



Request for Proposal To Provide

Safety Professional Services

RFP No. 9036

Issue Date: June 21, 2018
Due Date: July 13, 2018, by 2:00 p.m.



Sacramento Regional County Sanitation District
Request for Proposal
Safety Professional Services

TABLE OF CONTENTS

1.0 Introduction.....1
2.0 Background1
3.0 Objectives2
4.0 Scope of Services2
5.0 Organization and Content of the Proposal.....3
6.0 Selection Process Schedule5
7.0 Submittal Instructions.....6
8.0 Evaluation and Selection Criteria6
9.0 TERMS AND CONDITIONS.....7

Attachments:

- A. Sample Agreement
- B. Regional San Safety Program
- C. Conflict of Interest and Non-Collusion Affidavit

1.0 Introduction

The Sacramento Regional County Sanitation District (Regional San) is seeking qualified and experienced firms to provide occupation health and safety services and assist Regional San Staff with the implementation and coordination of their current health and safety programs, including an Owner Controlled Insurance Program (OCIP) Safety Program for the EchoWater Project. This Request for Proposal (RFP) includes the information needed for proposal preparation and includes various attachments associated with proposal preparation and contractual requirements; including a Regional San sample agreement, and a description of Regional San's safety program. The RFP and all attachments are also posted on The Regional San website:

(<https://www.regionalsan.com/general-opportunities>) and the EchoWater Project website: (<https://www.regionalsan.com/echowater-project-opportunities>).

2.0 Background

The Sacramento Regional Wastewater Treatment Plant (SRWTP) is located at 8521 Laguna Station Road in Elk Grove on an approximately 3,550-acre site that is owned and operated by Regional San. The entire site is located north of Laguna Boulevard in the unincorporated area of Sacramento County, between Franklin Boulevard and Interstate 5. The site's northern boundary is south of Cosumnes River Boulevard. The existing SRWTP treatment facilities occupy approximately 900 acres. The remaining 2,650 acres comprise open space land and provide a buffer zone (hereafter referred to as the Bufferlands) between the existing SRWTP facilities and nearby surrounding land uses.

The SRWTP provides wastewater treatment to the Sacramento area and surrounding cities, serving approximately 1.3 million customers. The SRWTP is owned and operated by Regional San, a county sanitation district pursuant to and operating under the authority of the County Sanitation District Act, commencing at the California Health and Safety Code section 4700. The SRWTP currently uses a secondary treatment process and the treated effluent is discharged into the Sacramento River near the town of Freeport. The treatment process has a permitted capacity of 181 million gallons per day (MGD) average dry weather flow (ADWF). Along with SRWTP's 3,550-acres, Regional San has numerous outlying facilities throughout the conveyance system.

The Central Valley Regional Water Quality Control Board (RWQCB, Regional Board) adopted new waste discharge requirements for the SRWTP on December 9, 2010. These new discharge requirements incorporates stricter discharge requirements that the existing processes are not capable of meeting.

The upgrade project is named "EchoWater Project". The EchoWater Project is comprised of over 20 separate construction projects to comply with the new NPDES permit requirements. Regional San has created a Program Management Office (PMO) comprised of Regional San staff, co-located with program management consultants to plan,

organize, and manage the EchoWater Project. An owner controlled insurance program (OCIP) has been established for the EchoWater Project.

In response to the EchoWater Project and on-going SRWTP work, Regional San will require the services of a company to provide Safety personnel to work as extensions of Regional San staff.

3.0 Objectives

The overall objective is to have qualified and competent staff that effectively assist with the compliance of the Regional San Safety Program and the EchoWater OCIP. Staff will work with Regional San staff to minimize and reduce the risk of injuries and incidents while complying with all applicable local, state, and federal health and safety regulations. The principles of safety and loss control reflect a determination by Regional San to prevent injuries to the general public, workers, and to prevent damage to property and equipment.

4.0 Scope of Services

Current needs are one candidate to provide safety support for Regional San, and for two candidates to provide safety services for the EchoWater OCIP. Additional resources may be needed in the future. The selected firm must have the qualifications and experience necessary to provide, or supervise and manage occupational health and safety services. Proposers should be prepared to provide candidates based on the description below. This information will be reviewed as part of the overall rating and evaluation criteria for this proposal.

The services performed by the firm may include, but are not limited to the following:

- A. Provide or assist Regional San in providing construction and general health and safety services;
- B. Conduct safety and health assessments, audits and inspections;
- C. Identify industrial hazards;
- D. Conduct job hazard analysis on specific work processes;
- E. Develop health and safety plans;
- F. Conduct accident investigations;
- G. Develop policies and procedures, related to health and safety;
- H. Other duties as assigned.

4.1. Required Qualifications

Proposed personnel must have a minimum of:

- A. Five years of experience in conducting Occupational Health and Safety Services.

- B. Five years safety experience on large scale construction projects similar to the type of the EchoWater Project.
- C. Experience related to Owner Controlled Insurance Programs.
- D. Completed OSHA 30-hour Construction and OSHA 30-hour General Industry training.
- E. Competency in fall protection, confined space, excavation and trenching, electrical, crane operations, accident investigations, root cause analysis and statistical analysis of injury trends.
- F. Current CPR and basic first aid certification.

4.2. Desired Qualifications

- A. Professional certifications: Certified Safety Professional (CSP), certified through the Board of Safety Professionals; and/or Certified Industrial Hygienist (CIH), certified through the American Board of Industrial Hygienist.

5.0 Organization and Content of the Proposal

Table 1 lists the required contents of the proposal by section. It is the responsibility of the proposer to provide all required information identified in appropriate detail and completeness. Failure to provide all required information or adequately explain why information cannot be supplied may render the proposal “non-responsive,” which may cause the disqualification of the proposer. Each firm’s submission shall be subject to a limit of thirty (30) single-sided pages in a font no smaller than 12-point, exclusive of all exhibits, covers and transmittal letter.

Table 1- Proposal Contents

Section	Contents
Cover Letter	Transmittal
1	Identification of Proposer
2	Employment Practices
3	Firm Resources and Staff Qualifications
4	References
5	Cost Proposal
6	Insurance
7	Conflicts of Interest
8	Proprietary Information
9	Exceptions to Contract Terms and Conditions

SECTION 1. IDENTIFICATION OF PROPOSER

Describe your firm, principal place of business, contact information, and tax identification number(s); indicate size, locations, construction industry and expertise, best practices, and organizational structure. If the company is owned or controlled by a parent company, the name, main office and parent company’s tax identification number shall be provided in the proposal.

SECTION 2. EMPLOYMENT PRACTICES

Provide a summary of your firm’s employment policies and procedures, including any equal employment opportunity and affirmative action policies.

SECTION 3. FIRM RESOURCES AND STAFF QUALIFICATIONS

The proposal shall include information about the present composition of your work force and a biography of key individuals proposed to be assigned to the project. Special emphasis should be placed on the individual’s background, qualifications, certifications, and experience on related and/or similar projects.

SECTION 4. REFERENCES

List a minimum of five (5) client contacts/references for five (5) projects your consultant team has provided similar services.

1. Project Name
2. Client (Corporation, public agency, etc.)
3. General physical characteristics
4. Specific services provided
5. Dates of service
6. Individual references. Include contact addresses and telephone numbers. A minimum of one reference shall be included for each project.

SECTION 5. COST PROPOSAL

A cost proposal must be submitted. This information will be considered as a part of the Evaluation and selection process.

Per Diem expenses for key personnel will only be paid for a period of three (3) months from the executed agreement and only if their permanent residence is outside of a 75 mile radius from the SRWTP. It is expected that the key team members will have residency in the County of Sacramento or adjacent counties not later than three months from the Notice-to-Proceed. No travel, lodging or meal expenses will be paid for beyond the three month period.

NOTE: Consultant’s residing in the Sacramento area will not be eligible for reimbursement for travel related expenses or per diem.

Compensation for services rendered will be on a time and materials basis. Consultants must provide the following information:

1. Billable hourly rates schedule for all consultant team members included in the proposal. Please ensure the titles of the staff listed in the proposal match the titles on the hourly rate Schedule. (include over-time rates)
2. Overall fee summary based on 8-hour days/ 5-days per week, 2018-2023 for 3 safety services support staff.
3. A breakdown of overhead and profit components.
4. Identify any additional cost that is excluded from the billable hourly rate.

SECTION 6. INSURANCE

Provide a summary of the firm’s present and proposed insurance coverage, including general liability, property damage, workers’ compensation, automobile, employer’s liability, professional liability or errors and omissions liability for the duration of the contract. Describe in this section the insurance coverage that will meet, or exceed, these requirements.

Please see Attachment A-Sample Agreement, and refer to Exhibit B within the agreement for Regional San insurance requirements.

SECTION 7. CONFLICTS OF INTEREST

Firms submitting proposals in response to this RFP must disclose to Regional San any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the service to be provided under this Agreement for services to be awarded pursuant to this RFP. If a firm has no conflicts of interest, a statement to that effect shall be included in the proposal. Firms must complete and submit with their proposal, Attachment C of this RFP, the “Conflict of Interest and Non-Collusion Affidavit” Form.

SECTION 8. PROPRIETARY INFORMATION

Consultants submitting proposals to this RFP must provide a statement that nothing contained in the submitted proposal will be proprietary.

SECTION 9. EXCEPTIONS TO CONTRACT TERMS AND CONDITIONS

Provide a list of any exceptions to contract terms and conditions which the firm will seek from the Regional San Sample Agreement (see Attachment A- Sample Agreement).

6.0 Selection Process Schedule

Regional San has established the following tentative schedule for the selection process:

Advertise Request for Proposal	June 21, 2018
Deadline to Submit Proposals	July 13, 2018 by 2:00 p.m.
Shortlist and Notification for Interviews	July 18, 2018
Interviews (if needed)	July 23- August 3, 2018
Selection Notification	August 1-6, 2018
Complete Contract Negotiations	August 10, 2018
Board Approval of Agreement	August 22, 2018
Notice to Proceed (NTP)	Week of September 3, 2018

7.0 Submittal Instructions

Please submit four (4) hardcopies and one PDF on CD as follows:

Due Date: July 13, 2018 by 2:00 p.m.
Deliver to: Regional San, Administration Building
Attn: Sidney Kangas
8521 Laguna Station Road
Elk Grove, CA 95758

All questions regarding this RFP must be sent by email to Sidney Kangas, Administrative Services Officer I, at kangassi@sacsewer.com.

Any addenda in relation to this RFP will be posted on the on the Regional San website at (<https://www.regionalsan.com/general-opportunities>) and the EchoWater Project website: (<https://www.regionalsan.com/echowater-project-opportunities>). It is the proposer's responsibility to ensure they have checked for any addenda that may be issued by Regional San.

8.0 Evaluation and Selection Criteria

A review panel composed of Regional San staff will evaluate and rate each proposal. If it determined that interviews are required, invitations will be sent to a short-list of firms.

A final recommendation will be made by the selection panel based on the review and evaluation of the proposals. The proposal evaluations will be based on the following criteria:

- 1) Experience: Considers the firm's experience and performance on other public agency projects. As well as the size of the firm and depth of the resources
- 2) Project Team: Considers the experience of proposed candidates and the stability of the team.
- 3) Cost Proposal: Considers the cost proposal for providing the required safety services support staff

Final negotiations as to scope and fee will take place after selection of the firm. Negotiations may be formally terminated if they fail to result in a contract within a reasonable time period. Negotiations will then ensue with the second ranked proposer, and if necessary, the third ranked proposer. If the second and third rounds of negotiations fail to result in a contract within a reasonable time period, the solicitation may be formally terminated. The selection of the firm and the negotiated contract will be presented to the Regional San Board of Directors for approval.

An award of contract will be made to the responsible Firm who provides the best overall response to the requirements of this RFP. Regional San may select whichever proposal it determines will best serve its interests. The successful Firm will be selected in accordance with the proposal evaluation criteria identified above. Selection will be made

approximately August 1- 6th, 2018 subject to final approval by the Regional San Board of Directors. Written notification of the outcome of the selection process will be mailed to all Firms who submit a proposal.

Proposals submitted without required documents may be considered nonresponsive and may be rejected.

Regional San reserves the right:

- To reject any or all Proposals, or any part thereof; and
- To select more than one consultant; and
- To waive any informality in the Proposal; and
- To accept the Proposal that is in the best interest of Regional San

Regional San's decision will be final.

Regional San is prohibited from awarding this agreement to any person, entity or business that is on the Federal Exclusion List (<https://www.sam.gov/>). If you or your firm is on this list, and/or debarred, suspended, or otherwise excluded from or ineligible for participation in federal, State or county government contracts, Regional San cannot award this contract to you and you should not respond to this RFP.

9.0 TERMS AND CONDITIONS

A. Interpretation and Addenda

The Proposer will be responsible for ensuring that its proposal reflects any and all addenda posted by Regional San prior to the proposal due date regardless of when the proposal is submitted. Regional San recommends that the Proposer check the Regional San Business Opportunities website before submitting its proposal to determine if the Proposer has read all posted addenda. Regional San will not be responsible for any other explanation or interpretation.

B. Revision of Proposal

A Proposer may withdraw or revise a proposal on the Proposer's own initiative at any time before the deadline for submission of proposals. The Proposer must submit the revised proposal in the same manner as the original proposal. A revised proposal must be received on or before the proposal due date. In no case will a statement of intent to submit a revised proposal extend the proposal due date for any Proposer. At any time during the proposal evaluation process, Regional San may require a Proposer to provide oral or written clarification of its proposal.

C. Errors and Omissions in Proposal

Failure by Regional San to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the Proposer from full

compliance with the specifications of the RFP or any Agreement awarded pursuant to the RFP.

D. Objections to RFP Terms

Should a Proposer object on any ground to any provision or legal requirement set forth in this RFP, the Proposer must, not more than 10 calendar days after the RFP is issued, provide written notice to Regional San setting forth with specificity the grounds for the objection. The failure of a Proposer to object in the manner set forth in this paragraph will constitute a complete and irrevocable waiver of any such objection.

E. Solicitation of Subconsultants, Subcontractors, Other Service Providers, and Suppliers

If the prime consultant intends to solicit subproposals and/or quotes for certain tasks from qualified subconsultants, subcontractors, other service providers and suppliers, the prime consultant must not discriminate in the solicitation process and is encouraged to include qualified minority and women-owned firms in such solicitation opportunities.

Substitution of any subconsultants, subcontractors, other service providers and suppliers identified in the agreement shall not be made without the written consent of Regional San.