessary, develop and maintain Standard Operating Procedures for equipment and systems.

- Maintain an electronic reporting data base and store all hard copy records for the required five-year minimum period.

1.311 MAINTENANCE

Contractor will provide maintenance services for the WWTRF, including the following services:

- Schedule, perform, and document preventative maintenance, repairs and new equipment installations using the Computerized Maintenance Management System (CMMS).
- Maintain and replace equipment according to manufacturer recommendations and/or experience to maximize the reliable life of the equipment.
- Keep the CMMS system up to date.

1.312 MANAGEMENT

Contractor will provide managerial services for the WWTRF as follows:

- Prepare annual budgets for the operation and maintenance of the WWTRF.
- Provide recommendations and justification for any CIP projects.
- Attend and participate in LiSWA meetings representing the operation of the WWTRF.
- Hire staff as needed to maintain LiSWA approved staffing levels.
- Conduct weekly staff safety meetings.
- Coordinate with reclamation water users and plan effluent storage to meet demand and maintain NPDES permit compliance.
- Review and update as needed, or perform the initial development of the following plans and systems for the WWTRF.
 - Safety Program
 - Risk Management Plan
 - Process control procedures
 - Hazardous Materials Business Plan
 - Standard Operating Procedures
 - Spill Prevention Control and Counter Measures Plan
 - Annual budget preparation
 - Hazard Communication Plan including SDS record keeping
 - Regional Board reporting
 - Emergency Response Plan
- Review construction upgrades and expansions of the WWTRF from an operator's perspective.
- Where appropriate, maintain an inventory of parts required to make emergency repairs at the WWTRF.

- Initiate and coordinate emergency repairs with subcontractors. Stantec will not be directly responsible for emergency repairs and restoration. Stantec will not be liable for the work or consequences resulting from the failure of subcontractor work. It is assumed that no flows or loads shall be delivered to the WWTRF or MWPRS facilities beyond the rated reliable capacity of said infrastructure. Flows or loads exceeding design conditions may require extraordinary operational efforts to accommodate and/or may result in permit violations.

1.313 ENGINEERING SERVICES

Engineering Services shall include support of the LiSWA and operation staff with:

- Preparation of quarterly flow and load reports
- Coordination of minor NPDES and Land Application permit questions/ issues with the Regional Board.
- Assessing minor reclamation regulatory questions, such as proper use and permitting related to dust control, recycled water application off-sets, regulatory notifications, etc.
- More significant permitting or reporting efforts are not included in this scope, such as preparation of a Report of Waste Discharge, special compliance studies or the preparation of Engineering Reports or Use Area Reports for reclamation. These efforts will require specific scopes and authorization.

1.314 EMPLOYEE REQUIREMENTS

- Contractor's plant manager must have at least ten (10) years of experience in wastewater treatment and surface water treatment including significant experience with chemical and biological phosphorus removal, biological nutrient removal, and water reuse / reclamation, direct expertise with process control and operation such as coagulation, flocculation, sedimentation, filtration, and disinfection, TCEQ reporting/monitoring, jar testing, plant and process optimization, equipment and instrument calibration, and possess the minimum State of Texas wastewater treatment license required for the City's facilities.
- Contractor must employ full time in-house repair and maintenance personnel with expertise in the areas of:
 - Pumps
 - Valves
 - Instrumentation
 - Variable frequency drives
 - Telemetry and SCADA software systems
 - Generators
 - All monitoring and sampling required by Federal, State, and local regulations, or as operating conditions may require.
 - Effluent priority pollutants
 - Bioassays
 - Discharge Monitoring Report Influent and Effluent compliance monitoring
 - Sludge Processing
 - Equipment Calibrations
 - Instrument Calibrations

1.315 PLANS AND REPORTING

The Contractor is responsible for:

- Local Limits Monitoring Plan sampling
- Influent troubleshooting of process upsets as necessary
- Illegal discharge tracking in the collection system as necessary
- Daily Log Entries and Activities
- Monitoring Plan
- Monthly Operating Reporting
- Compliance Reporting
- Equipment Calibrations (Pumps, Motors, Chemical Feed, Flow Meters)
- Instrument Calibrations (Online Cl₂, NTU, transducers, etc.)
- Annual Tank Inspections
- Sampling (Daily, Monthly, Quarterly, Semi-annually, Annually) required by regulatory agencies

1.32 INSURANCE

The contractor shall provide necessary insurance for liability coverage for environmental fines and liability as well as any costs resulting from negligent operations that result in plant upsets or equipment failures. The successful proposer shall be responsible for meeting the requirements of LiSWA's NPDES permits.

1.33 LISWA RESPONSIBILITIES

LiSWA is responsible for:

- Capital repairs/replacements costs
- Repair and maintenance costs in excess of the \$10,000.00 contract minimum
- Utility costs, including electric, water, and gas
- Network and WIFI connectivity

It is understood that LiSWA cannot list every generally accepted practice that should be associated with a scope of work of this magnitude. As such, LiSWA has an expectation that the selected contractor is capable of performing the necessary scoping items that are reasonable and rational. LiSWA does not expect to receive out of scope change orders because a single specific item was not discussed in this scope.

2. Operation, Maintenance, & Management

2.1 Asset Management Plan

- Provide and document all preventive maintenance and corrective maintenance for the Plants, lift stations, pump stations, and tanks with approved computerized maintenance management

system (CMMS).

- Provide and document all repairs; the total repair amounts shall be approved and budgeted for each fiscal year and based on anticipated needs of the system. This amount shall be remitted to the Contractor as part of the yearly Contract payment. LiSWA-authorized repairs and related expenses above the approved amount will be paid for by LiSWA. Any amount that is remaining at the end of the fiscal year shall be entirely refunded to the LiSWA.
- Calculate and report the flows and loadings for the Plants.
- Responsible to administer all safety programs, inspections, training, safety equipment repair, and preventive maintenance required to comply with OSHA and State of Texas regulations.
- Prepare all NPDES permit reports, Surface Water MOR, TOC MOR pertaining to the services in a timely manner to LiSWA, TCEQ, and other appropriate regulatory agencies
- Bio-solids Management - Contractor shall prepare, implement, monitor, and report information for the Bio-solids Management Plan required by the LiSWA. This can include but is not limited to:
 - Responsible for treating, transporting, and disposing (land fill or land application) of all solids (including screenings and bio-solids) generated at wastewater treatment Plants including, but not limited to, obtaining a landfill contract, site specific preparation cost/logistics and permits necessary
 - Prepare and submit annual bio-solids handling reports to be submitted to the TCEQ. All bio-solids records must be retained and updated accordingly by successful proposer. The successful proposer shall provide copies of all reports to LiSWA.
 - Pay for the outside laboratory cost of analyzing all samples of beneficial use sites.
- Provide LiSWA with updated operations and maintenance standard operating procedures for both treatment and distribution which shall be reviewed and updated annually.
- Provide LiSWA with updated emergency operating plan for the wastewater systems which shall be reviewed and updated annually
- Be onsite to call-outs 24 hours/day and within 30 minutes of notification.
- Maintain aesthetics of all facilities associated with this RFQ to include but not limited, landscaping, exterior painting, etc.
- Provide access for periodic inspection of all facilities and allow for LiSWA participation in daily staff assignment meetings.
- Operate all processes and facilities in such a manner that odor problems are minimized including odors from grease, scum, and other odor sources.
- Comply with CA and EPA requirements regarding the treatment plants and system operations and maintenance and provide LiSWA with reports and other information regarding potential or actual violations involving the project.
- Comply with regulatory reporting requirements, including directly notify regulatory agencies regarding potential or actual violations.
- Annually provide LiSWA with a Capital Improvement Purchase list for items values greater than \$5,000. The list shall include items necessary for LiSWA facilities and assets.
- Maintain site vehicle cleanliness and appearance to the standard identified by the LiSWA.
- Provide a presentation of O&M services status for LiSWA monthly.
- Coordinate and work with LiSWA to explore alternative delivery methods to implement capital improvements in the most cost-effective manner.
- Make regular, routine purchases of new and replacement equipment, other than capital equipment.
- Cooperate and assist with LiSWA and any consultants and contractors retained by LiSWA for any planning, design, and construction related to the facilities, vehicles or project equipment. Cooperate with LiSWA and any consultants retained by LiSWA for any performance audits of

- the project and provide access to operational cost information during normal business hours.
- Responsible for rodent and other vector control at all facilities as needed.

2.2 Staffing

Staff the project with employees who have met the certification requirements of the State of California, and possess the skills and ability to perform routine maintenance and repairs on site and conduct ongoing training programs for all personnel to ensure proper operation and maintenance of the all systems. .

2.3 Notes

The Contractor will be expected to provide on-site inspections of all components to ensure proper operations are always maintained. Physical inspection of each station shall be performed a minimum of three (3) times per week. Emergency generators shall be checked for proper operation and tested at least monthly. Recommendation for equipment replacement and/or additional maintenance necessary shall be stated in the Weekly Report and included in the Monthly Report to LiSWA.

On a periodic basis, the successful Contractor may also be asked to provide or coordinate out-of-scope services. These services are apart from the base services. LiSWA at its option may award separate task orders for the out-of-scope services. Each task order shall be separately negotiated based upon a fee schedule to be provided by the Contractor.

3 Description of Procurement Process

3.1 Pre-Submission Conference

LiSWA will conduct a **mandatory** pre-submission conference and be available to tour any facilities at the time and date specified in the table in **section 3.2**. The meeting will be held at the WWTRF, located at 1245 Fiddyment Road, Lincoln, CA 95648.

The purpose of the pre-submission meeting is to answer questions regarding the Request for Qualifications (RFQ) and the form the Technical Approach should take. All Contractors interested in submitting a proposal must contact the General Manager (contact George Barber at gbarber@westyost.com or (530) 378-5240, to indicate their intent to attend the pre-submission conference. Each interested Contractor should ensure that they meet or exceed the Minimum Operational Requirements set forth in this document.

At the meeting there will be a presentation of the project and a question-and-answer session. There will be a tour of the WWTRF. All of the questions and answers will be documented and provided online for review. **This will be your only opportunity to tour the WWTRF.** A submittal will not be accepted from contractors that did not attend the required meeting.

Copies of materials that may be provided to potential Contractors will include but are not limited to: compliance reports, recent inspection reports, daily operating records, construction plans and other pertinent data.

3.2 Procurement Process and Schedule

A summary procurement schedule of the major activities associated with this solicitation process is presented below. All times listed are in Pacific Standard Time.

Activity	Date
Issue RFQ	September 12, 2023
Submit Intent to Attend Pre-Submittal Conference by 4:00 PM	September 18, 2023
Mandatory pre-submission conference at 10:00 AM	September 21, 2023
Submit any Questions over Solicitation by 4:00 PM	October 9, 2023
Receive proposals from Contractors by 4:00 PM	November 7, 2023
Evaluation of submittals complete	November 27, 2021
Interview top two candidates	December 6, 2023
Initiate contract negotiations with most qualified Contractor	December 8, 2023
Award contract	February 9, 2024
Contract Start Date	July 1, 2024

3.3 LiSWA Rights and Options

LiSWA, at its sole discretion, reserves the following rights:

- To supplement, add to, delete from and change this solicitation document
- To determine which Contractor, if any, should be selected for negotiations
- To reject any or all proposals or information received pursuant to this RFQ
- To supplement, amend, substitute or otherwise modify this RFQ at any time
- To cancel this RFQ with or without the substitution of another RFQ or pre-qualification process
- To request additional data or information after the submittal date, if such data or information are considered pertinent, in LiSWA's sole view, to aid the review and selection process
- To conduct investigations with respect to the qualifications and experience of each Contractor
- To take any action affecting the RFQ or the services or facilities subject to this RFQ that would be in the best interests of LiSWA.
- To require one or more Contractors to supplement, clarify or provide additional information in order for LiSWA to evaluate the RFQs submitted
- To waive any defect or technicality in any RFQ received
- To reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals or to re-advertise

3.4 Expense of Submittal Preparation

LiSWA accepts no liability for the costs and expenses incurred by the Contractors in responding to this RFQ, preparing responses for clarification, attending interviews, participating in contract development sessions or meetings and presentations required for the contract approval process. Each Contractor that enters into the procurement process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from LiSWA for the costs and expenses associated with the procurement process.

3.5 Information Disclosure to Third Parties

The public disclosure of the contents of each proposal submitted in response to this RFQ is generally governed by state law. By responding to this RFQ, Contractors waive any challenge to LiSWA's decisions in this regard.

If any submittal contains confidential technical, financial, or other types of information, the Contractor must clearly label the specific portions sought to be kept confidential and specify the exemption that the Contractor is relying upon. Marking all, or substantially all of, a response as confidential, may result in the response being considered non-responsive by LiSWA.

Notwithstanding the foregoing, Contractors recognize and agree that LiSWA will not be responsible or

liable in any way for any losses that the Contractor may suffer from the disclosure of information or materials to third parties.

3.6 Questions/Clarifications Request

No interpretation or clarification of the meaning of any part of this RFQ will be made orally to any Contractor. Contractors must request such interpretation or clarification in writing from LiSWA.

If any Contractor has questions concerning the proposed project, finds discrepancies or omissions in the solicitation document or otherwise requires clarification, such matters should be submitted in writing by the date and time specified in the table in **Section 3.2** to:

George Barber
General Manager
LiSWA
600 Sixth Street
Lincoln, CA 95648
Office: (530) 378-5240
Email: gbarber@westyost.com

Only written or emailed contacts will be acknowledged.

All such interpretations, responses to questions/clarifications, and supplemental instructions will be made in the form of written addenda, which will be sent to all recipients of the RFQ and shall become part of this RFQ. Copies of all questions and answers, and any addenda to supplement the RFQ, will be sent by email to Contractors no later than two (2) days prior to the proposal due date. Only formal written responses to properly submitted questions will be binding.

Any Contact with LiSWA officials during the RFQ process must be approved by the General Manager, George Barber. Failure to abide by this criterion will be grounds for disqualification from the selection process.

3.7 Equal Opportunity Requirements

The selected Contractor, in the performance of all services, will not discriminate on the grounds of race, color, religious creed, national origin, age, sex, or handicap in employment practices in the selection or retention of subcontractors, or in the procurement of materials and rentals of equipment.

4 Submittal of Proposals

Any Proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawal to the issuing office. A duly authorized representative of the agency shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new Proposal.

4.1 General Instructions and Submittal Deadline

Contractors are requested to submit via email the proposal to:

gbarber@westyost.com

Proposals are due by the date and time specified in the table in Section 3.2. No facsimile copies will be accepted. The email should be clearly labeled "Proposal for the Operation, Maintenance, and Management of the LiSWA WWTRF."

4.2 Qualifications and Technical Approach

The Qualifications and Technical Approach document must provide the following information and be organized into sections that include at least the following:

- Cover Letter
- Qualifications
- Technical Approach of Wastewater Treatment Operations including understanding of water reclamation
- Demonstrate the local presence in the immediate area and support staff that are readily available
- Detailed proactive and preventative maintenance plan for wastewater facilities.
- Detailed asset management plan for wastewater facilities
- Appendices (primarily for supporting financial information)

Narrative pages are to be 8-1/2 x 11 inches, and all materials shall be bound into one document. A clear and concise presentation of information is encouraged.

Contractors are required to organize the information requested in this RFQ in accordance with the format outlined. Failure of the Contractor to organize the information required by this RFQ as outlined may result in LiSWA, at its sole discretion, disqualifying the Contractor from further consideration.

4.2.1 Cover Letter

The proposal must include a letter of transmittal attesting to its accuracy. The cover letter should provide the name, address, and telephone and email address of the Contractor along with the name, title, address, and telephone and email address of the executive that has the authority to contract with LiSWA.

4.2.2 Qualifications

Contractors shall demonstrate their ability to undertake LiSWA's project by providing the technical qualifications of the Contractor, individual team members, and principal subcontractors, if applicable. LiSWA reserves the right to conduct an independent investigation of the Contractor's technical qualifications by contacting project references, accessing public information, inspecting facilities, or contacting independent parties. Additional information may be requested during the evaluations of technical qualifications. The Contractor shall provide the following information to demonstrate its technical qualifications:

4.2.3.1 Corporate Profile:

- Include the full name, tax identification number, main office address, telephone and facsimile numbers, and email addresses of the Contractor and the principal contact person.
- Provide a description of the Contractor or organization (corporation, partnership, joint venture, etc.) that will serve as the contracting party. Include the history and overall organizational structure including relationships with parent companies and subsidiaries, and other relevant background of the Contractor.
- Describe the firm's capabilities to provide full contract operations, maintenance, and management of wastewater treatment facilities, and how many years it has engaged in providing contract operations, maintenance, and management services.
- Identify when the Contractor was organized and, if a corporation, where incorporated.
- If the Contractor is a joint venture, the required information shall be submitted for each member of the joint venture Contractor. The Contractor shall describe the history of the relationships among team members, including a description of past working relationships.
- Provide a description of the circumstances, if any, related to any LiSWA employee, Board

member or other officer, employee, or person who is payable in whole or in part from LiSWA that has or had any direct or indirect personal interest in the Contractor.

- The proposal shall also identify which portions of the work, if any, will be subcontracted. If subcontractors are proposed, the proposed contractual relationships between the Contractor and all major partners and subcontractors relative to the project shall be outlined in the proposal. Describe respondent's depth and resources which would also be available for the benefit of LiSWA.
- Demonstration of experience in capital planning aspects of water and/or wastewater systems. Identify specific projects where such services are provided and the results of such service.
- Describe any litigation which are pending or have been settled in the last ten years and how they might impact your ability to fulfill your obligations under the LiSWA/contractor contract.
- What is the Company position regarding people treatment and respect for others? Where is it documented? What is the Company position in respect to business ethics? Where is it documented?
- Discuss additional relevant awards and recognitions for quality, business leadership and operations standardization. You may provide a more comprehensive list of awards in other geographic areas as a supplement or appendix to your submittal.

4.2.3.2 Financial Qualifications:

- Provide a summary of the firm's financial stability and strength over the past three years. Submit audited financial statements for the past three (3) fiscal years. The financial statements must include income statements, balance sheets, and statements of cash flow.

4.2.3.3 Relevant O&M Experience and Existing Client Satisfaction:

- Provide information about the Contractor's overall experience with operating wastewater treatment facilities in the United States in similar size to that of LiSWA's WWTRF. Also, describe the average life of your existing contracts with these clients. Summarize the size, duration of relationship, and processes utilized on representative treatment facilities the Contractor operates under a private contract operations and maintenance arrangement in the United States. Define your mix of business between private facilities and municipal facilities with respect to operation. Describe the Contractor's experience in California and capacity to serve communities in the region. Additionally if applicable, describe Contractor's local presence and ability to provide additional support resources on short notice in emergency or unexpected operating conditions.
- Describe the Contractor's experience operating plants in environmentally sensitive regions with extremely low permit requirements and Contractor's experience with diversified water reuse.
- Provide no more than five (5) relevant project references . Include at a minimum a brief description of the project, length of time that services they been have provided, size of relevant facilities. Identify any claims associated with the project. Provide owner information, contact person, and their current phone number. Pictures of treatment facilities are recommended.
- Describe the Contractor's experience operating plants during capital upgrades and replacements.
- Describe any Contractor operating permit violations for facilities within California in the past 3 years. Include an explanation of the cause(s) and the means/timeframe required to resolve them.

4.2.4 Provide details about your liability coverage for environmental incidents. Describe specifically how that coverage would apply to the LiSWA projects.

4.2.5 Additional Capabilities:

- Detail the Contractor's capability to provide additional resources to assist in technical troubleshooting and capital planning. Explain how these resources are sourced (i.e., from affiliate companies, subcontractors).
- Detail the Contractor's capability to provide approved operator training/recertification classes for the LiSWA personnel.
- Highlight other capabilities of the Contractor that could be brought to bear on this project.

4.3 Technical Approach

In this section, Contractors will address their approach to operating, maintaining, and managing the Facilities, including:

- Management Team who will be accountable for the project and the technical personnel that will support the project
- The proposal shall identify individuals for Key Positions or your process to utilizing existing personnel currently employed at the WWTRF. Personnel changes in Key Positions will require LiSWA prior approval. Summarize technical abilities and experience of your proposed plant manager and their immediate supervisor. Provide resumes of key staff that would manage and operate the LiSWA sites and discuss your management plan for overseeing the ongoing operation of the facilities.
- Staffing Plan
- Description of your training and certification programs for operations and maintenance personnel of wastewater systems. Summarize your current percentage of certified operators and provide the certification levels/class. How many of these are certified in California?
- Describe your plan for ongoing recruiting and development of operation and maintenance and operations personnel. Provide your companywide O&M employee turnover rate and average longevity per employee.
- Transition Approach
- Operating Plan, including:
 - Technical understanding of local requirements for managing permit requirements.
 - Technical understanding of water reuse/reclamation methodologies as in applies to treated wastewater effluent.
 - Training program for operators to maintain and upgrade professional licenses.
 - Technical approach to biosolids treatment and dewatering.
 - Maintenance and asset management.
 - Provide an example of monthly and yearly reporting applicable to local, state, and federal laws and regulations.
 - Health and safety program. List your Experience Modification Rate (EMR) for each of the last three years for your contract operations organization only. Summarize your Total Incident Rate (TIR) from your OSHA 200 log and the results of any OSHA audits over the last five years for your contract operations and maintenance organization only.
 - Approach and audit method to achieve excellence in environmental performance, including approach to meeting very low permit requirements. Provide any additional details that will assist LiSWA in understanding your approach and commitment to maintaining environmental compliance at the facility. Describe how you maintain competence and current understanding of environmental regulatory statutes.
- Describe your use of any quality management system for optimizing delivery of O&M projects.
- Provide examples of successful programs or ideas your company has implemented at municipal wastewater treatment facilities you operate and indicate results, including:
 - Capital or cost savings/efficiency improvements.
 - Examples of pollution prevention or source reduction ideas you initiated.
 - Examples of energy and cost saving measure that your company has implemented.

- Discuss your approach to community outreach, including sponsorships, volunteerism, and in-kind services. Provide examples of such service projects.

5 Review and Evaluation

Submissions received in response to the RFQ will be evaluated based on the Contractor's:

- Corporate capabilities and ability to perform the proposed services
- Experience in providing these and/or similar services
- Financial qualifications
- Technical approach

Each Contractor's submission will be reviewed for completeness and responsiveness to the RFQ requirements. Based on its review and evaluation of the proposals, LiSWA will select a Contractor to begin negotiations based on the Contractor's demonstrated ability to technically and financially perform the services outlined in this document. Specifically, proposals will be evaluated based upon the criteria presented in the subsequent paragraphs.

5.1 Evaluation Criteria

In evaluating the RFQ, LiSWA will utilize the requirements outlined in this section to identify the Contractor best qualified to perform the services.

The City will follow a select procedure that involves the review of all qualified proposals, the evaluation and ranking of proposals, negotiation of fees, and award of contract is based upon our local and state procurement requirements. Contractor selection will be performed by the evaluation committee and will be based on the proposal package requirements and the following criteria.

5.1.1 General Considerations

- Does proposal present all required material in a clear and professional manner?
- Does proposal address all required information?

5.1.2 Firm's Qualifications

- Has the firm been in the business of providing full-service public-private contracts for operation, maintenance, and management of wastewater treatment facilities for at least five (5) years?
- Does the firm have existing full-service public-private contracts for operation, maintenance, and management of wastewater treatment facilities that have been in effect for at least three (3) years?
- Does it have experience working with engineers to modify treatment systems to improve performance?
- Does it have experience in successfully implementing risk management plans?
- Is it able to furnish liability and property damage insurance of not less than \$2,000,000 combined single limits for bodily and/or property damage? Submit evidence of the ability to provide coverage in this amount.
- Is it able to secure a performance bond from a surety licensed in the State of California in an amount equal to the annual contract value? The Contractor shall provide a letter from a surety, indicating the ability to secure this bonding.
- Does the firm have a sound environmental compliance record?

5.1.3 Project Experience

- Has the firm operated treatment facilities in the State of California for at least three (3) years?
- Has it operated facilities that are comparable in size and complexity to LiSWA's facilities?

- Are similar and current projects submitted as examples?
- Does the reference confirm a “job well done”?
- Are references current and accessible?
- Does the LiSWA have a positive experience with the proposer?
- Does Contractor show experience working successfully with public agencies and under the public contracting statutes and requirements?
- Does Contractor show experience with O&M projects in public sector?

5.1.4 Proposal Approach

- Is a clear understanding of the project facilities demonstrated throughout?
- Is the approach detailed and comprehensive?
- Are staffing levels consistent with the scope?
- Does the Staffing Plan provide sufficient credentials that meet NPDES permit requirements for Wastewater Operator Certification in Collection, Distribution and Treatment?
- Are all required disciplines represented in the Staffing Plan?
- Have all named key team members had similar experience regarding project scope and magnitude or has presented an adequate staffing retention plan? Does the Contractor have a local presence to support emergency or other additional needs on short notice?
- Is Contractor’s overall O&M plan for the project clear and concise?
- Does the approach at a minimum address the following:
 - Indicate the resources available to provide operation maintenance and management services for the sewer system.
 - Indicate the in-house resources and identify resources outside of organization.
 - Delineate a comprehensive Operations Plan including maintenance, QA/QC, and required reporting with demonstrated examples.
 - Indicate a robust emergency response plan. Does the firm demonstrate experience in successfully implementing emergency response plans including preparing for or responding to emergency situations and in assisting communities to address critical needs in these situations? Does the firm have identified resources among the Contractor's employees in the region who could supplement the efforts of existing on-site staff should the need arise?
 - Include a health and safety plan and a strong record of health and safety
 - Includes an approach to meeting and guaranteeing permit compliance? Does the firm demonstrate a strong record of environmental compliance?
 - Is the approach responsive to the community and provide enhanced benefits to the community such as a community involvement program?
- Has the Contractor demonstrated a viable approach and experience related to diversified water reuse?
- Does the contractor demonstrate proven capabilities to address performance improvements that may be required or desired by LiSWA?

5.2 Evaluation of Proposals

Each proposal will be reviewed against the terms of this RFQ to determine if the submittal is complete and responsive and how well the Contractor satisfies the evaluation criteria. LiSWA may reject any submittal found to be incomplete, unresponsive, or not in compliance with the format requirements set forth in this RFQ. A submittal may be determined to be unresponsive if any aspect is found to be unacceptable or contrary to the best interests of LiSWA.

LiSWA regards the submission of the technical approach portion of the proposal in response to the RFQ

as the most important factor in the selection of a Contractor to provide services for the operation, maintenance and management of the current scope of services and their capabilities to provide innovative improvements at a future date. LiSWA reserves the right to add to or eliminate any portion of the listed services that are in the best interests of LiSWA. LiSWA reserves the right to reject any all responses to the RFQ and is under no obligation to award a contract.

LiSWA intends to select the most responsive and qualified Contractor and to negotiate the terms of an Agreement, then the price with this Contractor. However, should the negotiation with the most responsive Contractor not produce an acceptable contract arrangement, LiSWA will request the next most responsive Contractor to begin negotiations.

The responsibility for the final selection and negotiation rests solely with LiSWA.

LiSWA shall not be liable to any Contractor for costs associated with responding to the RFQ for the Contractor's participation in any oral interview, or for any costs associated with the negotiations.

RFQ scoring parameters are as follows:

Corporate Profile Qualifications - The Contractor will be evaluated based on the breadth of its capabilities, project organization structure, and years of experience providing similar services in an environmentally sensitive area. The Contractor shall demonstrate that the company, either under its current name or its predecessor, has provided similar operation and maintenance services for a minimum of three (3) years.	15%
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<p>Experience & Technical Qualifications - The Contractor's experience will be evaluated based upon its past history (such as the number of projects and PLANTS sizes) of successfully providing operations and maintenance services for similar facilities. The response will be evaluated based on the number of similar facilities operated and maintained under similar scenarios, and the number of contracts, duration of the contracts, and size of the facilities serviced. References will be contacted in order to verify satisfactory performance on other similar projects. Additional capabilities and depth of resources available to support the LiSWA will also be evaluated.</p>	25%
<p>Financial Qualifications - Financial information will be evaluated to determine the overall capacity of the Contractor to carry out the contractual commitments for the requested services. At a minimum, the Contractor must demonstrate tangible net worth, in each of the past three (3) years, of at least \$3 million. The Contractor also will be evaluated based upon its ability to secure a performance bond in the amount of the annual service fee to provide services in accordance with the agreement. The Contractor shall demonstrate that the company, or any affiliate of the company, has never filed for bankruptcy.</p>	15%
<p>Technical Approach - The Contractor will be evaluated based upon the capability and experience of the proposed management team in operation, maintenance, and supervisory positions for projects of a similar nature. Contractor shall also demonstrate its understanding of the facilities and that it possesses technical resources knowledgeable of key issues related to the facilities such as process control, laboratory QA/QC, biosolids management, system maintenance, and capital improvement planning. The contractor will provide evidence of a comprehensive approach to its Operations Plans based on relevant experience at similar facilities. Understanding, experience, and approach related to similar facilities with very low permit requirements operating in environmentally sensitive regions is important.</p>	45%
<p>TOTAL</p>	100%

July 2023 WWTRF Operations Report

8-11-23

Highlights

- 140 Million Gallons (MG) of influent with 143 MG sent to reclamation, 34 MG was discharged from Tertiary Storage and no flow sent to Auburn Ravine.
- South greenhouse dried biosolids were disposed. About 750 yards of biosolids were reduced to about 60 yards through the drying process.
- Greenhouse solar dryer roofing project was fully completed.
- Mat Pond #2 overflow and erosion control projects were completed.
- New Rexa UV emergency slide gate actuators were installed (photos below)
- We took Oxidation Ditch #3 offline for maintenance.

Compliance

No compliance issues.

Major Equipment Out of Service						
Equipment	Failure Date	Redundancy	Problem	Solution	Estimated Repair Cost	Estimated Return to Service Date
Influent pump 1B	4/5/2023	1 of 6	Motor winding problem.	Pump is waiting for repairs at our new pump shop.	\$7,000	6/30/2023
Clarifier #2	N/A	1 of 3	Proactive main bearing replacement	Main bearing will be replaced in August	\$130,000	8/30/2023

Photo 1: UV Disinfection hydraulic pumps and controls



Photo 2: Hydraulic actuator installation



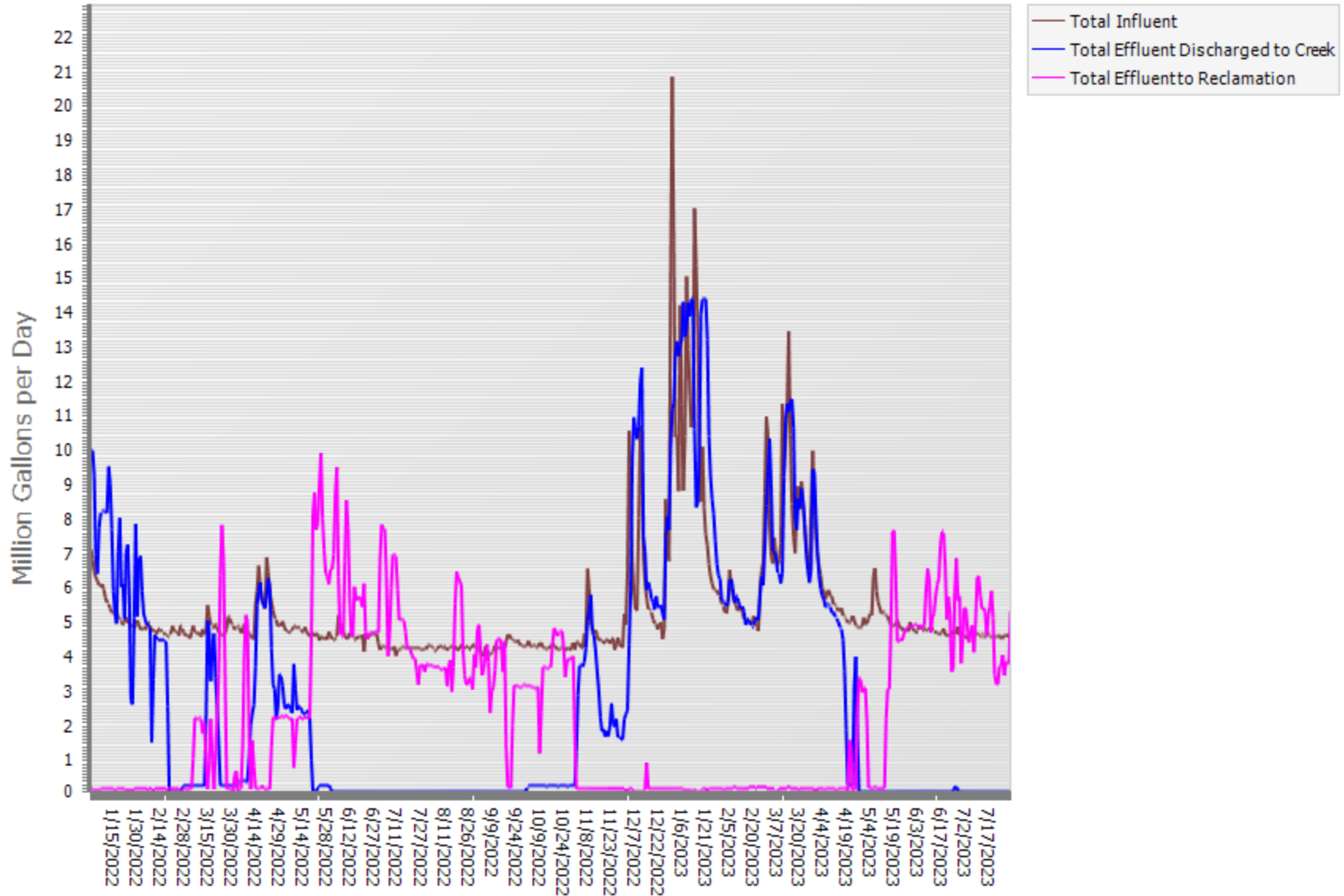
Photo 3: Finished Hydraulic Actuator Installation



Photo 4: Example of Original Hydraulic Actuator System



Total Treatment Plant Flow





Lincoln-SMD1 Wastewater Authority

Memorandum

To: Board of Directors
From: George Barber, General Manager
Date: 08/11/23 Regular Board Meeting

Agenda Item #5

SUBJECT: Consider approval of the recommendation from the Technical Advisory Group for components to include in Phase I Improvements.

We held a meeting to discuss the Phase I improvements that included City staff, County Staff, Gary Hengst, Chief Operator, the Stantec design engineer, and Kathryn Geis from West Yost. It was a very beneficial meeting with good dialogue and exchange. Additional information was provided based upon the discussion and I had follow up conversations with TAG members as well.

An estimate is provided with the components agreed upon by the team. You will notice in the notes that there are items that need some additional review and effort in the design phase. The final project we move forward with will potentially change some as details during design are provided.

The Major items proposed for construction are:

- The headworks and Influent pump station items are necessary due to the aging infrastructure and the need to replace.
- It was agreed upon that the Maturation Pond Outlet facilities are a valuable improvement for operational flexibility and the ability to perform during storm events.
- Two Tertiary Filters are recommended for increased capacity during storm events and the ability to process water and manage storage.
- The UV recommendations from West Yost were discussed. The consensus was to update three channels rather than four as the configuration of the plant is two separate locations of three channels each.
- All agreed to proceed with the operational improvements and replacements recommended by the Chief Operator.

The two major items being considered to move to Phase II is the construction of Oxidation Ditches and Clarifiers. We discussed the changing BOD data over the years and while we can't exactly determine the cause, it is likely an impact from COVID and people working from or being home. The rising BOD data was the main driver for the construction of these two items.

This design will improve the WWTRF up to 6.0 MGD of dry weather flow. We anticipate based on growth projections, Phase II would not be necessary until somewhere between 2033 and 2037. It will provide for approximately 6,000 additional EDU's.

The Board will be asked to adopt a WWTRF connection fee soon. This decision today will provide the information needed to proceed with that process. The early estimate of a connection fee is in the \$5,500 range and would provide for the ability to collect enough funds to pay for Phase II.

If the Board agrees with the Transition Advisory Group's recommendations, the staff recommendation is as follows:

Staff Recommendation:

“Accept the Transition Advisory Group’s recommendation for Phase I improvements for the WWTRF and direct Stantec to proceed with the design by implementing all of these recommendations.”

City of Lincoln
 WWTRF Expansion Phased Opinions of Probable Cost
 May 31, 2023

Item	Gabe Modified with West Yost Review Input	George/Gabe Modified with West Yost Review Input	Costs per May 2023 Site, Yard Piping, E&I & 10% Contingency Cost Distributed					
			Phase 1	Phase 1	Phase 1		Phase 2	Phase 3
			By 2023 Updated Analysis					
			ADWF, Mgal/d				6.0	7.1
Capacity Consumed by Date at Current 2.3% Growth			2037	2044	2050			
Capacity Consumed by Date at 3% Growth			2033	2039	2043			
Influent Pump Station	\$405,743	\$405,743	\$405,743			Need to reassess with current peak flows Recommend		
Headworks - Grit Removal	\$2,334,303	\$2,334,303	\$2,334,303					
Oxidation Ditch Splitter Box				\$65,438				
Oxidation Ditches				\$17,504,366				
Secondary Clarifiers					\$10,167,449			
RAS Pump Station					\$533,503			
<i>Maturation Pond Pump Station</i>	<i>\$400,000</i>	<i>\$400,000</i>	<i>\$400,000</i>			Need to add (not part of current project). Placeholder value		
Maturation Pond Outlet Facilities	<i>\$3,405,649</i>	<i>\$3,405,649</i>	<i>\$3,405,649</i>			Assume basin overflow weir filled. Price adjusted for deeper ps		
Dissolved Air Floatation Clarifiers			\$4,352,263			\$650k added to reconnect existing DAFT and provide controls		
DAF Splitter Box			\$1,071,187					
DAF Float Pump Station			\$1,530,312			Need to reassess with current peak flows		
DAF Recirculation Pump Station & Compressor			\$98,277					
Filter Feed Pump Station	\$272,631	\$272,631	\$272,631			Two cells. Consider three cells (not in estimate), or add for 8 mgd Interim UV alternative. See UV memo		
Tertiary Filters	\$8,000,000	\$8,000,000	\$8,000,000					
UV Disinfection	\$2,735,000	\$2,735,000	\$2,735,000	\$2,735,000		Need to reassess with current peak flows		
Chemical Facilities	\$140,396	\$140,396	\$140,396					
Solids Holding Tank	\$350,748	\$350,748	\$350,748			Expand to 25 mgd per permit. Not required		
Effluent Storage and Ancillary								
Reclamation Filter & Chlorination Facility	\$1,362,483	\$1,362,483	\$1,362,483					
Effluent Pump Station	\$200,000	\$200,000	\$200,000					
General Site Work								
Yard Piping and Appurtenances								
Electrical & Instrumentation (incl. SCADA)								
Total Construction by Phase	\$19,606,953	\$19,606,953	\$26,658,992	\$20,304,803	\$10,700,952			
Total Construction by Phase (rounded up)	\$20,000,000	\$20,000,000	\$27,000,000	\$21,000,000	\$11,000,000			
Total Construction				\$59,000,000				
(a) ENR 20-Cities Construction Cost Index (CCI) of 13,288.								
(b) Costs adjusted in red are placeholder values or have been adjusted from the original estimate.								
Existing WWTRF Improvements (not capacity related)	\$1,500,000	\$1,500,000	\$1,500,000			There are some large items here - bumped up from \$1M		
Add for 4th UV Channel (and rerate capacity)		\$1,000,000				Added due to time since original estimate was generated and project changes Note: base numbers include 10% contingency		
Added 10% Contingency	\$2,150,000	\$2,250,000	\$2,850,000					
Total	\$23,650,000	\$24,750,000	\$31,350,000					