

**MORONGO
BAND OF
MISSION
INDIANS**



A SOVEREIGN NATION

Morongo Band of Mission Indians
Request for Proposal

WWTP BIO-SOLIDS DEWATERING PROJECT

Professional Engineering Services

Project 2019-003

April 2019

INTRODUCTION

The Morongo Band of Mission Indians (MBMI), a Federally Recognized Tribe located in Banning, CA constructed its Wastewater Treatment Plant (WWTP) in 2003. Subsequently over the years the WWTP has been expanded to add additional influent capacity thru the upgrade of the headworks section, drying beds, and the expansion of the discharge basins. The Request for Proposal (RFP) will be solicited to qualified professional firms that meet the project criteria(s). All firms shall have the ability to provide professional consultation services combined with the ability to support the Scope of Work for the project. The aforementioned services shall be in accordance with all applicable Local, State, Federal and Tribal standards. The scope of this project requires a diversity of expertise and the ability to deal with and help resolve issues as they arise. At a minimum the firm (CONSULTANT) shall employ a full-time qualified Professional Engineer, currently registered in the State of California in Civil Engineering.

Additionally, qualified person(s) shall perform comparable or equivalent duties based on the Scope of Work provided below.

Below is a brief description of the WWTP:

A. The Wastewater Treatment Plant is located at the following address:

Morongo Wastewater Treatment Plant
51910 Seminole Drive
Cabazon, California 92230

B. Basic Description of the Wastewater Treatment Plant

1. Design Flows:

- a. Two-Tank Sequencing Batch Reactor (SBR) Activated Sludge Process
- b. Average Dry Weather Flow (ADWF) – .450 mgd
- c. Peak Wet Weather Flow (PWWF) – 4.0 mgd
- d. Minimum Dry Weather Flow (MDWF) - .250 mgd**
- e. Cannibal Solids Reduction Process

2. Plant Classification/Design Capability- Class 3 treatment facility

- a. BOD= 900 mg/l
- b. SS= 350 mg/l
- c. Total Kjeldahl N = 65 mg/l as N
- d. Ammonia = 45 mg/l as N

- e. Alkalinity = 400 MG/L as CaCO₃
- f. Bicarbonate = 500 mg/l
- g. Total Oil & Grease = 250 mg/l

3. Final Effluent Quality from Secondary Facility:

- a. BOD = < 20 mg/l
- b. SS = < 20 mg/l

** can operate down to .112mgd.

SELECTION OF PROFESSIONAL FIRM

The Tribe will select the engineering firm(s) after reviewing all the proposals submitted by interested parties. Primary selection process will be based on the Tribe's evaluation of the firm's qualifications and the items listed below.

Secondary consideration will be based on the Tribe's evaluation of the firm's schedule of hourly billing rates for professional engineering services.

Items to be evaluated:

- A. The qualifications of the individual(s) that the firm(s) intends to use: The prime and sub-consultants demonstrated ability to work as a team.
- B. The experience and past performance of the qualified individual(s) on Tribal and other governmental agency projects.
- C. The firm's familiarity with the community and surrounding area.
- D. The availability of the qualified individual(s) to provide the services.
- E. The firm's proven ability to perform within the required time frames and the cost of the services.
- F. The firm's ability to relate to the project requirements.
- G. Comments received from the Tribe's reference checks.
- H. The firm's submittal and subjective statements.
- I. The information contained in the firm's Proposal submitted in response to this request.

PROJECT DESCRIPTION

The Morongo Band of Mission Indians treats sanitary wastewater flows from the tribal reservation, enterprises, and casino at the WWTP. The plant consists of a headwork's structure, two Sequencing Batch Reactor basins, an aerobic digester, five percolation basins, and sludge drying beds [22,500 sq. ft.] within a 10 acre area. Firm shall include providing professional services for the following tasks: WWTP meeting and staff coordination related to plant performance, develop bid documents and technical specifications for equipment suppliers/ finalize bid documents and technical specifications after Morongo review. Review final bids and equipment submittals from suppliers and coordinate final meeting with Morongo and provide written final comments to Morongo. At a minimum the firm shall employ a full-time qualified Professional Engineer, currently registered in the State of California in Civil Engineering. Additionally, qualified person(s) shall perform comparable or equivalent duties based on the Scope of Work as described below

SCOPE OF WORK

This Scope of Work is comprised of five (5) service areas. Engineering firms or Consultants are invited to respond to one or any combination of the following service areas that are within their expertise. The Tribe also reserves the right to select one or more firms which may or may not have ALL expertise within their firm.

A. Kickoff Meeting and Coordination:

Firm shall designate a properly licensed engineer to meet with WWTP operations staff and Manager to review current and future plant operations. Review existing equipment performance and bio-solids waste data and identify future equipment requirements.

B. Develop Project Performance Requirements:

Firm shall provide personnel to act independently in accomplishing work for the Tribe. Designated individual (s) must possess excellent communication skills and the ability to understand and interpret industry standards for wastewater treatment operations and bio-solids handling equipment selection. Consultant(s) services are to provide personnel to act independently in accomplishing work for the Tribe.

C. Bid Documentation(RFP) and Equipment Technical Specifications:

1. Firm shall prepare draft bid documents and technical specifications for equipment suppliers to furnish new dewatering equipment (centrifuge or screw press or other as recommended). Draft documents will be reviewed by Tribe.
2. Firm shall prepare final bid documents and technical specifications based upon the project performance requirements and Tribes comments. Bid documents and technical specifications will be utilized by Tribe to solicit bids from equipment manufacturers.

D. Bid Proposals and Final Recommendation:

Firm shall review all bid proposals (maximum of 10) including equipment submittals and prepare a final written recommendation to Tribe.

E. Final Coordination Meeting:

Firm shall coordinate to hold final meeting with Tribe to discuss and review equipment submittals and review equipment to be installed.

Deliverables:

- Draft bid document and technical specifications for review by Morongo
- Final bid document and technical specifications for bidding by Morongo
- Bid review and recommendation
- Submittal review process

Schedule:

- It is anticipated that the initial project meeting will take place within two weeks of authorization to proceed.
- Draft bid document (RFP) will be submitted to Morongo within two weeks following the kick-off meeting.
- The final bid documents and technical specifications will be submitted to Morongo within two weeks of receipt of Morongo's comments on the draft documents.

- Review of the equipment bids will be completed within two to three weeks (depending on number of bids received) of receipt of bids
- Submittal review will be completed within two to three weeks of receipt of the complete submittal package. It is assumed there will be two rounds of submittal reviews.
- Final coordination meeting with Tribe shall commence within 2 weeks after submittals are final.

INSURANCE REQUIREMENTS

1. Worker's Compensation: Consultant shall maintain Worker's Compensation insurance, as required by law in the state of California, and Employer's Liability Insurance in an amount not less than \$1,000,000 per occurrence. The insurance shall also waive all right to subrogation against the Tribe, its members, officers, employees, representatives and agents.
2. General Liability: consultant shall maintain general liability insurance including provisions for contractual liability, independent contractors, and broad form property damage coverage. This insurance shall be on a comprehensive, occurrence basis form with a standard cross liability clause and endorsement (ISO CG 2010 or equivalent). The Tribe shall be named as an additional insured, and the limit for this insurance shall be no less than \$2,000,000.00 per occurrence, combined single limit for bodily injury and property damage and \$4,000, 000 aggregate.
3. Automobile Liability: Consultant shall maintain automobile liability insurance with coverage for any vehicle including those owned, leased, rented or borrowed. This insurance shall have an endorsement naming the Tribe as an additional insured and with a standard cross liability clause and endorsement (ISO CG 2010 or equivalent). The limit amount for this insurance shall be not less than \$1000, 000.00 per occurrence, combined single limit for bodily injury and property damage.
4. Professional Liability: Consultant shall maintain professional liability insurance with coverage for wrongful acts, errors, or omissions committed by consultant in the course of work performed for the Tribe under this agreement. This insurance shall include coverage for liability assumed under this agreement when consultant's wrongful acts, errors, or omissions cause such liability. The limit for this insurance

shall be not less than \$1,000,000.00 per occurrence and \$2,000,000 annual aggregate.

INDEMNIFICATION

Consultant shall hold harmless, defend at its own expense, and indemnify the Tribe, its officers, employees, and agents against any and all liability, claims, losses, damages or expenses, including reasonable attorney's fees, arising from all negligent or reckless acts or omissions, or acts of willful misconduct of the company or its officers, agents, or employees in rendering services under this agreement; excluding, however such liability, claims losses, damages, or expenses arising solely from Tribe's gross negligence or willful acts.

SUBMITTAL FORMAT

Proposals shall be limited to thirty (30) pages (single sided pages, not counting the table of contents, cover letter or dividers).The proposals shall be clear, concise, and comprehensive. Excessive or irrelevant material shall not be included. In order to maintain uniformity with all proposals submitted, it is requested that the Consultant's proposal include the below minimum information:

1. **Cover Letter** - A brief cover letter summarizing key points of the proposal, the proposed areas of interest, and key individuals involved in the proposal.
2. **Brief Company Profile** - General company information including number of employees, location of company headquarters and branch offices, number of years in business and organization, disciplines and staffing. Describe the general qualifications of the firm.
3. **Organization and Staffing** - Provide appropriate information showing all proposed staff assignments and sub-Consultants including their relationships with the proposed work. Identify the project manager and other personnel assigned to these services. Include all current state and local licenses for your firm. Each firm shall provide the name of at least one engineer registered in the State of California.
4. **Description and Approach** - The proposal should demonstrate the Consultant's knowledge of the needs and objectives of the work proposed by the Tribe. Describe how you would implement the activities identified in the Scope of Work of this RFP. Include the approach for delivering the services being requested and a statement as to your ability to schedule and complete work.

5. **Relevant Projects/Services with Reference** - List recently performed, relevant projects that indicate the past performances and abilities of the proposed team. Provide recent similar experience with municipalities, and supply the name of a contact person that was the primary contact for the municipality. The Tribe may contact any of the listed references at any time and to make any other reasonable investigation into the Consultant's background and experience.
6. **Proposed Fee Schedule** - Provide a statement (spreadsheet preferred) indicating hourly rates for all proposed classifications, including rates for sub-consultants, if any, as well as any proposed percentage mark-up of reimbursable expenses. Include your estimated hours for each service required to complete this project. This information will be used in negotiating the final fee amounts for the contract agreement.
7. **Selection Committee-** A committee will review the proposals submitted and may request interviews from the consulting firms. The Selection Committee will rank the top firms based on qualifications, proposals (including cost) and presentations (if applicable).

The Tribe hereby notifies all respondents that it will affirmatively insure that any contract entered into pursuant to this advertisement will be awarded without discrimination on the grounds of any protected status. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap, or national origin. Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60. Small, minority, and women-owned business enterprises are encouraged to respond.

In addition to all requirements for proposal submission, the selected firm will be required to maintain and provide evidence of insurance as indicated in the Contract.

Only consulting firms demonstrating experience with projects of similar experience and scope of work will be considered.

SUBMITTAL INSTRUCTIONS

Sealed proposals addressed to: Morongo Band of Mission Indians, ATTN: John Covington, 12700 Pumarra Road, Banning, CA 92220, will be received until 4 PM, on **May 23, 2019**. Proposals shall be submitted in sealed envelopes clearly marked on the outside "TO BE OPENED BY ADDRESSEE ONLY." A total of two (2) copies of each proposal must be submitted for consideration. Each copy shall be bound separately. One copy shall be identified as ORIGINAL and all others identified as COPIES. **Proposals shall be signed by an individual authorized to bind the consultant and shall contain a statement that the proposal is a firm offer for a 90- day period.**

The Tribe reserves the right to reject any and all proposals, to withdraw the RFP at any time and to waive any irregularities or informalities in the proposals received. The Tribe also reserves the right to negotiate all aspects of the proposals submitted in response to the RFP at any time during the evaluation period. It shall be the sole responsibility of proposer to ensure that the Tribe has proposer's proper mailing address. The Tribe shall not be responsible for any misdirection, late delivery, or non-delivery of mail to proposer.

The Project Manager, Mr. John Covington, whose telephone number is (951) 755-5270 and e-mail address is: jcovington@morongo-nsn.gov, also the person responsible for opening and examining the proposals submitted to the Tribe, except when otherwise specified.

All questions must be submitted in writing to Mr. John Covington at 12700 Pumarra Road, Banning, CA 92220 or e-mail no later than **1 week** before the proposal deadline. All replies will be published for distribution to all prospective respondents via e-mail.