



REQUEST FOR PROPOSALS (RFP)

FOR

ON-CALL ELECTRICAL ENGINEERING SERVICES

SACRAMENTO AREA SEWER DISTRICT
ECHOWATER RESOURCE RECOVERY FACILITY OPERATIONS

RFP No. 9154

RFP ISSUE DATE: April 22, 2025

PROPOSAL DUE DATE & TIME:
May 29, 2025 at 3:00 P.M.

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Ukraine

1. INTRODUCTION

The Sacramento Area Sewer District (SacSewer) is a sewage collection, treatment, and resource recovery utility providing service to more than 1.6 million people in a 386 square-mile service area in the Sacramento region. SacSewer's service area includes the unincorporated areas of Sacramento County, and the cities of Citrus Heights, Rancho Cordova, Elk Grove, Folsom, Sacramento, and West Sacramento.

SacSewer owns and operates over 5,000 miles of sewer pipes and is responsible for the operations and maintenance of those pipes. Sewage is collected from residential, commercial, and industrial customers and conveyed to SacSewer's EchoWater Resource Recovery Facility (EchoWater Facility) near Elk Grove.

The following is SacSewer's mission and vision statement:

***Mission:** Protecting public health and the environment by collecting, treating, and recovering resources from sewage.*

***Vision:** Setting the bar for excellence in sewage management and environmental sustainability.*

2. BACKGROUND

The design, construction, operation, and maintenance of the EchoWater Facility requires the services or assistance from registered electrical and/or control systems engineers. SacSewer is soliciting proposals from qualified engineering firms for electrical design consulting services in support of its projects at the EchoWater Facility.

3. OBJECTIVE

The purpose of this proposed on-call contract is to fill the need for electrical, instrumentation, and control system (EI&C) engineering services on design and construction projects when the EchoWater Facility resources or capabilities are not sufficient to complete the work. The contract may also be used for operation and maintenance issues, third party reviews, code interpretation and compliance issues, power distribution modeling and studies, and varied other activities that require EI&C engineering expertise or input.

SacSewer intends to award two on-call service contracts with two separate Consultants. The term of the agreement is estimated to be three years, but it will remain in force until the contract balance is exhausted or the contract is terminated. During the term of the agreement, the selected Consultants will provide varied levels of EI&C consulting, design, construction support, and other related services for the EchoWater Facility on an

as-needed basis for wastewater treatment facilities, pump stations, conveyance systems, support buildings, and other related assets. SacSewer is inviting engineering consulting firms who have pertinent experience with water and wastewater utilities to submit proposals.

4. RFP TIMELINE

Event or Action	Deadline
Release of RFP	Tuesday April 22, 2025
Question Submission Deadline	Friday, May 9, 2025, 4:00 PM, PT
Final date to provide Responses to Questions on Business Opportunities webpage	Thursday, May 15, 2025
Proposal Submission Deadline	Thursday, May 29, 2025, 3:00 PM PT
Consultant Interviews (if requested by SacSewer)	Week of June 9, 2025 or later
Notice of Intent to Award	End of June 2025, or later

5. QUESTIONS AND COMMUNICATION ABOUT THIS RFP

All communication regarding this RFP should be directed to Gerardo Aguirre via email at aguirreg@sacsewer.com, the District’s designated point of contact. Questions for this RFP should be submitted to the District’s designated point of contact via email no later than the date and time stated in Section 4 of this RFP. Inquiries and responses will be posted at <https://www.sacsewer.com/business-opportunities/> by no later than date stated in Section 4 of this RFP. Please note the SacSewer will respond only to technical questions. Under no circumstances will interpretive guidance be provided. No oral interpretations shall be made to any respondent as to the meaning of any of the documents.

It is the responsibility of interested firms to periodically check the SacSewer website for addenda to this RFP and responses to inquiries.

6. SCOPE OF SERVICES

The Consultant will provide EI&C engineering services including, but not limited to, the following:

- a) Provide electrical, instrumentation and control system (EI&C) design services on an as needed basis for the following systems or components; low voltage power distribution, low voltage Switchgear, MCC and VFD, motor control and process control systems, valve and gate operators, PLC panels and communication systems. These services shall include but are not limited to providing design calculations, electrical site plan drawings, process and instrumentation diagrams, one-line diagrams, power and control diagrams, control logic diagrams and descriptions,

raceway and cable schedules and specifications. All designs and deliverables shall be developed and produced in accordance with Sac Sewer’s established design guidelines. The Consultant shall also use to the extent possible or practical Sac Sewer’s established guide specifications, CAD standards, standard details, and standardized equipment list.

- b) Provide technical support during bidding and construction. This includes but is not limited to responding to bidder questions, providing addenda and written clarifications when necessary, responding to contractor Requests for Information (RFI’s), reviewing contractor submittals to assure conformance with the construction specifications and drawings, attending project related meetings, and addressing control system and electrical problems and deficiencies.
- c) Provide general control system and electrical engineering consulting services such as responding to design questions, interpreting code requirements, identifying and selecting design alternatives and assisting with cost estimates.
- d) Provide assistance with analyzing, troubleshooting, and providing solutions to problems experienced with operation and maintenance of existing EI&C systems and equipment.
- e) Perform or assist with condition assessment of existing EI&C systems and equipment, and with the preparation of Business Case Evaluations, including life cycle cost analyses, for design, rehabilitation, and repair alternatives.

7. ORGANIZATION AND CONTENT OF PROPOSAL

Consultants must provide complete and current information for all categories listed below. A Proposal shall not exceed 20 singled-sided pages. The following items will not count against the maximum page count: Transmittal Letter, Table of Contents, Section Dividers, sealed Cost Proposal, Resumes, Insurance, Conflict of Interest Form, Employment Practices, Exceptions to Sample Agreement Terms and Conditions, and Iran Contracting Act Disclosure Form and Compliance with Economic Sanctions in Response to Russia’s Action in Ukraine. In addition page sizes shall be 8 ½ X 11 with font size no smaller than 12 pt. Figures and tables may be on 11 X 17 sheets.

SECTION	CONTENTS
Cover Letter	Transmittal
a	Company Background
b	Consultant Team
c	Related Experience

d	Cost Proposal (must be submitted in sealed envelope)
e	Conflicts of Interest
f	Proprietary Information
g	Insurance
h	Department of Industrial Relations (DIR) Compliance
i	References
j	Employment Practices
k	Exceptions to Sample Agreement Terms and Conditions
l	Iran Contracting Act Disclosure Form and Compliance with Economic Sanctions in Response to Russia's Action in Ukraine

a. **Company Background**

Provide a brief introduction of your firm. Include office locations, main areas of expertise, number of staff, and company background and history.

b. **Consultant Team**

The proposed project team shall be identified including specific staff responsible for project management, interfacing with SacSewer, and direct supervision of the project's technical output. Key tasks and the associated personnel shall be identified, including their level of participation. A project team diagram shall be included. Resumes shall be attached at the end of the proposal and provide key areas of expertise for each team member. The geographic location of the firm and key personnel shall be identified. A local base for key interactive staff is preferred unless the consultant can demonstrate no project impact. All proposed subcontractors shall be identified. Key subcontractors, relevant experience, and supporting material shall be included in the proposal.

This RFP is for **electrical (EI&C) engineering services**. Consultant staff shall have the appropriate level of experience, expertise, and legal licenses required to perform the requested EI&C engineering work. Services requested will require that staff overseeing deliverables hold a valid electrical engineering license from the State of California, as issued by the California Board for Professional Engineers and Land Surveyors.

If the prime consultant intends to solicit subproposals and/or quotes for certain tasks from qualified subconsultants, subcontractors, other service providers and suppliers, SacSewer expects the prime consultant to solicit qualified firms in the local business community for such services and supplies.

The solicitation conducted should be as broad as possible to reasonably provide opportunities for and encourage relationship building with qualified minority and women-owned firms, and small and local businesses in the Sacramento community. The prime consultant shall not discriminate in the solicitation process.

Substitution of any subconsultants, subcontractors, other service providers and suppliers identified in the proposal upon which the Agreement is based shall not be made without written consent of SacSewer.

c. **Related Experience**

Provide a summary of the firm's relevant experience within the water and wastewater industries that may help emphasize the firm's understanding of the nature of potential services to be provided. Include up to five (5) relevant projects similar to the scope of services requested that your firm has completed in the last 3-6 years.

Include the firm's experience, if any, with public agency projects, on-call services contracts, etc. The description of each project should include the year(s) during which the work was performed and the firm's role in the project, responsibilities of key team members, and a contact person, including telephone number of the project owner.

d. **Cost Proposal**

Provide your firm's cost proposal in a separately sealed envelope including an hourly rate schedule for the proposed individuals for the anticipated work and any other costs to be billed. Identify the indirect component of each hourly rate and an explanation of how it is established. Ensure staff titles match of the staff listed in the proposal and on rate schedules.

Additionally, the electronic copy of your firm's proposal **must not** include a copy of the cost proposal. The envelope for the two selected firms will be opened for the purpose of negotiating an agreement. The envelopes for the firms not selected will be returned unopened after negotiations are complete and the contracts have been executed.

Compensation will be on a time-and-materials basis, with an authorized not-to-exceed amount. Include the following information:

- i. Direct hourly labor rates for those staff to be billed to the project.
- ii. Estimated labor hours (LOE) and fee by task.
- iii. Types and estimated amount of non-labor costs to be billed to the project.

- iv. Adjustments in rates predicted to occur during the project. For budgeting purposes, a maximum escalation rate of 3 percent per year should be assumed and will be discussed during fee negotiations.
- v. Sub-consultant costs. A maximum markup of 5 percent is permitted.
- vi. Other direct costs (ODCs). A maximum markup of 5 percent is permitted.
- vii. Lodging, meals, and travel shall be reimbursed as follows:
 - 1. Per diem for lodging (equal to the federal standard CONUS per diem rate for Sacramento County at the time of contract negotiation) will be reimbursed for each work night, up to five (5) nights per week.
 - 2. Per diem for meals and incidentals (equal to the federal standard CONUS per diem rate for Sacramento County at the time of contract negotiation) will be reimbursed for each work day, up to five (5) days per week.
 - 3. Airfare and local and home transportation costs will be reimbursed at cost.
 - 4. Mileage will be reimbursed at the current IRS rate which can be accessed by clicking the following link: <https://www.irs.gov/tax-professionals/standard-mileage-rates>

e. **Conflicts of Interest**

Firms submitting proposals in response to this RFP must disclose to SacSewer 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 services to be provided to be awarded pursuant to this RFP. If a firm has no conflicts of interest, a statement to that effect must be included in the proposal. Consultants must submit with their proposal a completed “Conflict of Interest and Non-Collusion Affidavit” Form attached here to as Attachment A.

f. **Proprietary Information**

Any information submitted in a proposal in response to this RFP which the consultant considers to be proprietary must be identified as such, and the consultant must include the legal basis for a claim of confidentiality. SacSewer will not assert the confidentiality of such information unless the consultant executes and submits a written agreement prepared by SacSewer to defend and indemnify the agency for any liability, costs, and expenses incurred in asserting such confidentiality as part of the proposal. The final determination as to whether or not SacSewer will assert the claim of confidentiality on behalf of the consultant is in the sole discretion of the SacSewer.

g. **Insurance**

Provide a summary of the consultant’s present and proposed insurance coverage, including commercial general liability, automobile liability, workers’ compensation, property damage, employer’s liability, and professional liability or errors and

omissions liability for the duration of the contract. Please see Attachment B - Sample Agreement and refer to its Exhibit B for SacSewer insurance requirements.

h. **Department of Industrial Relations (DIR) Compliance**

Consultants must note within their proposal, valid DIR registration numbers for consultant's personnel and sub-consultants performing public works tasks.

- i. If applicable to work contemplated under the proposed Agreement, no contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
- ii. If applicable to work contemplated under the proposed Agreement, no contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
- iii. If applicable to work contemplated under the proposed Agreement, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
- iv. Labor Compliance Program: The County of Sacramento received final approval from the Director of California Department of Industrial Relations as a Labor Compliance Program effective March 15, 1994. All questions regarding this Labor Compliance Program and prevailing wage requirements should be directed to the Labor Compliance Section at (916) 875-2711.
- v. Pursuant to California Labor Code Section 1720 and following, and Section 1770 and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of the prevailing wage determinations are on file at the office of the County of Sacramento Labor Compliance Program, 9700 Goethe Road, Suite D, Sacramento, CA 95827, and are also available on the internet at <http://www.dir.ca.gov/DLSR/PWD>.

i. **References**

Provide a minimum of three public agency contacts for which your project manager and key team members (as members of your firm) have provided similar services. Provide the name, address, telephone number, and e-mail address of the representative for each of the references.

j. **Employment Practices**

Please provide a summary of your firm’s employment policies and procedures, including any equal employment opportunity and affirmative action policies. Also, include a brief summary outlining the present composition of your work force.

k. **Exceptions to Sample Agreement Terms and Conditions**

Provide a list of specific exceptions to contract terms and conditions which the consultant will seek from SacSewer’s Sample Agreement. The Sample Agreement is incorporated into this RFP package as Attachment B.

If a consultant does not seek any exceptions from the contract terms and conditions in SacSewer’s Sample Agreement, then a statement stating such must be included in this section.

l. **Iran Contracting Act Disclosure Form and Compliance with Economic Sanctions in Response to Russia’s Action in Ukraine**

Please see Section 13 of this RFP for additional information on the Iran Contracting Act Disclosure Form and Compliance with Economic Sanctions in Response to Russia’s Action in Ukraine. If either or both forms are completed, they must be placed in this section of the proposal.

If a consultant’s proposal does not meet the requirement for either condition, then a statement stating such must be included in this section.

8. **BASIS FOR COMPENSATION**

Compensation will be on a Time and Expenses basis with a not-to-exceed ceiling for the entire contract. The services to be performed under this contract will be on an “as-needed” or “on-call” basis. It is expected that as specific tasks are identified, a scope, schedule and level of effort will be solicited and negotiated for each task.

9. **PROPOSAL SUBMISSION INSTRUCTIONS**

Please submit a total of five (5) (one (1) signed original, three (3) hard copies) sets, one (1) electronic digital media copy by the proposal submission deadline stated in Section 4 of this RFP. A submitted proposal should be addressed to the following:

Deliver To:
Sacramento Area Sewer District
EchoWater Resource Recovery Facility
Attn: Gerardo Aguirre
8521 Laguna Station Road,
Elk Grove, CA 95758-9550

All proposals received after the deadline stated in Section 4 of this RFP will not be accepted.

10. PROPOSAL RATING CRITERIA

The criteria for evaluating the written proposals are described below:

Criteria	Point Value
Overall Responsiveness to RFP Requirements	10
Company Background	10
Consultant Team	30
Related Experience	30
Interviews (If Necessary)	20
Total	100

11. SELECTION PROCESS

In order to be considered, interested consultants must submit a complete proposal document, with organization and content consistent with Section 7 of this RFP, by the proposal submission deadline stated in Section 4 of this RFP.

Ranking of the proposals will be based on capability/qualifications criteria. Proposals will be evaluated in three phases as follows:

Phase 1: Proposals will be examined as to whether or not the Consultant understood and responded in accordance with the following requirements:

- 1) Proper completion and submittal of required proposal documents; and
- 2) Related experience requirement met or exceeded.

Phase 2: Proposals that meet the requirements in Phase 1 will be evaluated and scored using the table in Section 10 of this RFP. The table identifies criteria used in the determination of the final proposal ranking. If any single criterion score fails to be above zero, the proposal will be automatically rejected. Those proposals with a weighted score

of less than 60 will be disqualified. Firms who submit proposals scoring above 60 will be invited to interview. Based upon the evaluation of the proposals and reference checks, the most responsive proposals may be invited to an interview to further aid the selection process.

Phase 3: Cost information for the highest ranked proposal (and interview, if conducted) will be opened and SacSewer will enter into negotiations with the consultant. If a mutually agreeable contract is unable to be negotiated, SacSewer will conclude negotiations with said consultant, and commence negotiations with the consultant with the next highest ranked proposal. This process will continue until an agreement is successfully negotiated or the entire list of eligible consultants is exhausted. Once a mutually agreeable contract is executed, the remaining sealed cost proposals will be returned to remaining consultants.

SacSewer 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 SacSewer.**

All SacSewer's decisions will be final.

12. AWARD OF CONTRACT

Award of contract shall be made to the consultant who provides the best value and overall response to the requirements of this RFP. SacSewer may select whichever proposal it determines will best serve its interests. The successful consultant will be selected in accordance with the selection process identified in Section 11 of this RFP, and any addenda thereto, except for such immaterial deviation as may be waived by SacSewer. Selection is expected to be made on or about June 2025 or later, subject to final approval by the District Engineer. Consultants who submitted proposals will be notified of the outcome of the selection process.

13. ADDITIONAL TERMS AND CONDITIONS

a. **Federal Exclusion List**

SacSewer is prohibited from awarding this contract 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, then SacSewer cannot award this agreement to you, and you should not provide a response to this RFP. In addition, consultant certifies that it shall not contract with a subcontractor that is debarred, suspended or on the Federal Exclusion List.

b. Revision of Proposal

Consultants may withdraw or revise a proposal on the consultant's initiative at any time before the deadline for submission of proposals. The consultant must submit the revised proposal in the same manner as the original proposal on or before the listed proposal's due date and time. In no case will a statement of intent to submit a revised proposal extend any consultant's due date. At any time during the proposal evaluation process, SacSewer may request a consultant to provide oral or written clarification of its proposal.

c. Errors and Omissions in Proposal

Failure by SacSewer to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the consultant from full compliance with the specifications of the RFP or any Agreement awarded pursuant to the RFP.

d. Iran Contracting Act Disclosure

Pursuant to the Iran Contract Act of 2010 (California Public Contract Code, Sections 2202-2208), consultants are ineligible to submit a proposal for projects with a public entity for goods or services of one million dollars (\$1,000,000) or more if the Consultant engages in investment activities in Iran.

The Iran Contracting Act Disclosure Form, incorporated into this RFP package as Attachment C, shall be completed and submitted by participating firms if the total cost of their proposed solution is in excess of \$1,000,000. The Iran Contracting Act Disclosure Form will also need to be completed by the awarded consultant(s) if the total value of their agreement exceeds \$1,000,000 during its entire term.

e. Economic Sanctions

Pursuant to California State Executive Order N-6-22 (Order) imposing economic sanctions against Russia and declaring support of Ukraine, SacSewer shall terminate any contract with any individual or entity that is in violation of the Order or that is subject to economic sanctions therein and shall not enter a contract with any such individual or entity while the Order is in effect.

Compliance With Economic Sanctions In Response To Russia's Actions In Ukraine Form, incorporated into this RFP package as Attachment D, shall be completed and submitted by the participating firms if the total cost of their proposed solution is in excess of \$5,000,000. Compliance With Economic Sanctions In Response To Russia's Actions In Ukraine form will also need to be completed by the awarded consultant(s) if the total value of their agreement exceeds \$5,000,000 during its entire term. SacSewer shall keep the form and other supporting documentation on file as evidence of compliance with the Order.

(ATTACHMENTS FOLLOW)