REQUEST FOR PROPOSALS

FOR

Rancho Las Virgenes Composting Facility: Waste Gas Flare Design

PROPOSALS DUE by 3:00 p.m., December 21, 2022

LAS VIRGENES – TRIUNFO JOINT POWERS AUTHORITY
4232 LAS VIRGENES ROAD
CALABASAS, CA 91302
818.251.2100

November 2022

REQUEST FOR PROPOSALS
Las Virgenes – Triunfo Joint Powers Authority

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ATTACHMENTS

I. INTRODUCTION

The Las Virgenes – Triunfo Joint Powers Authority (JPA) invites your firm to submit a proposal to provide engineering services for the Rancho Las Virgenes New Flare Project. Engineering services will include:

- Review of available materials from the District, other sources and research.
- Preparation of a Technical Memorandum, 60%, 90% and 100% plans and specifications for the installation of a new flare at the Rancho Las Virgenes Composting Facility.
- Permitting assistance (SCAQMD, CEQA)
- Bidding and construction support services.

A preliminary scope of work is included to assist you in preparation of your proposal. Failure to submit information in accordance with the requirements in this Request for Proposal (RFP) may be cause for disqualification.

Address any questions regarding this Request for Proposal to Veronica Hurtado at 818-251-2332 or via email at vhurtado@lvmwd.com. Firms may request a site visit meeting before the proposal deadline, but it is not required.

II. BACKGROUND INFORMATION

The JPA was formed between the Las Virgenes Municipal Water District (LVMWD) and the Triunfo Water and Sanitation District (TSD) in 1964 to construct, operate and maintain a joint wastewater treatment system for their respective service areas, primarily within the Malibu Creek Watershed. The JPA facilities include the Tapia Water Reclamation Facility (WRF), the Rancho Las Virgenes Composting facilities, approximately 60 miles of trunk sewers, and an extensive recycled water transmission and distribution system.

The Rancho Las Virgenes Composting Facility, located at 3700 Las Virgenes Rd., Calabasas, Ca., has been in service since 1994. The facility was constructed to treat and convert biosolids, from the Tapia Water Reclamation Facility (WRF), for beneficial reuse as a rich soil amendment. Tapia WRF currently treats on average 7.0 million gallons (MG) of wastewater per day and pumps approximately 80,000 gallons of combined primary and waste activated sludge to Rancho Las Virgenes. Rancho Las Virgenes produces upwards of 2,500 dry tons of Class A compost annually.

The JPA owns and operates three fully functional mesophilic anaerobic digesters. Operators keep two digesters in service, while the third remains available for redundancy and is utilized during maintenance, cleaning, or other shutdowns. A 2022 report done by Kennedy Jenks (Attachment E) affirms that two tanks in service will provide optimal process performance with lower operating costs. Digesters 1 and 2 were constructed in 1993 and have a capacity of 1.16 MG each. Digester 3 has a capacity of 1.1 MG and was constructed in 2013. Disposal of digester gas is by an enclosed flare, open flares (candlestick), or used to fire a boiler which produces hot water to heat the digesters through a heat exchanger. The existing enclosed John Zink Flare was installed in 1991 and has a capacity of 4,500 scfh (75 scfm). The two open Shaw candlestick flares were installed and utilized in 2013 as redundant units for the rehabilitation of the John Zink flare. The candlestick flares each have a capacity of 3,000 scfh (50 scfm), but are not regularly used due to the open flame operation. A cogeneration engine, that was previously a disposal option for the digester gas, is no longer functional. The JPA is looking to install a new flare to handle complete disposal of all the digester waste gas produced. The existing flare would provide redundancy for

the existing John Zink flare and the existing candlesticks flares could be removed. The JPA is also looking for an evaluation of the existing John Zink flare for recommendations on either rehabilitation or replacement.

III. SCOPE OF WORK

A general outline of the scope of work is provided below. It is the JPA's expectation that the proposer uses their expertise to customize the scope, as appropriate, to meet the project objectives in a cost-effective manner. There are no available AutoCAD dwgs for the existing flare or project site and the selected proposer is expected to use available record drawings in pdf form (Attachment A & B) as a basis of their design drawings. Proposers may identify additional tasks as needed to meet the project objectives or may offer optional tasks for the ultimate success of the project.

1. Preliminary scope of work (not an all-inclusive list):
    - New Waste Gas Flare
    - Site/Grading Plan
    - Concrete Pad
    - Piping
    - Controls
    - Condition evaluation of the existing flare and its components (recommendations in Technical Memorandum)
    - Review available documentation and make recommendations on materials, condition of existing flare equipment, flare size for gas production, manufacturers, installation methods, sizes in pipe system from digesters to flares, etc.
    - After JPA staff approval of recommendations in the technical memorandum, proceed with production of plans and specifications.
    - Provide a contact list of flare manufacturers who are capable of meeting the requirements.
    - Composting facility should have minimal interruption during the project. Some items of work may need to be scheduled to occur during certain timeframes to minimize impacts.

2. Environmental Permitting
    - California Environmental Quality Act (CEQA) compliance
        - Recommendation for CEQA compliance through categorically exemption under Existing Facilities, Section 15301(b); District will file the Notice of Exemption (NOE), or
        - Task item for CEQA review, recommendation (NOE, MND, EIR etc.)
    - South Coast Air Quality Management District (SCAQMD)
        - Secure necessary permit or permit modifications for new flare

3. Receive and incorporate JPA staff input/direction.
    - Project Kick-Off Meeting
    - Perform site visits and meetings with JPA staff as necessary
    - Technical memorandum to include CEQA recommendation, SCAQMD requirements, review of gas production data, flare size, manufacturer recommendations, pipe size, etc.
    - 60% & 90% design review workshops (virtual or in-person)

4. Professional Services During Construction
    - Bidding Services

        - Attendance of Pre-Bid Meeting
        - Review and respond to bidder request for information (RFIs)
        - Preparation of addendums for the project
    - Construction Services
        - Attendance at the preconstruction kick-off meeting
        - Review contractor submittals and shop drawings with one re-review on each anticipated
        - Attend construction meetings and site visits as necessary
        - Respond to RFIs
        - Preparation of project record drawings based on Contractor's red line markups

5. Other proposed services and tasks.

The below are deliverables are required of the selected firm:

- Technical memorandum
- Design Plans – 60%, 90%, and 100% for review and comments
- Front end documents and technical specifications – 60%, 90%, and 100%
- One full set of stamped and signed final drawings in PDF format
- Opinion of Probable Construction Cost
- Digital files (AutoCAD, MS Word, MS Excel, etc.)

IV. SERVICES OR DATA PROVIDED BY DISTRICT

The District will provide the following data, access, services or resources:

- Access to the facilities.
- Available records.
- District staff to answer questions.

V. MINIMUM CONSULTANT QUALIFICATIONS

- The selected firm shall have staff registered as a State of California Professional Engineer.
- The District's standard Consultant Agreement is included as attachment D. The consultant shall have the ability to execute the agreement in this form Professional liability insurance in the amount of $2 million.
- Proven experience on at least three recently completed projects of similar scope.

VI. PROPOSAL REQUIREMENTS

1) Legal name of firm with address, telephone number and the name of at least one principal.
2) Project understanding and approach.
3) A recommended scope of work, which clearly displays an understanding of the project, including a proposed schedule.
4) List of assumptions or recommended services that are not a part of the proposal.
5) Names and résumés of individual(s) proposed to perform the services, including proof of professional registrations, as appropriate.
6) Names, qualifications, and principals of any sub-consultants to be utilized in providing the service(s).
7) References for three recently completed projects of similar scope, including contact person and telephone number.
8) Description of the firm's internal quality control process.

9) Certificate of professional liability insurance.
10) Provide an itemized list of costs to perform the service, a schedule of rates and any anticipated rate changes.

VII. EVALUATION CRITERIA

Proposals will be evaluated based upon the following:

1) A comprehensive and understandable Scope of Work.
2) Expertise in performing the Scope of Work.
3) The quality of performance on similar past projects, including those on which the proposed team has worked together.
4) The ability to meet time schedules and complete the work within established budgets.
5) The firm's history and resource capacity to perform the requested service.
6) The experience and qualifications of assigned personnel.
7) The cost of proposal.

Interviews with selected consultants maybe conducted as a part of the review process.

VIII. REQUEST FOR PROPOSAL SCHEDULE

Request for Proposals Issued	November 16, 2022
Pre-proposal Meetings	By request (optional)
Proposal Due Date	December 21, 2022, (3 PM)
Acceptance of Proposal (Board Meeting)	February 6, 2023

For questions, or to arrange a pre-proposal tour contact Veronica Hurtado, Assistant Engineer, via email or at (818) 251-2332. **Please submit one (1) digital copy of your proposal to vhurtado@lvmwd.com no later than 3:00 p.m. on December 21, 2022.**