



REQUEST FOR PROPOSALS (RFP)

FOR

ON-CALL TREATMENT & PROCESS CONTROL OPTIMIZATION CONSULTING
SERVICES

SACRAMENTO AREA SEWER DISTRICT
TREATMENT & RESOURCE RECOVERY PROCESS SUPPORT SECTION

RFP No. 9162

RFP ISSUE DATE: **January 16, 2026**

PROPOSAL DUE DATE & TIME:
February 18, 2026 at 3:00 P.M. PT

Contents

1. INTRODUCTION	3
2. BACKGROUND	3
3. OBJECTIVE	4
4. CONTRACT TERMS.....	4
5. RFP TIMELINE.....	4
6. RFP QUESTIONS	4
7. SCOPE OF SERVICES	5
8. BASIS FOR COMPENSATION	5
9. ORGANIZATION AND CONTENT OF PROPOSAL	5
10. PROPOSAL SUBMISSION INSTRUCTIONS.....	10
11. PROPOSAL RATING CRITERIA	11
12. SELECTION PROCESS	12
13. AWARD OF CONTRACT.....	13
14. ADDITIONAL TERMS AND CONDITIONS	13

Attachment A – Conflict of Interest and Non-Collusion Affidavit

Attachment B – Sample Agreement

Attachment C – Iran Contracting Act Disclosure Form

Attachment D – Compliance with Economic Sanctions in Response to Russia’s Action in
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:

Mission: *Serving our community by protecting public health and the environment through sewage collection, treatment, and resource recovery.*

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

2. BACKGROUND

The EchoWater Facility currently uses a tertiary treatment process consisting of bar screens, aerated grit removal, primary sedimentation tanks, biological nutrient removal (BNR), secondary sedimentation tanks, granular media filtration, disinfection using liquid chlorine, and dechlorination using sodium bisulfite. The treated effluent is discharged into the Sacramento River near the town of Freeport. The treatment process has a permitted average dry weather flow (ADWF) capacity of 181 million gallons per day (mgd).

The solids removed from the primary sedimentation tanks are pumped to mixed sludge tanks for the next step of solids treatment. The solids removed from the secondary sedimentation tanks are thickened with polymer and dewatered on gravity belt thickeners before being pumped to the mixed sludge tanks. The mixed sludge is sent to anaerobic digestion tanks for a minimum 15-day solids residence time. The majority of the digested solids (roughly 80%) are then sent to solids storage basins to be stored for further volatile solids reduction and compaction for three to five years, before being dredged and disposed. Disposal of these harvested solids occurs through sub-surface injections onto the onsite Lined Dedicated Land Disposal sites. The remaining portion of the digested solids (roughly 20%) are conveyed to an adjacent Biosolids Recycling

Facility (BRF) that is owned and operated by Synagro, Inc. to produce a Class A pellet that is used for beneficial recycling.

SacSewer routinely implements process control and process optimization projects related to the treatment process. It is anticipated that new process control technologies will need to be evaluated and existing processes and strategies will need to be evaluated, upgraded, modified, and/or rehabbed in the pursuit of optimization and efficiency.

3. OBJECTIVE

SacSewer has a need for an on-call expert to provide process optimization support services and consultation to help reduce the operating costs and improve the operational efficiency of the EchoWater Facility.

4. CONTRACT TERMS

SacSewer's intent is that the initial contract(s) awarded by this RFP will have an initial term of three (3) years and a not-to-exceed (NTE) amount of \$200,000. This may be adjusted at time of negotiations, or, as an amendment to the agreement based upon SacSewer's need, and will be implemented on a time-and-expenses-basis.

5. RFP TIMELINE

Event or Action	Deadline
Release of RFP	Friday, Jan. 16, 2026
Question Submission Deadline	Monday, Feb. 2, 2026 @ 5:00PM PT
Final date to provide Responses to Questions on Business Opportunities webpage	Thursday, Feb. 5, 2026 @ 5:00PM PT
Proposal Submission Deadline	Wednesday, Feb. 18, 2026 @ 3:00PM PT
Consultant Interviews (if requested by SacSewer)	Wednesday, Feb. 25, 2026 @ TBD
Notice of Intent to Award	Monday, Mar. 2, 2026

6. RFP QUESTIONS

All communication regarding this RFP should be directed to Jay Mason via email at masonja@sacsewer.com, SacSewer's designated point of contact. Questions for this RFP should be submitted to the SacSewer's designated point of contact via email no later than the date and time stated in Section 5 of this RFP. Inquiries and responses will be posted at <https://www.sacsewer.com/business-opportunities/> by no later than date stated in Section 5 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.

7. SCOPE OF SERVICES

The scope of services will include, but are not limited to, those denoted below. A submitted proposal shall address the entire scope of services listed.

- Conducting treatment plant process modeling
- Providing process planning and design support services
- Developing test plans and protocols for pilot studies
- Developing technical memorandums and presentations
- Consultation on process improvements and investigations
- Evaluating and pilot testing new process or treatment technology
- Conducting process evaluations and studies
- Providing process optimization feasibility studies and assessments
- Providing construction and operating cost estimating
- Providing lifecycle analysis for process or capital improvements
- Other support as requested by SacSewer and mutually agreed to by CONSULTANT

8. BASIS FOR COMPENSATION

Time and Expenses: SacSewer's intent is that the initial contract(s) awarded by this RFP will have an initial term of three (3) years and a not-to-exceed (NTE) amount of \$200,000. This may be adjusted at time of negotiations, or, as an amendment to the agreement based upon SacSewer's need, and will be implemented on a time-and-expenses-basis. The services to be performed under this contract will be on an "as-needed" or "on-call" basis.

Prior to work, the consultant shall provide a level of effort (LOE) estimate for each task and assignment that has been mutually agreed upon by both parties. The level of effort shall be submitted to SacSewer in writing and shall provide a brief scope of work, and the estimated labor hours and schedule required for completion. Only upon receipt of the LOE and express written approval by SacSewer shall the consultant begin work on the mutually agreed upon assignment or task. CONSULTANT shall invoice SacSewer only upon completion of the agreed upon work. SacSewer shall pay CONSULTANT within thirty (30) days after receipt of an appropriate and correct invoice.

9. ORGANIZATION AND CONTENT OF PROPOSAL

Consultants must provide complete and current information for all categories listed below. The following ancillary items shall be included in the proposal: 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. Additionally, the proposal shall include the items in the following table:

SECTION	CONTENTS
Cover Letter	Transmittal
a	Company Background
b	Statement of Qualifications
c	Consultant Team
d	Related Experience
e	Cost Proposal (must be submitted in sealed envelope)
f	Conflicts of Interest
g	Proprietary Information
h	Insurance
i	Department of Industrial Relations (DIR) Compliance
j	References
k	Employment Practices
l	Exceptions to Sample Agreement Terms and Conditions
m	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 to your firm. Include office locations, main areas of expertise, number of staff, and company background and history.

b. **Statement of Qualifications**

Provide a brief summary of the firm’s background and organization. Provide similar background information for any subconsultants who are proposed for the team. Discuss the firm’s qualifications and available resources for performing the subject services. Demonstrate that you fully understand the needs of Sac Sewer and describe how the firm is uniquely qualified to perform the services that are described in this RFP in a proficient and professional manner.

c. **Consultant Team**

The proposed project team shall be identified including specific staff responsible for project management and technical staff that will be utilized under the contract. Key tasks and the associated personnel shall be identified. 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. All proposed subcontractors shall be identified. Key subcontractors, relevant experience, and supporting material shall be included in the proposal. Consultant staff must have the appropriate level of experience and expertise to perform the requested work.

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.

d. **Related Experience**

Provide a summary of experience with similar projects that the firm and the proposed team have completed. 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. Provide a list of up to three (3) relevant projects, similar to the scope of services requested above, that your team has completed in the last 10 years. Provide a brief description of each effort, including the dates during which the work was performed. Include the client and contact information for each project listed. Identify the consultant's key team members and describe their roles during the projects listed. Any additional project history may be included as an appendix.

e. **Cost Proposal**

Provide your firm's cost proposal in a separately sealed envelope. Additionally, the electronic copy of your firm's proposal **must not** include a copy of the cost proposal. The submitted cost information must include an hourly rate schedule for proposed individuals

for the anticipated work and any other costs to be billed. The envelope for the selected firm 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 contract has been executed.

SacSewer's intent is that the initial contract(s) awarded by this RFP will have an initial term of three (3) years and a not-to-exceed (NTE) amount of \$200,000. This may be adjusted at time of negotiations, or, as an amendment to the agreement based upon SacSewer's need, and will be implemented on a time-and-expenses-basis. Include the following information:

- i. Provide direct hourly labor rates for those staff to be billed to the project. Provide the range of rates for positions or labor classifications for those staff who may be used pursuant to this contract if staff is to be determined.
- ii. Adjustments in rates predicted to occur during the project. For budgeting purposes, a maximum escalation rate of three (3) percent per year should be assumed and will be discussed during fee negotiations.
- iii. Sub-consultant costs. A maximum markup of five (5) percent is permitted.
- iv. Other direct costs (ODCs). A maximum markup of five (5) percent is permitted.
- v. 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 workday, 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>

f. **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.

g. **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.

h. **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.

i. **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>.

j. **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.

k. **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 workforce.

l. **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.

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

Please see Section 14 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.

10. **PROPOSAL SUBMISSION INSTRUCTIONS**

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

Deliver To:
Sacramento Area Sewer District
Attn: Jay Mason
10060 Goethe Road,
Sacramento, CA 95827

All proposals received after the deadline stated in Section 5 of this RFP will not be accepted.

11. PROPOSAL RATING CRITERIA

The criteria for evaluating the written proposals are described below:

Criteria	Point Value
Overall Responsiveness to RFP Requirements	5
Company Qualifications	10
Consultant Team	35
Related Experience	35
References	15
Total	100

12. SELECTION PROCESS

In order to be considered, interested consultants must submit a complete proposal document, with organization and content consistent with Section 9 of this RFP, by the proposal submission deadline stated in Section 5 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 provided.

Phase 2: Proposals that meet the requirements in Phase 1 will be evaluated and scored using the table in Section 11 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 (0), the proposal will be automatically rejected. Those proposals with a weighted score of less than sixty (60) will be disqualified. 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. SacSewer may also elect to complete the consultant evaluation and selection without going through the interview 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.

13. 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 12 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 March 2026, subject to final approval by the District Engineer. Consultants who submitted proposals will be notified of the outcome of the selection process.

14. 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)