

**TRIUNFO WATER & SANITATION DISTRICT
REQUEST FOR PROPOSAL (RFP)
FOR
ON-CALL SEWER INSPECTION
SEPTEMBER 2023
370 N. WESTLAKE BLVD, SUITE 100
WESTLAKE VILLAGE, CALIFORNIA 91362
(805) 658-4643**

RESPONSES DUE BY THURSDAY, OCTOBER 12, 2023, 4:00 P.M.

GENERAL

The Triunfo Water & Sanitation District (District) is currently seeking to retain a licensed contractor to perform on-call sewer inspection services. The term of the contract will be one (1) year. The Contract may be renewed on an annual basis by written mutual consent of both the District and the Contractor. Contract renewals shall be limited to five (5) years from original bid. This Request for Proposal (RFP) outlines the requirements, selection process, and documentation necessary to submit a Proposal in response to this RFP.

BACKGROUND

The District was organized November 12, 1963, as a special district to provide sanitation services for the southeastern portion of Ventura County. The District is governed by a board of five directors, elected at large. The District provides wastewater collection and treatment, supplies potable water, and treats and sells recycled water.

The District owns and maintains the sanitary sewer systems serving a 50-square mile area including Oak Park, Bell Canyon, Lake Sherwood, and the Westlake Village and North Ranch portions of Thousand Oaks. District staff operate 141 miles of wastewater collection pipeline, six pump stations, and two miles of pressure mains that feed into the Tapia Wastewater Reclamation Facility (jointly owned by Triunfo and Las Virgenes Municipal Water District). The District maintains 12,300 sewer service connections, with 85% residential, 10% retail, and 5% commercial. Other information regarding the District can be obtained on the District's website – www.triunfowsd.com.

SCOPE OF SERVICES

The selected contractor will report to, and operate under, the direction of the District's Operations Manager. The Scope of Services include, but are not limited to the following tasks:

1. Sewer Televising and Inspection.

- The inspections shall commence from the upstream terminus and proceed to the downstream terminus. Reverse setups shall be noted as such in the inspection log.
- Sewer inspection will be performed with closed circuit television (CCTV) video inspection equipment using current state-of-the-art technology, high-resolution color (6 megapixel or greater), adjustable iris focus (6 inches to infinity), and trained-certified employees. The CCTV camera will have pan, tilt and zoom capabilities that allow up close and right-angled inspections of defects and other significant observations. The operator will use the camera's pan, tilt and zoom (minimum 10X optical) features to inspect significant defects. Video cameras lacking pan, tilt and zoom are not allowed.
- The prime movers shall be appropriate for structure size and internal conditions during inspection, and capable of safely and reliably transporting the video camera through the underground structure. Prime movers may include crawlers, steerable tractors, winch line skids, or other methods as necessary and appropriate for structure size and conditions, and shall have adequate traction. Towing the video camera with a cable or sewer hose is not allowed.
- Lighting on video camera will be suitable to allow proper illumination and a clear video image of the entire periphery of the pipe. The camera will be fully submersible and operative in 100% humidity conditions. The camera, television monitor, and other components of the video system will produce a high quality video image. The District reserves the right to reject poor quality video inspection deliverables at its sole discretion. No payment will be made for poor quality video.
- Footage distance measured by video system will be accurate within 1% and will be used to determine footages for reporting. The centerline between manholes will be the reference points used to determine footage measurements.
- Video inspection will not exceed a traverse rate of 30 feet per minute so that sewer line can later be thoroughly examined by the District while viewing video images. In instances with use of Digital Side Scanning (DSS) inspection technologies that utilize higher resolution and more advanced optics, equipment may traverse up to 70 feet per minute. The operator's objective shall be to position the camera to view a defect or feature to provide a perspective view of the defect and the entire circumference of the surrounding pipe.
- Regarding the following conditions, the operator shall stop and pan the camera to capture a direct view of:
 - Any Broken or cracked pipe or missing pipe with surrounding Soil or Voids Visible
 - Serious Surface Damage

- Joint Separations or offsets
- Deformations
- Patch Repairs or Lining Features such as wrinkles and bulges
- Missing mortar (where applicable)
- “Cross bore” defects such as obstructions intruding through pipe walls etc.
- Lateral tap connections/reinstatements
- Water infiltration
- Root intrusions
- Structure changes (dimension, material, etc.)
- Pipe sizes and types will be verified and recorded properly.
- All inspections must be performed by a PACP (Pipeline Assessment and Certification Program) trained operator with at least one (1) year of experience and credentials must be listed in the Surveyed By and Certification Number fields.
- The contractor shall base their pricing schedule on the assumption that an average of 10% of the District’s total service area sewer lines will be inspected each calendar year.

2. Sewer Inspection Reporting

- Video inspection data collection and report deliverables must be done using software compliant with National Association of Sewer Service Companies (NASSCO) standards.
- The software shall be capable of compiling data from multiple inspections, sorting the data based on a user defined description field, and in accordance with NASSCO v6 or v7.
- The files shall have indexes to the condition observations and time stamped to the video playback.
- Audio reporting is not required. All observations will be chosen from a standard table of descriptions incorporated in the video reporting software and electronically embedded in the video image.
- An electronic digital video file with embedded data fields, will be created including a color recording of all sewers inspected. In addition to the electronic digital video file, an electronic database will also be generated by the video inspection software. The recording will include on-screen observation identifications that label continuous footages, defects, pipe diameter, direction of flow, direction of viewing, structure and street reference locations. The electronic database will mirror all observations and information recorded on the electronic media. The video inspection will be recorded in a digital “MPG” format or District approved equivalent.
- All observations and defects will be recorded in the electronic database (preferably Microsoft Excel or Access or SQL-compatible database) transmittable on portable flash drives or accessible online. The cost of the media will be included in the price of the video inspection. The Proposal shall provide a sample database. The database must document sewer main id number, designation of defect or observation, severity of defect, distance from manhole

centerline, date/time of observation, and link to photo and/or video documentation of the defect or observation.

- The Contractor will provide a printed legend of defect classifications that identifies a color-coded rating system for defect observations and their severity. The defect rating system will have prior approval of the District so those defects are labeled as per the District's preferences.
- An electronic inspection report will be completed with the most recent PACP version reporting format certified as compliant with NASSCO.
- Digital photographs will be made of all significant sewer defect observations and will be provided with the report. These photographs with reference numbers will be computer generated with the use of the inspection reporting system software.
- All inspection reports, videos and photos will be prepared and delivered to the District as soon as they are available, but no later than 30 days before the last date of the performance period.
- The inspection report media may include read only software that will facilitate viewing and printing additional copies of the inspection report and digital photographs. The electronic media will also include video clips of all high-level defects that can be replayed. The electronic media will be compatible with Microsoft Windows.

3. Optional Root Removal

- The contractor may provide the option to use additional cleaning equipment to remove tree roots that are discovered during the video inspection process leaving no more than 5% of the pipe diameter obstructed.
- Post-tree root removal will be documented with video inspection.
- The video inspection documentation of post-tree root removal will be incorporated into the video inspection report.
- The contractor will provide in the Proposal a thorough description of the process used to remove roots as part of the video inspection process.

4. Optional Cut Protruding Taps

- The contractor may also provide an optional service to cut protruding taps in the sewer main during the video inspection process.
- Each service lateral (tap) that is protruding and will not allow the camera to pass shall be cut.
- Each tap cut will be documented with video inspection.
- The video inspection documentation of tap(s) cut will be incorporated into the video inspection report.

5. Optional Services Pricing.

- The cost for the optional services shall be included in a rate sheet with the Proposal.
- For any selected services, based on inspection conditions, the cost shall be negotiated with the District prior to performing any optional work.

All work shall be in accordance with local, state and federal standards.

PROPOSAL FORMAT AND CONTENT

Each Proposal must not be more than 12 single sided pages in length (not counting the front and back covers or dividers that contain no information) and shall include the following:

1. **Cover Letter**. Describe your firm or team's interest and commitment in providing Contractor Services to the District. The letter shall be signed by a person authorized to negotiate a contract with the District.
2. **Staffing, Team Experience and Understanding of Contract**. Describe the qualifications and experience of the team members expected to be assigned to this contract. The description shall include previous experience with similar contracts. A discussion demonstrating the contractor's understanding of the goals and the services to be provided.
3. **Experience on Similar Contracts**. Present significant evidence of similar successful contracts done for local government clients over the past five years. Contracts should be representative types normally done by local government organizations. The contractor shall include example deliverables from similar work.
4. **Work Plan**. Describe you firm's proposed methods to inspect the District's infrastructure and report your findings to District staff as required in the Scope of Services.
5. **Resumes**. Include single page resumes of the key personnel and sub-contractors (if any) to be assigned to the contract. Key staff substitution will be allowed only after concurrence with the District.
6. **Cost Proposal and Rate Schedule**. Provide a cost proposal for the work and the most current rate schedule that includes the rates of all applicable staff and equipment that may be assigned to this contract, including optional services. The cost proposal shall include unit costs (per foot) and expected performance (feet/hour) based on pipe sizes of 4 to 30-inch diameter. The cost proposal shall include an optional cost to provide traffic control whenever it is necessary to close a lane of travel for inspections. The cost proposal shall be based on expected working hours of 7am to 4:30pm within the District's service areas.
7. **References**. Provide at least three references (name, agency, title, address and telephone number) for recent similar or related work.
8. **Other Relevant Information & Exceptions**. Provide additional relevant information that may be helpful in the selection process including any exceptions taken to the District's standard agreement or suggested deviations from the proposed scope of services.

The contractor must submit three (3) bound copies and one (1) electronic copy of the Proposal to the address listed below. Fax or email submittals will not be accepted. The contractor is responsible for effecting delivery no later than 4:00 P.M. on Thursday, October 12, 2023. Late submissions will be rejected without opening, consideration, or evaluation, and will be returned unopened to the sender. The District accepts no responsibility for misdirected or lost Proposals. Postmarks will not be accepted. Proposals shall be submitted in a large envelope and labeled:

Triunfo Water & Sanitation District
Attention: Dave Rydman, Operations Manager
370 N. Westlake Boulevard, Suite 100
Westlake Village, CA 91362

Re: RFP for Sewer Inspection Services

INQUIRIES

Questions pertaining to this RFP shall be submitted no later than 10:00 A.M. on September 29, 2023 by email to Dave Ryman, at davidrydman@trunfowd.com. Responses to questions timely submitted will be answered within two (2) business days by addendum emailed to all. The District will not be bound by any oral representations, clarifications, or changes made to this RFP unless provided in written addenda form. Contractors shall identify receipt of all addenda in their transmittal Letter.

EVALUATION AND SELECTION PROCESS

Qualifications will be screened and the candidates will be reviewed by a selection committee. The qualifications for the candidates will be verified and references will be checked. In reviewing the Proposals, the District will carefully weigh the following:

- Contractor' understanding of the District's goals and objectives;
- Contractor's experience with contracts of similar complexity and magnitude;
- Qualifications of the staff being assigned to the project;
- Demonstrated ability of the Contractor to perform high quality work, to control costs, and to meet time schedules; and
- Ability to work effectively with District staff

Other qualifications/criteria as deemed appropriate by the selection committee may also be considered when reviewing the proposals.

AWARD OF CONTRACT

Award of contract to the successful contractor shall be in accordance with the District's standard contract.