

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY  
2001 Paradise Drive  
Tiburon, California 94920**

**AGENDA**

**Capital Improvement Program Committee Meeting  
Tuesday March 8, 2022, 5:00 p.m.**

**CORONA VIRUS (COVID-19) ADVISORY NOTICE**

Consistent with Assembly Bill 361 revising Government Code section 54953, and Resolution No. 2021-07 of this Board enacted in accordance therewith, the Meeting will not be physically open to the public and all Board Members and Staff will be teleconferencing into the meeting.

**How to Submit Public Comments:**

Comments submitted prior to the commencement of the meeting will be presented to the Committee and included in the public record for the meeting.

**Public Comments are to be submitted via email to [rdohrmann@sani5.org](mailto:rdohrmann@sani5.org).**

In addition, members of the public who are calling-in will have the opportunity to provide public comments by following the steps below:

**How to Participate in the Meeting:**

**Join Zoom Meeting by clicking on the following link:**

**<https://us02web.zoom.us/j/6230620778>**

**Meeting ID: 623 062 0778**

**or join by phone:**

**Call in number: (669) 900-9128**

**Participant Code: 623 062 0778**

**I. Roll Call**

**II. Public Comments**

**III. New Business**

- 1. Review and Discuss Draft RFP for Digester Cleaning and Rehabilitation Project**
- 2. Verbal Discussion regarding 2022 Sewer Rehabilitation Project**
- 3. Verbal Discussion regarding evaluation of MP auto switchgear**

**IV. Adjournment**

*This Committee may be attended by Board Members who do not serve on this committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment. **Accessible public meetings:** Any member of the public who needs accommodations should email the Office Manager, at [rdohrmann@sani5.org](mailto:rdohrmann@sani5.org), who will use her best efforts to provide as much accessibility as possible while also maintaining public safety.*

BOARD OF DIRECTORS  
JOHN CARAPIET, PRESIDENT  
CATHARINE BENEDIKTSSON,  
TOD MOODY, RICHARD SNYDER  
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ANTONIO RUBIO  
DISTRICT MANAGER  
ROBIN DOHRMANN  
OFFICE MANAGER

## Request for Proposal

### MP Digester Cleaning and Rehabilitation Project

#### **A. Introduction:**

Sanitary District No.5 of Marin County is soliciting proposals from Engineering design firms which may wish to provide a proposal for the Districts upcoming Digester Cleaning and Rehabilitation Project.

#### **B. General Information**

Sanitary District No.5 of Marin County (District) operates the Main Treatment Plant and its associated collection system. The Main Plant serves a current population of 8,400. The District owns and operates the Main Treatment Plant, which provides secondary treatment of domestic and commercial wastewater collected from the Town of Tiburon and the City of Belvedere and surrounding, unincorporated areas. The Main Plants collection system consists of 28.5 miles of gravity sewer line, 2.4 miles of force main and 22 pump stations within its service area. The treatment plant has an average dry weather design treatment capacity of .98 MGD and can treat up to 2.3 MGD through Secondary Treatment.

The Main plant has two digesters in service that require cleaning and light rehabilitation work of the lids and some pumping, valve and line replacement.

The Primary Digester has a fixed cover and the secondary digester has a floating cover. The primary digester capacity is 16,500 gallons and the smaller secondary digester has 10,400 gallon capacity.

The secondary digester was last taken out of service and cleaned in 2014 during the Districts main plant rehabilitation project and the floating cover was removed and rehabbed at that time.

The primary digester was last taken out of service and cleaned in 2009 during the replacement of the floating cover project in which the District decided to install a new fixed cover for the primary.

#### **C. Scope of Services**

##### **Task 1 – Information Review, Staff Interviews, and Equipment Inventory**

The purpose of this task is to compile and review information and documents relevant to the Digesters to gain a thorough understanding of existing operational mode, condition, issues, needs and schedule required to take a digester out of service which includes dewatering while keeping one digester in service at all times.

**Document and Data Review.** The District will provide the following documents and data for the consultant's review.

- Digester O&M Section of MP O&M Manual
- Schematics of Digester piping from 1980's Carollo as built drawings
- Operational dewatering capability by staff
- List of equipment and piping the District plans to purchase pre-bid due to long lead times.

**Project Tasks.** The list below includes all of the tasks the District looks to accomplish during this project.

#### Secondary Digester

- Secondary Digester taken out service (staff will perform the majority of the dewatering)
- It is anticipated that 2-4' of sludge will remain in secondary digester and contractor will have to dewater remaining and haul off site
- Remove access lid and clean inside of digester removing all material (grit, rags, hair struvite etc.)
- Inspect pipelines feeding digester
- Inspect digester cover and make repairs if necessary
- Replace specified valving, pipe segments and pumps on secondary digester.
- Once all items have been completed to the satisfaction of the engineer- the access lid can be reinstalled to prepare the Digester to return to service.

#### Primary Digester

- Primary Digester will be taken out service by transferring contents of its tank to the now serviced secondary digester- remaining sludge will be dewatered by staff.
- It is anticipated that 2'-4' of sludge will remain in primary digester and the contractor will have to dewater remaining and haul off site.
- Remove access lid and clean inside of digester removing all material (grit, rags, hair struvite etc.)
- Inspect pipelines feeding digester
- Inspect digester cover and make repairs if necessary
- Replace specified valving, pipe segments and pumps on primary digester.
- Once all items have been completed to the satisfaction of the engineer- the access lid can be reinstalled to prepare the Digester to return to service.

### **Task 2 Design and bid package preparation and contract management**

- Design the project and estimated schedule
- Meet with District representatives to present the draft project and schedule
- Prepare the standard specifications for the project
- Prepare the final bid package for board acceptance and approval
- Provide a separate construction and contract management proposal to the Board for management of this project.

#### **D. Schedule**

March 17, 2022                      Issue Request for Proposals

<u>April 29, 2022</u>	<u>Deadline for receipt of RFP's</u>
<u>May 5, 2022</u>	<u>District completes RFP review.</u>
<u>May 19, 2022</u>	<u>District Board of Directors authorization to hire engineering firm to perform MP Digester cleaning and rehabilitation project</u>
<u>June 30, 2022</u>	<u>Consultant presents final design of project to board of Directors.</u>
<u>July 5, 2022</u>	<u>Project goes out to bid</u>

#### **E. Proposal Contents**

- A brief letter of introduction acknowledging receipt of this RFP and describing the qualifications of the firm
- The current composition of the professional, technical and support staff.
- Proposed staff for this project and resumes of qualifications for each. Identify the name and amount of involvement of the principal consultant who will be assigned to the project.
- A list of similar projects with which your firm has been involved in the past 4 (four) years. Include a brief project description, the name and phone number of the client, the approximate value of the work, and the nature of your involvement.
- Business references.
- Estimated cost for delivery of completed Collection System Master Plan.

#### **F. Selection Process**

- Proposals are to be provided as an original and 5 (five) copies and one electronic PDF copy.
- Proposals will not be returned
- Proposals must be received by 1:00 pm on Friday April 29, 2022 Address proposals to :  
 Tony Rubio  
 District Manager  
 Sanitary District No.5 of Marin County  
 PO Box 227  
 Tiburon CA 94920
- Questions regarding this RFP shall be directed to the District Manager at 415-435-1501.
- Proposals will be reviewed by the District Manager and the Capital Improvement Committee which will prepare a list of firms ranked in order of preference. At least 2 (two) firms will be listed. This list will be submitted to the Board of Directors for their final approval.
- In the event that the committee is unable to make a clear selection, the District reserves the right to interview preferred firms for that expressed purpose.
- Should the District be unable to reach a satisfactory agreement with the Board of Directors designated firm, discussion will be held with the remaining firms on the list, in order of preference.
- The District reserves the right to reject any and all proposals and to terminate the selection process at any time, for any reason, without liability to the District.