



REQUEST FOR PROPOSALS  
TANK VENT REPLACEMENT  
EVALUATION SERVICES

Release Date: June 3, 2022

Submission Deadline: July 1, 2022

Contact Person:

Scott Dalton, Assistant General Manager - Operations

North Coast County  
Water District  
2400 Francisco Blvd.  
Pacifica, CA 94044  
[www.nccwd.com](http://www.nccwd.com)

REQUEST FOR PROPOSALS (RFP)  
Tank Vent Replacement Evaluation Services

Release Date: Friday, June 3, 2022

Closing Date: Friday, July 1, 2022, 3:00 PM, late proposals will not be considered

Contact Person: Scott Dalton, Assistant General Manager - Operations  
Email: [sdalton@nccwd.com](mailto:sdalton@nccwd.com)  
Phone: 650.355.3462

North Coast County Water District  
2400 Francisco Blvd.  
Pacifica, CA 94044

**PURPOSE:**

North Coast County Water District (District), the public agency responsible for water distribution in Pacifica, California, requests proposal responses from highly-qualified and experienced engineering firms (Proposing Firm/Proposer) to evaluate and provide a report detailing recommendations for tank vent replacement improvements at seven (7) storage reservoirs. The storage tanks are located within the City of Pacifica boundaries. The specifications of these facilities can be found in the table below:

NAME	MATERIAL	TANK DIMENSIONS (FT)	TANK CAPACITY (Gallons)	WATER DEPTH (FT)
Tapis Storage Tank	Steel	46w 34h	400,000	23 average
Park Pacifica Storage Tank	Steel	65w 40h	1,000,000	30 average
Small Royce Storage Tank	Steel	65w 32h	750,000	24 average
Fassler Storage Tank	Steel	60w 24h	700,000	18 average
Sharp Park Storage Tank	Steel	48w 40h	500,000	31 average
Vallemar Storage Tank	Steel	36w 24h	200,000	16 average
Hickey Storage Tank	Steel	60w 32h	600,000	26 average

Please read this entire RFP package and include all requested information in your proposal.

**SCOPE OF WORK**

- A. The Proposer shall inspect seven potable water storage reservoirs and provide a report with evaluations of existing vent and Department of Drinking Water (DDW) compliance and recommendations on how to improve or replace each tank vent, under the following conditions:
1. The reservoirs must remain in service during the inspection.
  2. Each reservoir tank will be inspected for external condition of current vent equipment.
  3. The District will provide the Proposer with previous inspection reports written by the Department of Drinking Water (DDW) to assist in the evaluation.
  4. The Proposer shall provide pictures of inspection as well as a written report containing recommendations for installation and/or repairs to vents and cost estimates for needed repairs or replacement.
  5. The proposer must complete work by November 1, 2022.

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**ORGANIZATION OF PROPOSALS**

District requests that Proposing Firm's proposals be organized as follows:

**Technical Proposal**

- 1) Introduction: Proposal will state the Proposer's understanding of the work tasks and report produced as a part of the inspection. Proposal will state the firm's general experience, capabilities and approach or approaches generally used in inspections similar to those items addressed in this RFP.
- 2) Description of Firm's Experience: The Proposer shall provide a description of the firm's experience, including a brief history, types of services provided, and experience in providing similar services as those requested in this RFP.
- 3) Project Team: Identify key personnel assigned to the project and describe their respective role(s) and responsibilities. Provide resumes for all key personnel assigned to the project.
- 4) License to Practice in California: Proposal must include an affirmative statement verifying that the firm and all assigned key professional staff are properly licensed to practice in California.
- 5) References: This section shall consist of a list of at least three (3) clients (include names of contact persons, email address, telephone numbers, and a brief description of the work performed) for whom the Consultant has performed services similar to those required in this RFP.
- 6) List of all current public agency clients
- 7) Other pertinent information

**Cost Proposal**

**The cost proposal will be requested from the top candidates after review of the technical proposal.** The cost of the proposal should contain all detailed pricing information relative to performing the inspection and recommendations as described in this RFP.

**General Terms and Conditions**

- 1) Consultant questions during Proposal Process: Proposing firms are encouraged to ask questions to strengthen proposals to the District. **Please email your intention to respond and provide all inquiries in writing via email to Scott Dalton at [sdalton@nccwd.com](mailto:sdalton@nccwd.com).** Questions will be accepted up to 3:00 pm Pacific Time on Friday, June 17, 2022. All inquiries and responses will be emailed to all Proposing Firms who indicate their intention to respond to the RFP. **Please email your intention to respond to Scott Dalton.** You will receive confirmation of receipt of your email. Inquiry sources will remain anonymous.
- 2) Limitation: The Request for Proposals (RFP) does not commit the District to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or to procure or contract for services or supplies. The District reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with any/all

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qualified sources or to cancel all or part of this RFP.

- 3) Award: The firm/entity chosen may be required to participate in negotiations and to submit such revisions of its proposals as may result from negotiations. The District reserves the right to award a contract/select a service provider without discussion based upon the initial proposals.
- 4) Signature: The consultant's RFP response shall provide the following information: name, title, address and telephone number of individuals with authority to bind the service provider and who may be contacted during the period of proposal evaluation. The consultant's RFP response shall be signed by an official authorized to bind the consultant.

**Special Terms and Conditions**

- 1) District staff will be available during the inspection to assist the engineering firm with providing information, documentation and explanations. Report preparation, editing, printing and binding shall be the responsibility of the auditor.
- 2) All material submitted in response to this RFP shall be considered the property of the District and may be used by the District for any purpose.
- 3) Proposals received by the District will not be returned to the Proposer.
- 4) The District reserves the right to reject any and all proposals, to waive informalities and minor irregularities in the proposals received, to discuss proposal details with respondents, and to accept other than the lowest bid proposal.
- 5) Proposing Firms will not be compensated for any expenses incurred in the process for responding to this RFP or, if requested, in submitting further information or appearing for an interview.
- 6) Proposing Firm must provide a certificate for Worker's Compensation insurance and liability insurance for those performing onsite services, to Districts standards.

**Selection Criteria** (not necessarily in order of priority)

- 1) Experience and qualification of assigned staff
- 2) References and relevant work performed
- 3) Firm/entity key personnel assigned to the engagement
- 4) Demonstrated ability to competently implement the scope of services
- 5) Demonstrated understanding of the issues raised by the District in this RFP and the completeness of addressing the scope of work

**Selection Procedure**

District staff will evaluate each proposal against the Selection Criteria and bring recommendations to the Board of Directors, who will in turn make a final decision on the selection of the Proposing Engineer and authorize the District General Manager's execution of a contract with the selected Engineers to perform the requested services.

District staff anticipates that the Proposing Engineer selection will be awarded at the July 20, 2022 board meeting. The selection will be awarded to the respondent whose proposal conforms to this RFP and which will be, in the opinion of the District, the most advantageous to the District.

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**Selection Process and Time Frame:**

Friday, June 3, 2022	Release of RFP
Wednesday, June 15, 2022	10:00 A.M. Tour of Sites (optional)
Friday, June 17, 2022	Written questions due (optional)
Wednesday, June 22, 2022	Responses from District
Friday, July 1, 2022	RFP responses due not later than 3:00pm PST
July 1-July 7, 2022	RFP Evaluation by Staff
July 8, 2022	Staff will request cost proposals from top qualified firm(s).
Wednesday, July 20, 2022	Award of Contract by Board of Directors
Thursday, July 21, 2022	Services Begin (approximate)
Tuesday, November 1, 2022	Work completed

**Proposal Submittal**

Email submission of proposals must be received by the District not later than 3:00 pm on Friday, July 1, 2022. Proposals and all inquiries relating to this RFP should be emailed to:

Scott Dalton, Assistant General Manager-Operations  
sdalton@nccwd.com