



SAWPA

SANTA ANA WATERSHED PROJECT AUTHORITY

11615 Sterling Avenue, Riverside, California 92503 • (951) 354-4220

Meeting Access Via Computer (Zoom):	Meeting Access Via Telephone:
• https://sawpa.zoom.us/j/88581265538	• 1 (669) 900-6833
• Meeting ID: 885 8126 5538	• Meeting ID: 885 8126 5538

This meeting will be conducted in person at the address listed above. As a convenience to the public, members of the public may also participate virtually using one of the options set forth above. Any member of the public may listen to the meeting or make comments to the Committee using the call-in number or Zoom link above. However, in the event there is a disruption of service which prevents the Authority from broadcasting the meeting to members of the public, the meeting will not be postponed or rescheduled but will continue without remote participation. The remote participation option is provided as a convenience to the public and is not required. Members of the public are welcome to attend the meeting in-person.

AGENDA

TUESDAY, MARCH 5, 2024 – 10:00 A.M.

REGULAR MEETING OF THE PROJECT AGREEMENT 24 COMMITTEE

Inland Empire Brine Line

Committee Members

Eastern Municipal Water District	Inland Empire Utilities Agency
Joe Mouawad, General Manager	Director Jasmin A. Hall
Director David J. Slawson (Alt)	Shivaji Deshmukh, General Manager (Alt)
San Bernardino Valley Municipal Water District	Western Municipal Water District
Director T. Milford Harrison, Chair	Director Mike Gardner, Vice Chair
Director Gil Botello (Alt)	Craig Miller, General Manager (Alt)

1. CALL TO ORDER | PLEDGE OF ALLEGIANCE (T. Milford Harrison, Chair)

2. ROLL CALL

3. PUBLIC COMMENTS

Members of the public may address the Committee on items within the jurisdiction of the Committee; however, no action may be taken on an item not appearing on the agenda unless the action is otherwise authorized by Government Code §54954.2(b).

Members of the public may make comments in-person or electronically for the Committee's consideration by sending them to publiccomment@sawpa.gov with the subject line "Public Comment". Submit your electronic comments by 5:00 p.m. on Monday, March 4, 2024. All public comments will be provided to the Chair and may be read into the record or compiled as part of the record. Individuals have a limit of three (3) minutes to make comments and will have the opportunity when called upon by the Committee.

4. ITEMS TO BE ADDED OR DELETED

Pursuant to Government Code §54954.2(b), items may be added on which there is a need to take immediate action and the need for action came to the attention of the Santa Ana Watershed Project Authority subsequent to the posting of the agenda.

5. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered routine and non-controversial and will be acted upon by the Committee by one motion as listed below.

- A. **APPROVAL OF MEETING MINUTES: FEBRUARY 6, 2024**5
Recommendation: Approve as posted.

6. COMMITTEE DISCUSSION/ACTION ITEMS

- A. **AGUA MANSA LATERAL PROJECT (PA24#2024.5)**9
Presenter: David Ruhl
Recommendation: That the Project Agreement 24 Committee approve the following:
1. Change Order 2 to Task Order FALC328-01 for Construction Management and Inspection Services for the Agua Mansa Lateral Project, in an amount not to exceed \$106,540.30; and
2. Receive and file an update on the Agua Mansa Lateral Project.
- B. **BRINE LINE SERVICE CONTRACTS REQUEST FOR PROPOSALS (PA24#2024.6)**25
Presenter: Daniel Vasquez
Recommendation: To direct the General Manager to issue Requests for Proposals (RFPs) for the following Inland Empire Brine Line service contracts: On-Call CCTV Services, On-Call Line Cleaning Services, and Brine Line Flow Meter Calibration Services.
- C. **BRINE LINE SEWER SYSTEM MANAGEMENT PLAN 2024 AUDIT (PA24#2024.7)**67
Presenter: Daniel Vasquez
Recommendation: To direct the General Manager to issue a Request for Proposal (RFP) for the Inland Empire Brine Line Sewer System Management Plan (SSMP) 2024 Audit.

7. INFORMATIONAL REPORTS

Recommendation: Receive for information.

- A. **BRINE LINE FINANCIAL REPORT – DECEMBER 2023**89
Presenter: Karen Williams
- B. **FINANCIAL REPORT FOR THE SECOND QUARTER ENDING DECEMBER 31, 2023**95
Presenter: Karen Williams
- C. **GENERAL MANAGER COMMENTS**
- D. **COMMITTEE MEMBERS COMMENTS**
- E. **CHAIR’S COMMENTS/REPORT**

8. COMMITTEE MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

9. CLOSED SESSION

There were no Closed Session items anticipated at the time of the posting of this agenda.

10. ADJOURNMENT

PLEASE NOTE:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (951) 354-4220. Notification at least 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to this meeting.

Materials related to an item on this agenda submitted to the Committee after distribution of the agenda packet are available for public inspection during normal business hours at the SAWPA office, 11615 Sterling Avenue, Riverside, and available at www.sawpa.org, subject to staff's ability to post documents prior to the meeting.

Declaration of Posting

I, Sara Villa, Clerk of the Board of the Santa Ana Watershed Project Authority declare that on February 29, 2024, a copy of this agenda has been uploaded to the SAWPA website at www.sawpa.gov and posted at SAWPA's office, 11615 Sterling Avenue, Riverside, California.

2024 Project Agreement 24 Committee Regular Meetings

Inland Empire Brine Line

First Tuesday of Every Month

(Note: All meetings begin at 10:00 a.m., or immediately following the 9:30 a.m. SAWPA Commission meeting,
whichever is earlier, unless otherwise noticed, and are held at SAWPA.)

January		February	
1/2/24	Regular Committee Meeting [cancelled]	2/6/24	Regular Committee Meeting
March		April	
3/5/24	Regular Committee Meeting	4/2/24	Regular Committee Meeting
May		June	
5/7/24	Regular Committee Meeting	6/4/24	Regular Committee Meeting
July		August	
7/2/24	Regular Committee Meeting	8/6/24	Regular Committee Meeting
September		October	
9/3/24	Regular Committee Meeting	10/1/24	Regular Committee Meeting
November		December	
11/5/24	Regular Committee Meeting	12/3/24	Regular Committee Meeting

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PROJECT AGREEMENT 24 COMMITTEE
Inland Empire Brine Line
REGULAR MEETING MINUTES
February 6, 2024

COMMITTEE MEMBERS PRESENT

T. Milford Harrison, Chair, San Bernardino Valley Municipal Water District Governing Board
Mike Gardner, Vice Chair, Western Municipal Water District Governing Board
David Slawson, Alternate, Eastern Municipal Water District General Manager
Jasmin Hall, Inland Empire Utilities Agency Governing Board

COMMITTEE MEMBERS ABSENT

Joe Mouawad, Eastern Municipal Water District General Manager

ALTERNATE COMMITTEE MEMBERS PRESENT [Non-Voting]

Gil Botello, San Bernardino Valley Municipal Water District Governing Board

STAFF PRESENT

Jeff Mosher, Karen Williams, David Ruhl, Daniel Vasquez, Dean Unger, John Leete, Sara Villa,
Melissa Bustamonte, Zyanya Ramirez, Marie Jauregui

OTHERS PRESENT

Andrew D. Turner, Lagerlof, LLP; Nick Kanetis, Eastern Municipal Water District; Shivaji
Deshmukh, Inland Empire Utilities Agency; Derek Kawaii, Western Municipal Water District

1. CALL TO ORDER | PLEDGE OF ALLEGIANCE

The Meeting of the PA 24 Committee was called to order at 10:13 a.m. by Chair T. Milford Harrison on behalf of the Santa Ana Watershed Project Authority, 11615 Sterling Avenue, Riverside, California.

2. PUBLIC COMMENTS

There were no public comments; there were no public comments received via email.

3. ITEMS TO BE ADDED OR DELETED

There were no added or deleted items.

4. CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES: DECEMBER 5, 2023

Recommendation: Approve as posted.

B. RADIO ROAD EASEMENT ACCEPTANCE AND COUNTY RECORDING (PA24#2024.1)

Recommendation: Authorize the General Manager to accept the Grant of Deed from Penske Truck Leasing C.L.P. and record the Grant of Deed at the Riverside County Recorder's Office.

MOVED, to approve the Consent Calendar as posted.

Result:	Adopted by Roll Call Vote
Motion/Second:	Hall/Gardner
Ayes:	Gardner, Hall, Harrison, Slawson
Nays:	None
Abstentions:	None
Absent:	Mouawad

5. COMMITTEE DISCUSSION/ACTION ITEMS

A. INLAND EMPIRE BRINE LINE RESOLUTION ESTABLISHING THE PURCHASE PRICE FOR TREATMENT AND DISPOSAL RIGHTS (PA24#2024.2)

David Ruhl provided a presentation titled Inland Empire Brine Line Resolution Establishing the Purchase Price for Treatment and Disposal Rights, contained in the agenda packet on pages 25-28. Treatment and Disposal Capacity Right is purchased from Orange County Sanitation District (OC San) when there is a need to purchase additional capacity. OC San sells capacity right in one (1) million gallons per day (MGD) increments. SAWPA establishes the price for Member Agencies to purchase Treatment and Disposal Capacity right through resolution.

The PA 24 Committee periodically adopts updated resolutions on the price to purchase new treatment and disposal capacity right. Since this purchase price is used by SAWPA and Member Agencies for planning projects with a brine discharge staff has proposed an updated resolution for the PA 24 Committee to adopt, so that those terms are current. The purchase price is \$7,407,683, for wastewater strength not exceeding 288 mg/l BOD and 290 mg/l TSS. It is recommended that the PA 24 Committee adopt Resolution No. 2024-3 establishing the purchase price for treatment and disposal capacity rights in the Inland Empire Brine Line.

MOVED, to adopt Resolution No. 2024-3 establishing the purchase price for treatment and disposal capacity rights in the Inland Empire Brine Line.

Result:	Adopted by Roll Call Vote
Motion/Second:	Hall/Slawson
Ayes:	Gardner, Hall, Harrison, Slawson
Nays:	None
Abstentions:	None
Absent:	Mouawad

B. REACH IV-B CONDITION ASSESSMENT STATUS UPDATE (PA24#2024.3)

Daniel Vasquez provided a presentation titled Reach IV-B Condition Assessment Status Update, contained in the agenda packet on pages 33-43. In April 2023, Woodard & Curran (W&C) prepared and implemented a Field Investigation Plan for Reach IV-B in June. The work included manned-entry inspections at three (3) maintenance access structures, cleaning of approximately 2,500 feet of pipe and CCTV of approximately 3,379 feet of pipe. A summary of the findings are as follows:

- Minor to moderate corrosion in pipe throughout inspected areas.
- Minor corrosion at most joints inspected.
- Moderate failure of coated lining in pipe throughout a majority of inspected pipeline.
- Minor loss of coated lining at manned-entry inspection locations.

- The consultant utilizes a condition rating index to provide consistent reporting of corrosion damage. The condition rating index is on a scale of 1 – 5, with a Level 1 rating indicating little or no damage and Level 5 rating indicating severe damage with imminent failure. Overall, the consultant rated the pipe at condition Levels 2 (minor) and 3 (moderate) throughout the pipe and at the manned-entry locations.

The findings conclude that all three manned-entry locations to be in fair condition with minor variability in observable corrosion. The overall pipe condition was found to be consistent with the manned-entry locations with an estimated remaining useful life of 10 to 20 years with the following recommendations: Near Term, to remove corrosion at the pipe joints and recoat pipe joints with epoxy in 2 to 5 years. Mid-Term, to reinspect pipe in 5 to 7 years to determine rate of deterioration and refine remaining useful life estimate. Long-Term, pipe rehabilitation in the next 10 to 20 years. This recommendation would be further refined and reassessed after mid-term inspection results have been evaluated with an updated remaining useful life. At this point in time, the Long-Term rehabilitation costs are estimated at \$9 million not including Engineering or Construction Management services.

The next step is to distribute a draft report to member agency staff for review and comment. To obtain estimated costs for near and mid-term recommendations to include in Brine Line Capital Improvement Program and present a Final Report to the PA 24 Committee.

This item was for informational and discussion purposes; no action was taken on Agenda Item No. 5.B.

C. REACH IV CONDITION ASSESSMENT STATUS UPDATE (PA24#2024.4)

Daniel Vasquez provided a presentation titled Reach IV Condition Assessment Status Update, contained in the agenda packet on pages 47-57. In February 2023, the PA 24 Committee authorized Woodard & Curran to perform condition assessments on a portion of Reach IV-B and Reach IV. These condition assessments were identified as being necessary in a 2021 Criticality Assessment performed by Dudek. The Reach IV condition assessment field work was originally planned for August 2023, to coincide with a potential extended shut-down of the Eastern Municipal Water District Perris and Menifee Desalters. This shutdown has been projected to occur in mid-2024. In order to conduct the in-pipe inspections, a flow bypass is necessary. SAWPA staff worked with specialty contractors to develop bypass plans. Cost estimates to set up and maintain the bypass were obtained in the range of \$500,000 to \$750,000. To avoid the high cost of a bypass, the work was postponed in order to coordinate a shutdown with the planned Reach IV-D Corrosion Rehabilitation Project.

A coordinated Brine Line shutdown is anticipated February 27-28 to save SAWPA on bypass costs and minimize the impact to the Brine Line dischargers. Due to postponing the work, minor costs will be incurred by our consultant due to additional work for completing the condition assessment and reports for both Reach IV-B and Reach IV separately (~\$24,000). Since SAWPA staff and resources will be limited, due to performing line cleaning and CCTV at the same time for the Reach IV-D Corrosion Rehabilitation Project, staff requested Woodard & Curran to provide a cost estimate to perform line cleaning and CCTV on Reach IV (~\$73,000). A Reach IV Condition Assessment Draft Report and update to PA 24 Committee is anticipated by Summer 2024.

This item was for informational and discussion purposes; no action was taken on Agenda Item No. 5.C.

6. INFORMATIONAL REPORTS

Recommendation: Receive and file the following oral/written reports/updates.

A. BRINE LINE FINANCIAL REPORT – OCTOBER 2023

B. BRINE LINE FINANCIAL REPORT – NOVEMBER 2023

C. GENERAL MANAGER COMMENTS

Jeff Mosher informed the Committee that SAWPA staff works with OC San during the wet weather events on the infiltration of their system and they have a process of notifying us when there are concerns during storm events, and we are currently in Code Blue which is the lowest level, and we are not being impacted. Mr. Mosher noted there is an Inland Empire Brine Line Spill Emergency Response Plan (SERP) workshop scheduled Wednesday, February 7 at 10:00 a.m. and all agencies and dischargers are invited to attend to go over the emergency procedures for a spill or Brine Line failure.

D. COMMITTEE MEMBERS COMMENTS

There were no Committee Member comments.

E. CHAIR'S COMMENTS/REPORT

There were no Chair comments.

7. COMMITTEE MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

There were no requests for future Agenda items.

8. CLOSED SESSION

There was no Closed Session.

9. ADJOURNMENT

There being no further business for review, Committee Chair T. Milford Harrison adjourned the Regular meeting at 10:36 a.m.

Approved at a Regular Meeting of the Project Agreement 24 Committee on March 5, 2024.

T. Milford Harrison, Chair

Attest:

Sara Villa, Clerk of the Board

PA 24 COMMITTEE MEMORANDUM NO. 2024.5

DATE: March 5, 2024

TO: Project Agreement 24 Committee
(Inland Empire Brine Line)

SUBJECT: Agua Mansa Lateral Project

PREPARED BY: David Ruhl, Executive Manager of Engineering and Operations

RECOMMENDATION

That the Project Agreement 24 Committee:

1. Approve Change Order 2 to Task Order FALC328-01 for Construction Management and Inspection Services for the Agua Mansa Lateral Project, in an amount not to exceed \$106,540.30; and
2. Receive and file an update on the Agua Mansa Lateral Project.

DISCUSSION

In August 2024, the PA 24 Committee awarded a construction contract to Genesis Construction in the amount of \$2,207,290. A Notice to Proceed was issued for work to commence on September 11, 2023, and requiring the Contractor to complete all work by March 9, 2024.

In December 2023, the Contractor commenced survey and potholing activities to locate existing underground utilities that cross the pipeline alignment or are within proximity to the alignment to avoid potential conflicts during the trench excavation. During this process, the contractor encountered several unknown utilities and several other utilities where their locations were not as identified on the plans provided by the utility companies. Due to these findings the pipeline alignment was adjusted to avoid these conflicts. Recently, the contractor has submitted additional costs for these alignment changes and additional potholing efforts which are being reviewed by the Construction Manager, Design Engineer and SAWPA staff. Once the costs are reviewed and if they are agreed upon as extra work, a change order will be issued to the Contractor. It is anticipated that the additional costs will be within the General Manager's expenditure authority.

In January 2024, the contractor completed potholing activities and commenced trench excavation and pipe installation. Currently, the contractor has installed about 1,900 feet of 12-inch pipe or about 42% of the total pipeline length. The contract completion date has been extended to April 5, 2024, due to a delay from the City of Colton issuing the construction encroachment permit and several days of no work due to the rain. Additional days may be granted to the contractor due to extra work for additional potholing, alignment changes and potential rain days.

SAWPA hired Falcon Engineering for Construction Management (CM) and Inspection Services. The scope of work requires Falcon Engineering to provide CM services including review of submittals, RFIs, document control and potential change order requests. In addition, an inspector is required to be on-site during construction activities to document the work and ensure the Project is being constructed per the plans and specifications. The original contract

amount, including Change Order 1, is \$100,000. The original contract budget amount was an estimate based on 30 working days for construction and typical CM activities prior to and after construction. However, an additional budget is necessary to continue to cover inspection services due to a longer construction period and greater involvement from the Construction Manager due to the contractor encountering unknown underground utility conflicts. The revised budget amount is an estimate and is based on the contractor's schedule and an additional 46 working days for construction. SAWPA is only billed for actual CM and inspection on the Project.

BACKGROUND

In June 2022, the PA 24 Committee approved a cost share agreement with San Bernardino Valley Municipal Water District (Valley) and Rialto Bioenergy Facility Inc. (RBF) to design and construct the Agua Mansa Lateral. Under the terms of the agreement, SAWPA will own and operate the lateral, and Valley, RBF and SAWPA share the costs of design and construction. The lateral is about 4,550 linear feet in length, 12-inch in diameter that connects from RBF's existing lateral to the existing 36-inch Brine Line on Aqua Mansa Road.

The Aqua Mansa Lateral will allow RBF to connect to the Brine Line downstream of a long siphon, provide opportunities for future discharges to connect to the Brine Line and other benefits to the operation and maintenance of the Brine Line, such as operational flexibility, avoided maintenance costs and increased reliability by minimizing disruptions to upstream dischargers during maintenance or emergency events.

RESOURCE IMPACTS

Sufficient funds are available in the Brine Line Reserve (Pipeline Replacement and Capital Investment Reserve) to pay for the Construction costs. Cost share payments received from RBF and Valley would be deposited back to the Pipeline Replacement and Capital Investment Reserve.

Attachments:

1. PowerPoint Presentation
2. Change Order 2 to Task Order



Inland Empire Brine Line Agua Mansa Lateral

David Ruhl, Executive Manager of Engineering and Operations
Project Agreement 24 Committee
March 5, 2024 | Item No. 6.A

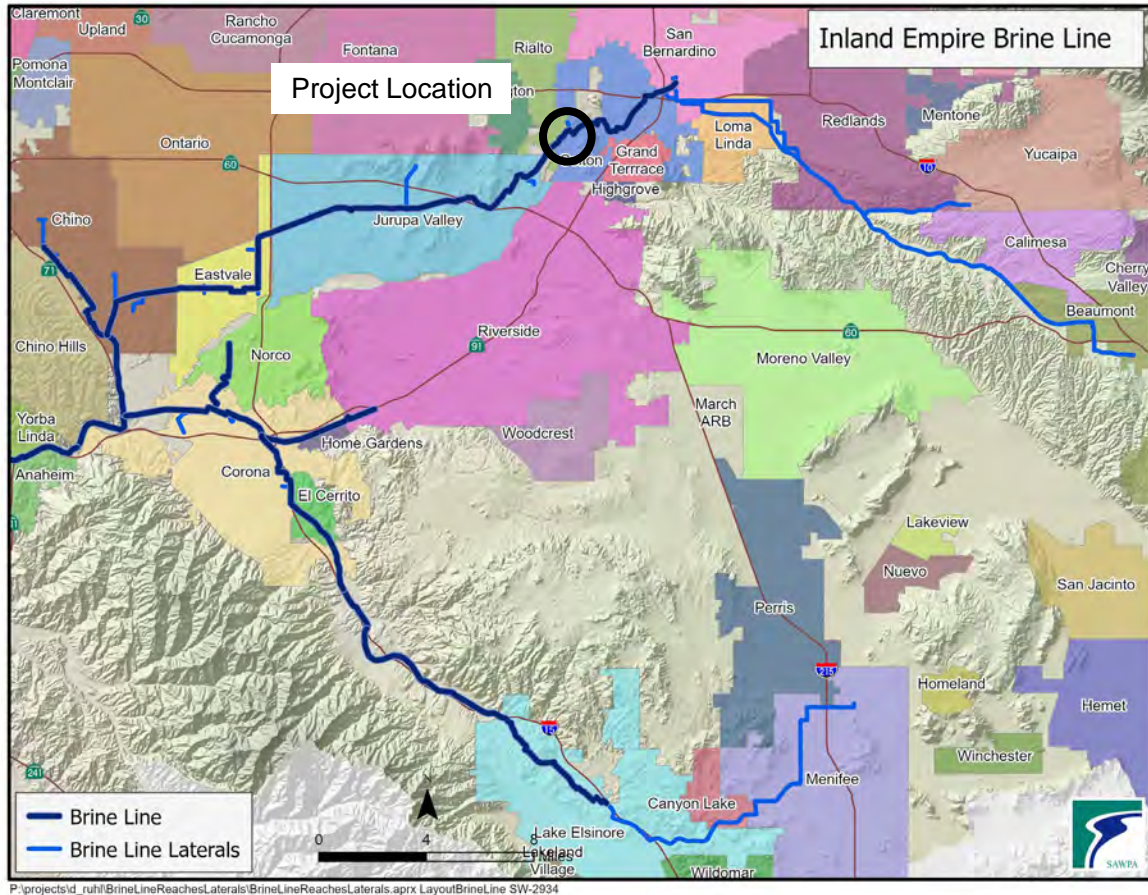
Agua Mansa Lateral

Recommendation:

That the PA 24 Committee:

1. Approve Change Order 2 to Task Order FALC328-01 for Construction Management and Inspection Services for the Agua Mansa Lateral Project, in an amount not to exceed \$106,540.30; and
2. Receive and file an update on the Agua Mansa Lateral Project.

Agua Mansa Lateral



- PA 24 Award: August 2023
- Contractor: Genesis Construction
- Contract amount: \$2,207,290
- Contract period: 180 Calendar days
(September 11, 2023 – March 9, 2024)
- Project Description: 4,550 feet of 12-inch PVC pipe

Agua Mansa Lateral



Figure 1: Excavation, installation and backfill of pipe.



Figure 2: Excavation for tie-in to existing 36" Brine Line.

Agua Mansa Lateral



Figure 3: Looking East along Agua Mansa Road



Figure 4: Looking West along Agua Mansa Road

Agua Mansa Lateral



- Falcon Engineering provides Construction Management and Inspection Services
- Activities: Submittal review, RFI review, progress meetings, document management, pay application review, potential change orders, differing site conditions, inspection, daily reports
- Contract Amount: \$100,000
- Budget estimate based on 30 contractor work days and typical CM activities
- SAWPA only pays for actual CM and inspection on the project
- Revised budget is based on contractor's work schedule (\$106,541)

Cost Share Agreement

- Cost Share

	<u>Construction</u>	<u>Design</u>
■ RBF	82.0%	N/A
■ SAWPA	4.5%	25%
■ Valley	13.5%	75%

Lateral Size	SAWPA Costs*	Valley Costs*	RBF Costs	Total Costs
12"	\$224,287	\$672,860	\$1,605,703**	\$2.503M

*Also includes design and bidding costs

** RBF share is based on bid amount for 8-inch lateral.



Agua Mansa Lateral

Recommendation:

That the PA 24 Committee:

1. Approve Change Order 2 to Task Order FALC328-01 for Construction Management and Inspection Services for the Agua Mansa Lateral Project, in an amount not to exceed \$106,540.30; and
2. Receive and file an update on the Agua Mansa Lateral Project.

Questions?

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**SANTA ANA WATERSHED PROJECT AUTHORITY
CHANGE ORDER NO. 2
TO TASK ORDER NO. FALC328-01**

CONSULTANT: Falcon Engineering Services, Inc. **VENDOR NO.:** 1669
41593 Winchester Road, #120
Temecula, CA 92590

PROJECT: Agua Mansa Lateral Project Construction Management & Inspection Services

COST: **\$106,540.30**

REQUESTED BY: David Ruhl, Executive Manager of Engineering & Operations **March 5, 2024**

FINANCE: _____
Karen Williams, Deputy GM/CFO Date

FINANCING SOURCE: Acct. Coding: 328CONST-6210-01
Acct. Description: Engineering – General

COMMITTEE AUTHORIZATION REQUIRED FOR THIS CHANGE: YES (X) NO ()
Authorization: March 5, 2024; PA24#2024.5

DESCRIPTION / JUSTIFICATION OF CHANGE: The purpose of this change order is to continue Construction Management and Inspection services for the Project. See attached fee estimate.

CHANGE IN CONTRACT TIME: N/A

CHANGE IN TASK ORDER PRICE:	Original Task Order Amount:	\$	78,922.00
	Change Order No. 1 Amount:	\$	21,078.00
	Change Order No. 2 Amount:	\$	<u>106,540.30</u>
	Contract Total:	\$	206,540.30

ACCEPTANCE:

Consultant accepts the terms and conditions stated above as full and final settlement of any claims arising from or related to this Change Order. Consultant agrees to perform the above described work in accordance with the terms and in compliance with applicable sections of Contract Specifications. This Change Order is hereby agreed to, accepted and approved, all in accordance with the General Provisions of the Contract Specifications.

SANTA ANA WATERSHED PROJECT AUTHORITY

Jeffrey J. Mosher, General Manager Date

FALCON ENGINEERING SERVICES, INC.

(Signature) Date Type/Print Name and Title

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Santa Ana Watershed Project Authority
Inland Empire Brine Line Agua Mansa Lateral Project
Construction Management & Inspection Services

Date: 23-Feb-24

Consultant's Name / Address: *FALCON Engineering Services, Inc.*

Contact Information of Authorized Representative: Wael Faqih, PE Project Manager
 (951) 264-2350 wfaqih@falcon-ca.com

Additional CM cost to complete the project.

Name	Classification	Hourly Rate	Billed to date 1/31/2024 (hrs)	Projected hours to 4/15/2024 (hrs)
Majid Afanan	Construction Manager	\$240.00	84.00	160.00
Dennis Parker	Construction Inspector	\$172.65	374.00	368.00
Dion Castro	SWPPP	\$180.00	8.00	12.00
Rawad Hamasha	OE/Document Control	\$103.00	118.00	40.00
			\$ 98,325.10	\$ 108,215.20

Original Approved Budget +	
Amendment # 1	\$ 100,000.00
Cost to 4/15/2024	\$ 206,540.30
Proposed Amendment #2	\$ 106,540.30

Original budget proposed for 30WD of construction and ~2-3 months of procurement & submittals.

Revised CM budget to cover CM scope due to 6 month construction and extensive RE involvement due to encountering numerous underground utilities

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PA 24 COMMITTEE MEMORANDUM NO. 2024.6

DATE: March 5, 2024

TO: Project Agreement 24 Committee
(Inland Empire Brine Line)

SUBJECT: Brine Line Service Contracts Request for Proposals

PREPARED BY: Daniel Vasquez, Operations Manager

RECOMMENDATION

That the Project Agreement 24 Committee direct the General Manager to issue Requests for Proposals (RFPs) for the following Inland Empire Brine Line service contracts: On-Call CCTV Services, On -Call Line Cleaning Services, and Brine Line Flow Meter Calibration Services.

DISCUSSION

SAWPA relies on several outside service providers to perform critical maintenance activities on the Brine Line:

1. *On-Call CCTV Services:* Video assessment and rating of Brine Line material conditions.
2. *On-Call Line Cleaning Services:* Pipeline cleaning services including costs for water trucks and traffic control.
3. *Brine Line Flow Meter Calibration Services:* Regularly scheduled meter maintenance required by Sewer System Management Plan (SSMP).

The duration of the contract shall be for a period of 2 years (July 1, 2024 through June 30, 2026) with an option to renew for one additional year (through June 30, 2027).

The current Task Orders for these services expire on June 30, 2024. RFPs for services will be issued after approval from the PA 24 Committee.

A schedule for issuing the RFPs and approval of a contract, including an annual cost estimate is presented below. A recommendation will be made to the PA 24 Committee to authorize the service contracts exceeding the General Managers authority during the upcoming June 2024 meeting.

These service contracts are issued on an “on-call” basis, with the exception of Brine Line Flow Meter Calibration Services. Contractors are compensated based on the hourly rate identified in their proposal corresponding to time worked.

Service Contract	Current Provider	PA 24 RFP Approval	RFP Due Date	PA 24 Approval	Cost Estimate (2 years)
On-Call CCTV Services	Innerline Engineering	3/5/2024	4/8/2024	5/7/2024	\$ 100,000.00
On -Call Line Cleaning Services:	Innerline Engineering	3/5/2024	4/8/2024	5/7/2024	\$ 264,000.00
Brine Line Flow Meter Calibration Services	Douglas Environmental	3/5/2024	4/8/2024	5/7/2024	\$ 29,000.00

*Estimated cost for FY's 25-26.

RESOURCE IMPACTS

Funds for the Brine Line Service Contracts will be included in FY25-26 Fund 240 (Brine Line Enterprise).

Attachments:

1. Requests for Proposals (Cost Proposal Form and Scope of Work only)
2. PowerPoint Presentation

ATTACHMENT A - COST PROPOSAL FORM
RFP for Brine Line On Call CCTV Inspection Services
SPECIFICATION NO. BRINE LINE ON-CALL CCTV INSPECTION-2024

Due Date and Time for Proposal Submittal: April 8, 2024 at 4:00 p.m. Any omissions, additions, substitutions, conditions or alternates in Offeror's proposal will be considered irregularities and may be cause for rejection of the Offeror's proposal, no matter how insignificant or immaterial such irregularity may be. Proposals must be completed in ink, indelible pencil or by typewriter. Erasures or "strike-outs" must be initialed by the Service Provider.

The undersigned does hereby propose to provide services in accordance with all provisions of the Request for Proposals including, but not limited, the Scope of Work, Exhibits, and references for the following price. Incomplete submittal of requested information as called out in the proposal specification requirements may deem the proposal as non-responsive. The cost proposal shall be submitted as a separate attachment. Submit total Contract amount not to exceed, as follows:

DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
CCTV Inspection				
Inspection 15-, 16-, and 18-inch sewer	24,000	LF		
Inspection 24-, and 26-inch sewer	10,000	LF		
Inspection 27- and 30-inch sewer	30,000	LF		
Inspection 36- and 39-inch sewer	10,000	LF		
Inspection 42-inch sewer	35,000	LF		
Inspection 48-inch sewer	5,000	LF		
Surcharge for emergency call out (2-hour response)	2	L.S		
TOTAL				

TOTAL (In Words): _____

On-Call Pipeline Inspection (CCTV) Services

The enclosed proposal includes the following required submittals.

- (1) Cost Proposal Form (Attachment A)
- (2) Non-Collusion Affidavit (Attachment B)
- (3) Acknowledgement of Insurance Requirements (Attachment C)
- (4) Copies of All Addendum Confirmation Form, if applicable.

_____ Name of Firm	_____ Signature	_____ Date
_____ Address	_____ Authorized Agent (Printed or Typed)	
_____ City, State, Zip Code	_____ E-mail address	
_____ Telephone	_____ Fax	
_____ California License No.	_____ Expiration Date	

**ATTACHMENT E
SCOPE OF SERVICES
CCTV Inspection Services**

PART 1: GENERAL

1.01 DEFINITIONS

- A. The following definitions shall apply to this technical specification for CCTV Inspection Services:
1. “OWNER”: Santa Ana Watershed Project Authority (SAWPA.)
 2. “CCTV”: Closed-circuit Television
 3. “CONTRACTOR”: Service Provider awarded the work under this contract.
 4. “Maintenance Access Structure”: When used to describe an access way to the sewer system or a starting/finishing location for line inspection, the term “Maintenance Access Structure” should be construed as any access port to the sewer system.
 5. “Segment”: When used to describe a section of the sewer line, the term “segment” should be construed as that portion of the sewer pipe between two Maintenance Access Structures (access ports.)
 6. “BRINE LINE”: Inland Empire Brine Line owned and operated by OWNER within San Bernardino and Riverside Counties, contains saline wastes and domestic wastewater (Figure 1.)
 7. “NASSCO”: National Association of Sewer Service Companies.

1.02 APPENDICES / FIGURES

- a. Appendix A. BRINE LINE System Figure

1.03 SCOPE OF WORK

A. GENERAL

- a. CONTRACTOR shall furnish all labor, materials, equipment, and incidentals necessary for the inspection of approximately 114,000 linear feet of the BRINE LINE described herein.
- b. Services shall be provided by CONTRACTOR no later than 10 days after requested by OWNER. Under emergencies, CONTRACTOR shall provide CCTV services within 2 hours after requested by OWNER. The surcharge for emergency services (2-hour response required) shall be identified as part of the Cost Proposal.

BRINE LINE pipelines are RCPP, PVC-lined RCP, PVC, HDPE, vitrified clay, and ductile iron, and range in sizes from 16- to 48-inches in diameter

On-Call Pipeline Inspection (CCTV) Services

(see map). The inspection services shall be provided as requested by OWNER.

B. PERMITS AND TRAFFIC CONTROL

- a. OWNER shall provide traffic control in support of CCTV operations.

C. CCTV INSPECTION

- a. Electronic digital recordings shall be made of the CCTV inspections and copies of both the recordings and inspection reports shall be supplied to OWNER. Format of copies to be provided to OWNER is specified in Section 1.04 C below.
- b. CCTV Camera Head Prime Position: Wherever prevailing conditions allow, the CCTV camera head shall be positioned to reduce the risk of picture distortion. The CCTV camera lens head shall be positioned centrally (i.e. in prime position) within the sewer. The camera lens shall be positioned looking along the axis of the pipeline. A position tolerance of $\pm 10\%$ of the vertical pipeline dimension shall be allowed when the camera is positioned centrally.
- c. CCTV Camera Head Speed: The speed of the CCTV camera in the pipeline shall be limited to 8 inches per second (40 feet/minute) for inspections to enable all detail to be extracted. Similar or slightly higher speed as agreed by the OWNER shall be provided for inspections.

1.04 SUBMITTALS

The CONTRACTOR shall submit the following, if requested by OWNER:

- A. Pre-Inspection Submittals:** Inspection operations shall not commence until the following have been received, reviewed, and approved by the OWNER where noted.
 1. A description, including the manufacturer's specifications, for all CCTV equipment.
- B. Progress Submittals:** The CONTRACTOR shall submit a report no later than seven (7) days after CCTV inspection took place according to the following provisions:
 1. Progress Report / Work Documentation: Progress reports shall be submitted for OWNER review no later than seven (7) days after the inspection took place. CONTRACTOR's log sheets, with a section by section breakdown including

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- comments, shall be maintained on site, in a legible manner for review at all times. Comments on log sheets shall include notice of badly work Maintenance Access Structure frames and covers, and badly deteriorated Maintenance Access Structure concrete structures.
2. All CCTV inspection footage shall be submitted on flash drive or portable hard drive.
 3. All reports shall be provided in electronic format (PDF version.)
 4. Summary table (in MS Excel Office 365, MS Word Office 365, or later format) listing sewer segments cleaned (using unique numbering system to be provided by the OWNER), location, unique inspection flash drive tracking number, and any relevant notes.
 5. All CCTV inspection footage/video clips (with audio) in All CCTV footage shall be in MPG4 format. Files shall be named using a unique naming/numbering system to be provided by OWNER.
 6. Each flash drive or portable hard drive shall be labeled as discussed in Section 3.03 B.

1.05 QUALITY ASSURANCE / TRAINING REQUIREMENTS

- A. Qualifications of the Inspection Crew Supervisor shall have five years minimum experience.
- B. OWNER reserves the right to approve personnel used and to request new personnel if the personnel used is not performing to the satisfaction of OWNER.
- C. CONTRACTOR shall utilize a commercial-off-the-shelf (COTS) CCTV data collection/inspection software package furnished by a single manufacturer who is fully experienced, reputable and qualified in the manufacture of the equipment to be furnished.
- D. CONTRACTOR's employees responsible for data collection and preparation of the final inspection report shall each have a minimum CCTV inspection experience level of 5-years and have experience spanning the full operational capabilities of the software package. Evidence of experience shall be provided to OWNER in advance of the work for each person operating the inspection equipment and preparing the final inspection reports.
- E. The methodology of evaluation, data collection, and reporting criteria shall be based upon the latest edition of the NASSCO guidance for all CCTV inspections under this contract.
- F. All inspection equipment technicians and operators shall have been trained and certified to assess the conditions of the sewers according to the NASSCO guidelines. Training of personnel shall be through the Pipeline Assessment and Certification Program (PACP). Proper evidence of certification shall be provided

to the OWNER in advance of the work for each person assessing the sewers and operating the inspection equipment.

1.06 PROJECT DESCRIPTION, REQUIREMENTS, AND CONDITIONS

The Inland Empire Brine Line (BRINE LINE) sewer line segments and appurtenances to be cleaned and inspected (unless noted otherwise) under this contract include portions of the BRINE LINE Reaches IV, IV-A, IV-B, IV-D, and IV-E.

- A. Maintenance Access Structures along the segments to be inspected may be non-standard, bolted closed, or may require cleaning for access. Maintenance Access Structures may be located in native terrain areas subject to seasonal flooding or sandy soil conditions or in streets, shoulders or other paved areas. As such, accessing such Maintenance Access Structures will require special consideration and coordination with OWNER. CONTRACTOR shall field verify all conditions and anticipate any increased coordination and setup time for inspection operations prior to submitting bid.
- B. Maintenance Access Structures along the segments to be inspected may be located in high vehicle traffic areas. As such, accessing these Maintenance Access Structures may require special consideration, coordination, and compliance with the requirements of Caltrans, Riverside County Flood Control District, Riverside County Department of Transportation, San Bernardino County Flood Control District, San Bernardino Department of Transportation, City of Corona, City of Colton, City of Rialto, City of Riverside, City of San Bernardino, and any affected jurisdictions. CONTRACTOR shall field verify all conditions and anticipate any increased coordination and set-up time for inspection operations prior to submitting bid.
- C. All work performed and equipment utilized by CONTRACTOR shall conform to FED-OSHA and CAL-OSHA Title 8 requirements, including, but not limited to, work performed in confined spaces.
- D. CONTRACTOR shall provide necessary equipment to meet local noise restrictions.
- E. In the event of a sewer overflow, interruption, or contamination caused by CONTRACTOR's actions, CONTRACTOR shall immediately notify OWNER and shall contain overflow and/or contamination. CONTRACTOR shall be responsible for any fines levied by others, reimbursement of any OWNER-incurred costs, damage, cleanup, restoration of flow, and any disruption of service costs. CONTRACTOR shall also notify OWNER immediately of any observed non-CONTRACTOR related spills and/or any abnormal conditions.

1.07 MEASUREMENT AND PAYMENT

- A. CONTRACTOR shall be paid based on the actual work performed in accordance with the unit rate schedule provided on CONTRACTOR's Bid Form. Services under this agreement shall be as requested and needed. OWNER will not be obligated to any minimum or maximum quantities under the agreement.
- B. CONTRACTOR shall submit all inspection reports and supporting documentation and data with an itemized invoice.
- C. All CCTV data shall be provided in accordance to the specifications of this Scope of Work. Failure to abide by the stipulations in this Scope of Work or any of the Terms and Conditions of the agreement could result in non-payment and might require re-inspection by the CONTRACTOR prior to approval of any invoices.

PART 2: CCTV PRODUCTS

VIDEO INSPECTION EQUIPMENT

- A. CONTRACTOR shall furnish the inspection studio, television cameras, video capture equipment, data collection/inspection software, and any other necessary equipment, materials, electricity, labor and technicians as may be required to perform the inspections.
- B. **The inspection equipment shall be capable of inspecting up to 2,000 feet in one direction by a self-propelled unit.** The equipment package shall be able to provide a picture of acceptable quality at this maximum length, regardless of the vibration caused by normal movement of the camera within the pipe and the distance length of the conductor cable between the cameras and the recording device. If necessary, longer runs of pipe may be inspected by completing separate portions from Maintenance Access Structures at either end of the segment.
- C. The inspection equipment shall be capable of clearly televising the interior of sewer pipes from 16- to 48-inches in diameter.
- D. When the television equipment is towed by winch and bind through the sewer line, all winches shall be stable with either locking or ratcheting drums. All winches shall be inherently stable under loaded conditions. The binds shall be or of an equally non-elastic material to ensure the smooth and steady progress of the camera equipment. The binds shall be oriented as to enable unhindered extension or retraction through the sewer conduit. All effort shall be made to prevent damage to the sewer conduit during the television inspection. In the case where damage is caused by the CONTRACTOR, for any reason, such as would be caused by incorrect deployment of binds or retrieval of lodged equipment, the cost of repair or remedy shall be absorbed by the CONTRACTOR and shall be

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- considered an incidental part of the work and no separate measurement or payment shall be made.
- E. The television camera used for the sewer line inspection shall be specifically designed and constructed for sewer pipeline inspection, and provide a clear, noise-free image. The camera shall be operative in any conditions that may be encountered in the inspection environment including, but not limited to, 100 percent humidity conditions. The camera shall have a high-resolution lens and be capable of pan and tilt movements (360 x 270-degree minimum rotation) to facilitate the inspection of sewer line and Maintenance Access Structure defects. Focal distance shall be adjustable and shall range from 1-inch to infinity. The illumination shall be such as to allow an even distribution of light to produce a clear picture around the sewer perimeter, regardless of diameter and without the loss of contrast, flare out of picture or shadowing. The lighting system shall also minimize reflective glare and the intensity shall be fully adjustable. The television camera, monitor and other components of the video system shall be capable of producing a picture having not less than 650 lines of resolution.
 - F. The camera shall be skid-mounted or mounted on track or wheeled equipment, as appropriate, to accommodate specific pipe diameters, construction, and liner types. The camera equipment shall be capable of traversing reasonable amounts of debris and flow encountered in the sewer while providing a stable, clear image. Acceptable flow depths are summarized in Paragraph 3.03.
 - G. CONTRACTOR shall test the television inspection equipment one time per week to verify the picture quality. Recorded footage showing inadequate or improper lighting or other poor image quality shall be cause for rejection and non-payment by OWNER.
 - H. The CCTV monitor display shall incorporate an automatically updated record in feet and tenths of a foot of the distance along the line from the cable calibration point to the center point of the camera.

DATA COLLECTION / INSPECTION SOFTWARE

- A. Logging and Reporting
 - 1. CONTRACTOR shall collect all CCTV inspection data using an Open Database Connectivity (ODBC) compliant database format. Data shall be delivered to OWNER in approved formats per Sections 1.04 and 1.05. CONTRACTOR shall provide documentation of any additional data fields used during the inspection to satisfy the minimum data requirements of Paragraph 2.02 (A)(6). File names of database files, JPEG files, and MP4s shall use a logical sequence which utilizes BRINE LINE reach number, Maintenance Access Structure numbers, and/or pipeline segment numbers in the filename to allow for quick recognition of

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location based on file name. Naming conventions shall be standardized and coordinated with OWNER prior to beginning CCTV work.

2. Each segment of pipe inspected shall be identified by a starting and ending Maintenance Access Structure number as indicated by OWNER prior to the CCTV inspection. As such, each segment of pipe shall be tracked as starting identification number to ending identification number. In the event that an additional access point is reached by CONTRACTOR, such point shall be identified by CONTRACTOR using the same numbering convention. The locations of all additional or non-located access points shall be noted and provided to OWNER.
3. The software package shall include provisions for collecting information specific to Maintenance Access Structures and all other sewer access points.
4. The software shall be pre-programmed with the pipeline defect conditions described in the NASSCO guidance, and shall be flexible enough to allow customization by OWNER.
5. The footage reading from the camera equipment shall be automatically entered into the survey log and shall directly correspond to the noted defect location throughout the pipe when graphic and tabular reports generated.
6. All relevant pipe segment information shall be entered prior to the actual survey. The below listed minimum survey detail must be supplied in the software for proper segment documentation. The graphic and tabular survey reports generated shall include the below listed information as well as Maintenance Access Structure inspection observations, pipe centerline footage count, condition grade and defect description, defect location reference including clock description, severity and special remarks:
 - a. SAWPA Contract Name
 - b. SAWPA Contract Number
 - c. CONTRACTOR Name
 - d. CONTRACTOR's Operator Name
 - e. Inspection or Survey Date
 - f. Inspection Start Time
 - g. Sewer Pre-cleaned prior to inspection? Y/N
 - h. Ambient weather conditions
 - i. Starting Maintenance Access Structure identification no.
 - j. Ending Maintenance Access Structure identification no.
 - k. Starting Maintenance Access Structure depth (rim to invert) and/or structure dimensions (field verified)
 - l. Ending Maintenance Access Structure depth (rim to invert) and/or structure dimensions (field verified)
 - m. Direction of survey (upstream / downstream)

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- n. Pipe shape
 - o. Pipe diameter and/or height and width
 - p. Pipe construction material
 - q. Pipe liner material
 - r. Pipe joint lengths
 - s. Pipe total segment length (field verified)
 - t. Pipe drop (total invert elevation change from starting to ending Maintenance Access Structure)
 - u. Pipe slope (average based on total invert elevation change)
 - v. Pipe flow in (percent of pipe height at segment starting point)
 - w. Pipe flow out (percent of pipe height at segment ending point)
 - x. Total surveyed length in segment
 - y. Portable hard drive/ Flash drive number
7. The graphical reports shall print in color for quick glance referencing of the defect category.
8. The software shall be capable of compiling data from multiple inspections, sorting the data based on a user defined description field, and providing the data in brief summary reports.

B. Digital Video System

1. The software package shall allow the video surveys to be recorded as digital MP4 files (see Section 1.04 C). The MP4 files shall have indexes to the defect observations saved as a time reference. One MP4 file shall be provided for each Maintenance Access Structure-to-Maintenance Access Structure pipe segment. MP4 compression shall not significantly degrade the still frame quality of the video signal from the original source video.
2. Non-digital media will not be accepted. CONTRACTOR shall re-inspect the requested segments if any of the digital recording equipment fails during the inspection.
3. The software package shall include video image capture capabilities. The software shall be capable of capturing multiple color video frames of the defects found during inspection and attaching these images to the inspection reports. CONTRACTOR shall be required to take video frame snapshots of all defects.
4. The image capture system shall be capable of recording multiple video clips of an observation of between 5 and 20 seconds in duration. CONTRACTOR shall be required to record video clips of continuous structural defects, such as longitudinal cracks, with a grade rating to show the magnitude of the defect, or of service defects, such as infiltration, to show the degree of the defects.

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5. Footage count and elapsed time shall be captured on the corresponding video image and shall appear on the reports indicating the elapsed time and correct centerline footage measurements of when the image was captured during inspection.
6. Defect images in the reports shall appear in a highlighted color, based on the nature of the defect, on both the computer monitor and on the printed reports.
7. The CONTRACTOR shall provide the OWNER with any codecs or special software, if required, to play the CCTV videos. All CCTV videos shall be compatible with standard multimedia players (i.e. Windows Media Player, Quicktime, etc.)
8. The CONTRACTOR shall be able to provide a digital copy of the recorded footage on the field, soon after inspection.

PART 3: CCTV EXECUTION

3.01 EVALUATION CRITERIA

- A. Sewer condition grades for all CCTV evaluations in this contract shall be based upon the condition grade schedule presented in the latest edition of the NASSCO guidance, unless otherwise specified/customized by OWNER.
- B. The worst defect along the individual sewer segment shall be used to give a single condition grade for that particular sewer segment; i.e., the grade for the sewer segment is based on the worst internal condition grade along the sewer segment.
- C. It shall be the responsibility of the CONTRACTOR to ensure that defects are reported uniformly and consistently by all inspection crews.

3.02 PROCEDURE

- A. Prior to opening Maintenance Access Structure covers or other access points, the atmosphere of the access point shall be checked by CONTRACTOR to ensure a non-explosive and non-hazardous atmosphere. The portable gas detection equipment shall measure and alarm the following hazardous gasses: hydrogen sulfide, carbon monoxide, methane, and low oxygen. CONTRACTOR shall ventilate all access points as required for the safe execution of the work in this contract. CONTRACTOR shall ensure that at no time the ventilation be the cause of public nuisance odor problems.
- B. Many of the Maintenance Access Structures along the segments to be inspected under this contract have not been opened for extended periods and, therefore, may

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- be surcharged. As such, CONTRACTOR shall exercise caution when accessing all Maintenance Access Structures.
- C. The camera shall be moved through the sewer segment at a uniform rate, stopping when necessary to ensure proper documentation of the sewer's condition, or to "image capture" defects. Manual winches, power winches, TV cable and powered rewinds or other devices that do not obstruct the camera view or interfere with proper documentation of the sewer conditions shall be used to move the camera through the sewer line.
 - D. The camera shall be stopped to inspect any areas of concern by using the pan and tilt feature of the television camera. For the purposes of this technical specification, an "area of concern" shall be considered as any one of the following:
 - 1. Locations of structural damage to the piping, Maintenance Access Structures and other appurtenant structures, including sagging, cracked or collapsed segments.
 - 2. Locations of PVC liner or weld strip defects.
 - 3. Joints which appear to be damaged, incorrectly installed, shifted, or in any way deficient.
 - 4. Areas in which noticeable infiltration is occurring. The approximate flow into the pipe at these locations shall be recorded as a field observation.
 - 5. Unusual or deficient conditions such as roots, storm sewer connections, and the presence of vermin, scale, corrosion, grease and grit.
 - 6. Any other discernible feature or condition which, in the opinion of CONTRACTOR or OWNER, may pose a problem to the integrity or functionality of the sewer.
 - E. Whenever possible, CONTRACTOR shall complete the inspection of a pipe segment in one continuous run. CONTRACTOR shall complete each sewer segment in its entirety before stopping work for the day. No partial segment of sewer inspection shall be permitted.
 - F. CONTRACTOR shall provide a minimum of four video frame snapshots per segment of pipeline between Maintenance Access Structures regardless of the condition of the pipeline segment.
 - G. All formatted data, video and corresponding reports shall be submitted on portable hard drive or flash drive to the OWNER no later than seven (7) days after CCTV inspection took place. All portable hard drives / flash drives shall become the property of the OWNER once submitted.

3.03 CCTV PERFORMANCE

- A. Color CCTV. All CCTV work shall use color CCTV reproduction.

- B. CCTV Picture Quality. An approved test device shall be provided and be available on site throughout the Contract, enabling the tests specified in this clause to be checked. The test card shall be Marconi Regulation Chart No. 1 or its derivatives with a color bar, clearly differentiating between colors, with no tinting, to show the following: 1) white; 2) yellow; 3) cyan; 4) green; 5) magenta; 6) red; 7) blue; 8) black.
- C. At the start of each and every working shift, the camera shall be positioned centrally and at right angles to the test card at a distance where the full test card just fills the monitor screen. The CONTRACTOR shall ensure that the edges of the test card castellations coincide with the edges of the horizontal and vertical scan (raster). The card shall be illuminated evenly and uniformly without any reflection. The type of camera used is to be identified in the test recording. The recording must show the camera being introduced into the test device and reaching its stop position. Other test devices may be used subject to approval by OWNER.
- D. The electronic systems, television camera and monitor shall be of such quality as to enable the following to be achieved:
 - a. Shades of Gray. The gray scale shall show equal changes in brightness ranging from black to white with a minimum of five clearly recognizable stages.
 - b. Color. With the monitor adjusted for correct saturation, the six colors plus black and white shall be clearly resolved with the primary and complementary colors in order of decreasing luminance. The gray scale shall appear in contrasting shades of gray with no tint.
 - c. Linearity. The background grid shall show squares of equal size, without convergence/divergence over the whole of picture. The center circle shall appear round and have the correct height/width relationship ($\pm 5\%$).
 - d. Resolution. The live picture must be clearly visible with no interference and capable of registering a minimum number of TV lines/pictures height lines. The resolution shall be checked with the monitor color turned down. In the case of tube cameras this shall be 600 lines.
 - e. Color Constancy. To ensure the camera shall provide similar results when used with its own illumination source, the lighting shall be fixed in intensity prior to commencing the inspection. In order to ensure color constancy, generally no variation in illumination shall take place during the inspection.
 - f. The CONTRACTOR shall note that OWNER may periodically check both the live and video picture consistency against the color bar. Any differences shall require re-inspect of the new length or lengths affected, at the CONTRACTOR's expense.

- E. CCTV Focus/Iris/Illumination. The adjustment of focus and iris shall allow optimum picture quality to be achieved and shall be remotely operated. The adjustment of focus and iris shall provide a minimum focal range from 6 inches in front of the camera's lens to infinity. The distance along the sewer in focus from the initial point of observation shall be a minimum of twice the vertical height of the sewer. The illumination must be such as to allow an even distribution of the light around the sewer perimeter without the loss of contrast, flare out of picture or shadowing.

3.05 FORMATTING

A. Video

1. At the start of each segment, a data generator shall electronically generate and clearly display on the viewing monitor and video recording a record of data in alphanumeric form containing the following minimum information:
 - a. Automatic update of the camera's position, in feet and tenths, in the sewer line from adjusted zero. The distance reading entered on to the data display at the cable calibration point must allow for the distance from the start of the survey to the cable calibration point such that the footage at the start of the survey is zero.
 - b. Size and length of sewer line, type of material sewer line is composed of, linear material type, etc.
 - c. Upstream Maintenance Access Structure and downstream Maintenance Access Structure identification numbers.
 - d. Direction of inspection (upstream or downstream)
 - e. Date and starting time of the inspection.
2. Once the survey of the pipeline is under way, specific data should be continuously displayed on the viewing monitor and video recording. The size and position of the data display shall be such as not to interfere with the main subject of the picture yet shall be easily readable when the recording is replayed. At a minimum, the following data should be displayed:
 - a. Automatic update of the camera's position, in feet and tenths, in the sewer line from adjusted zero.
 - b. Upstream Maintenance Access Structure and downstream Maintenance Access Structure identification numbers.
3. Each segment length (consecutive Maintenance Access Structure to Maintenance Access Structure) shall be entered on a separate coding sheet. Thus, where CONTRACTOR elects to "pull through" a Maintenance Access Structure during a CCTV survey, CONTRACTOR shall start a new coding sheet at the Maintenance Access Structure "pulled through" and shall reset the distance to zero on the coding sheet, viewing monitor, and video recording.

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B. Portable hard drive/flash drive.

1. Permanently label each portable hard drive/flash drive with the following information:
 - a. SAWPA BRINE LINE CCTV INSPECTION
 - b. Reach:
 - c. Contractor:
 - d. Portable hard drive/flash drive No:
 - e. Date Inspected:
 - f. Start MH:
 - g. Finish MH:

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**ATTACHMENT A
COST PROPOSAL FORM**

Due Date and Time for Proposal Submittal: Monday, April 8, 2024 at 4:00 p.m.

Any omissions, additions, substitutions, conditions or alternates in Offeror's proposal will be considered irregularities and may be cause for rejection of the Offeror's proposal, no matter how insignificant or immaterial such irregularity may be. Proposals must be completed in ink, indelible pencil or by typewriter. Erasures or "strike-outs" must be initialed by the Service Provider.

The undersigned does hereby propose to provide services in accordance with all provisions of the Request for Proposals including, but not limited, the Scope of Work, Exhibits, and references for the following price. The Offeror may elect to provide bids for any of the tasks presented below; OWNER shall consider awarding specific tasks to one or more Offerors. All envelopes shall be clearly marked with the Specification number and envelope content. Submit total Contract amount not to exceed, as follows:

DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
1. Pipe Cleaning Services (Monday – Saturday) (12:00 am – 11:59 pm)				
a. Furnish all labor, materials, cleaning equipment and incidentals necessary to clean 24-, 27-, 36-, 39-, 42- and 48-inch pipelines, laterals, and siphons.	120	Hour		
b. Furnish all labor, materials, cleaning equipment and incidentals necessary to clean 16-, 18-, 20-, 24-, 36-, 39-, 42-, and 48-inch pipeline, as requested by OWNER within a 2 hour response timeline.	16	Hour		
c. Furnish all labor, materials, cleaning equipment and incidentals necessary to clean 16-, 18-, and 20-inch pipelines (PVC, Ductile Iron, and HDPE)	160	Hour		
d. Water Truck with operator (minimum capacity 2,000 gallons)	280	Hour		
e. CCTV in support of line cleaning operations	160	Hour		
Total for Pipe Cleaning Services				

On-Call Line Cleaning Services

2. Traffic Control (Monday – Saturday) (12:00 am – 11:59 pm)				
a. Traffic Control for locations with light traffic (including cones, light board, signs, barriers, markers, no lane closure); 4 hours total	4	Each		
b. Traffic Control for locations with heavy traffic (including cones, light board, signs, 2 flagmen, barriers, markers, lane closure); 4 hours total	4	Each		
c. Traffic Control for locations with light traffic (including cones, light board, signs, barriers, markers, no lane closure); 8 hours total	20	Each		
d. Traffic Control for locations with heavy traffic (including cones, light board, signs, 2 flagmen, barriers, markers, lane closure); 8 hours total	4	Each		
e. Obtain Caltrans Encroachment Permit. (Permit fees will be reimbursed by SAWPA based on actual costs.)	2	Each*		
Total for Traffic Control				
GRAND TOTAL				

*Permit is valid for up to 1 year.

On-Call Line Cleaning Services

DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
3. Pipe Cleaning Services (Sundays and Holidays) (12:00 am – 11:59 pm)				
a. Furnish all labor, materials, cleaning equipment and incidentals necessary to clean 24-, 27-, 36-, 39-, 42- and 48-inch pipelines, laterals, and siphons.	32	Hour		
b. Furnish all labor, materials, cleaning equipment and incidentals necessary to clean 16-, 18-, 20-, 24-, 27- 36-, 39-, 42-, and 48-inch pipeline, as requested by OWNER within a 2 hour response timeline.	8	Hour		
c. Furnish all labor, materials, cleaning equipment and incidentals necessary to clean 16-, 18-, and 20-inch pipelines (PVC, Ductile Iron, and HDPE)	32	Hour		
d. Water Truck with operator (minimum capacity 2,000 gallons)	32	Hour		
e. CCTV in support of line cleaning operations	8	Hour		
Total for Pipe Cleaning Services				

4. Traffic Control (Sundays and Holidays) (12:00 am – 11:59 pm)				
a. Traffic Control for locations with light traffic (including cones, light board, signs, barriers, markers, no lane closure); 4 hours total	3	Each		
b. Traffic Control for locations with heavy traffic (including cones, light board, signs, 2 flagmen, barriers, markers, lane closure); 4 hours total	2	Each		
c. Traffic Control for locations with light traffic (including cones, light board, signs, barriers, markers, no lane closure); 8 hours total	3	Each		
d. Traffic Control for locations with heavy traffic (including cones, light board, signs, 2 flagmen, barriers, markers, lane closure); 8 hours total	2	Each		
e. Obtain Caltrans Encroachment Permit. (Permit fees will be reimbursed by SAWPA based on actual costs.)	2	Each*		
Total for Traffic Control				
GRAND TOTAL				

*Permit is valid for up to 1 year.

On-Call Line Cleaning Services

1. Pipe Cleaning Services (Monday – Saturday) (12:00 am – 11:59 pm)

TOTAL (In Words): _____

2. Traffic Control (Monday – Saturday) (12:00 am – 11:59 pm)

TOTAL (In Words): _____

3. Pipe Cleaning Services (Sundays and Holidays) (12:00 am – 11:59 pm)

TOTAL (In Words): _____

4. Traffic Control (Sundays and Holidays) (12:00 am – 11:59 pm)

TOTAL (In Words): _____

GRAND TOTAL (In Words): _____

The enclosed proposal includes the following required submittals.

- (1) Cost Proposal Form (Attachment A)
- (2) Non-Collusion Affidavit (Attachment B)
- (3) Acknowledgement of Insurance Requirements (Attachment C)
- (4) Copies of All Addendum Confirmation Form, if applicable.

Name of Firm

Signature

Date

Address

Authorized Agent (Printed or Typed)

City, State, Zip Code

E-mail address

Telephone

Fax

California License No.

Expiration Date

ATTACHMENT E
SCOPE OF SERVICES
Sewer Line Cleaning

PART 1: GENERAL

1.01 DEFINITIONS

- A. The following definitions shall apply to this technical specification for Sewer Line Cleaning
1. "OWNER": Santa Ana Watershed Project Authority (SAWPA.)
 2. "CONTRACTOR": Service Provider awarded the work under this contract.
 3. "Debris": Pipeline debris is described as, but not limited to, sludge, dirt, sand, rocks, grease, roots, and other solid or semisolid materials.
 4. "Maintenance Access Structure": When used to describe an access way to the sewer system or a starting/finishing location for line cleaning and inspections, the term "Maintenance Access Structure" should be construed as any access port to the sewer system. Maintenance Access Structures are also referred to as "Maintenance Access Structures (MAS)."
 5. "Segment": When used to describe a section of the sewer line, the term "segment" should be construed as that portion of the sewer pipe between two Maintenance Access Structures (access ports.)
 6. "Brine Line": formerly Santa Ana Regional Interceptor (BRINE LINE) owned and operated by OWNER within San Bernardino and Riverside Counties, contains saline wastes and domestic wastewater (Figure 1.)
 7. "NASSCO": National Association of Sewer Service Companies.

1.02 APPENDICES / FIGURES

- A. Appendix A. Figure 1. BRINE LINE System

1.03 SCOPE OF WORK

A. GENERAL

- a. *Pipe Cleaning Services.* CONTRACTOR shall furnish all labor, materials, equipment, and incidentals necessary for the periodic cleaning of the BRINE LINE system, including pipelines, laterals, and siphons with varying diameters from 16-through 48-inches and different materials. The Contractor shall be able to schedule any routine work within 10 calendar days after SAWPA requests the services. The OWNER, in some circumstances, might require immediate response during emergency situations. A response time of 2 hours or less is required under emergency situations. The CONTRACTOR shall be responsible for the removal of debris from the BRINE LINE system and shall take all the necessary steps to ensure that no spills of any sewage/brine occur (see 1.06(J)). In addition, CONTRACTOR provided services shall include transporting the debris to an OWNER identified location for staging/dewatering back into the BRINE LINE (from roll-off dewatering bins).

- b. *Traffic Control.* The CONTRACTOR shall provide traffic control under varying traffic conditions: i) for light traffic areas, a minimum of cones, signs, barriers, markers, and light boards shall be provided; ii) for heavier traffic areas, which require a lane closure, the CONTRACTOR shall provide at a minimum: cones, signs, barriers, markers, light boards, flagman, and any other incidentals as required by the permitting agencies. Traffic control shall be provided for a minimum period of 4 hours.
- c. Work is expected to take place on a continuous basis (i.e. 24 hours a day) for cleaning of 16-, 18-, and 20-inch pipelines (PVC, Ductile Iron, and HDPE). Owner will provide Contractor a 45-day notice before line cleaning activities on 16-, 18-, and 20-inch pipelines if 24-hour continuous services are required.
- d. Street closure and traffic detour shall be established per the City of Riverside approved traffic control plans at the intersection of Buchanan Street and Sampson Street. Street closure and traffic detour shall be paid per day (24-hours) and shall be coordinated with Owner and City of Riverside prior to execution. Contractor shall be responsible for providing and maintaining all traffic control instruments identified in the Traffic Control Plan.
- e. All CCTV footage shall be provided on-site on a portable hard drive/flash drive to SAWPA upon request. All CCTV footage shall be in MPG4 format.

The OWNER reserves the right to award one or more tasks to one contractor, or several contractors. **The duration of this contract shall be through June 30, 2026, with an option for a one-year extension (through June 30, 2027).**

B. PIPE CLEANING EQUIPMENT

- a. Combination of high-velocity hydro cleaning and vacuum removal equipment shall be utilized and shall have the following features at a minimum:
 - i. **A minimum of 1,000 feet** of 1-inch diameter high pressure hydro flushing hose, capable of performing under surcharged conditions. If CONTRACTOR is not capable of providing at least 1,000 feet of hose, CONTRACTOR shall provide, 2 vactors, if necessary, at **no additional cost to OWNER**. An allowance will be made for use of 2 vactors for lengths greater than 1,000 feet.
 - ii. Minimum working pressure of 2,000 psi at 100 gpm at the pump discharge point prior to the hose.
 - iii. The equipment shall have a selection of three or more high-velocity nozzles of different sizes. The nozzles shall be capable of producing a scouring action from 15 to 45 degrees in all size lines to be cleaned.
 - iv. Equipment shall also include a high velocity gun for washing and scouring Maintenance Access Structure walls, channels, shelves, and floor. The gun shall be capable of producing flows from a fine spray to a solid stream.
 - v. A 1,500-gallon minimum water tank, pumps, and hydraulically driven hose reel.

- vi. Centrifugal or positive displacement blower vacuum equipment suitable to remove all debris at the downstream Maintenance Access Structure while the hydro flushing is being performed.
 - vii. Trucks shall be equipped with water separation equipment to return as much of the wastewater liquid as possible to the downstream sewer.
 - viii. Trucks shall be equipped with screens of varying sizes to prevent debris from passing through the downstream segment of the system. Passing solids from segment to downstream segment of the system shall not be permitted. Screens shall not be used without prior approval from OWNER.
 - ix. Be able to operate under various levels of flow.
- b. A 2,000-gallon minimum water truck, including an operator, with appropriate fittings and hand tools to connect to water meter and hoses. Smaller water trucks will be used only if previously approved by OWNER. Payment for water trucks with less than a 2,000-gallon capacity shall be prorated. Payment for water trucks shall begin when they show up to the jobsite.
 - c. Photographs of all of CONTRACTOR'S line cleaning nozzles and specifications shall be provided upon OWNER's request.
 - d. The CONTRACTOR shall be responsible to obtain all meters from the appropriate jurisdiction and shall be responsible for any costs incurred for providing water.
 - e. OWNER may require a demonstration of the pipe cleaning equipment prior to awarding a contract.
 - f. OWNER reserves the right to visit the CONTRACTOR's facilities prior or during any assigned project or task.

C. PIPE CLEANING PROCEDURES

Pipe cleaning shall be performed under any type of flow conditions. For this reason, the CONTRACTOR shall use proper equipment to clean the pipeline assuming it is at least 75 percent full, and 100 percent full in the case of siphons.

D. MATERIAL REMOVED

- a. The CONTRACTOR shall be responsible for the removal of debris from the pipeline and cleaning and/or re-cleaning the pipe invert and wall to OWNER's satisfaction. All sludge, dirt, sand, rocks, roots, grease and other solid or semisolid material resulting from the cleaning operation shall be removed at the downstream Maintenance Access Structure of the section being cleaned. **Passing material from Maintenance Access Structure section to Maintenance Access Structure section, which may cause line stoppages, will NOT be permitted.**

E. PERMITS AND TRAFFIC CONTROL

- a. CONTRACTOR shall provide traffic control at the locations where traffic control is necessary per the permitting agencies. CONTRACTOR shall supply all signs, barriers, markers, and flagmen as required to maintain traffic.
- b. All traffic control shall be in accordance with the latest CALTRANS guidelines and/or regulations. Additional local guidelines and/or regulations shall have precedence.
- c. OWNER will obtain any required encroachment permits from the appropriate agency.
- d. Traffic control shall be provided for different traffic conditions: i) light traffic not requiring lane closures and ii) heavy traffic areas which require lane closure.
- e. CONTRACTOR shall provide traffic control for a minimum duration of 4 hours per day.

1.04 SUBMITTALS

The CONTRACTOR shall submit the following to the OWNER:

- A. Pre-Cleaning Submittals:** Cleaning operations shall not commence until the following have been received, reviewed, and approved by the OWNER where noted.
 1. A detailed Health, Safety, and Emergency Response Plan for the work to be completed. The plan shall include, at a minimum, specific procedures to be followed in the event of an emergency and contact and location information for local fire, police, and medical services. The contents of this Plan are exclusively the responsibility of the CONTRACTOR and the Plan will not be reviewed and approved by the OWNER. The CONTRACTOR shall submit a copy to the OWNER for informational purposes.
 2. A Spill Response Plan is required outlining the CONTRACTOR actions and responsibilities in case of a system overflow. The OWNER will review and approve the CONTRACTOR spill response plan prior to commencing work. The Spill Response Plan shall identify procedures in case of any spill or if the CONTRACTOR were to lose equipment or any other object inside of the BRINE LINE system.
- B. Quarterly Report:** Two (2) draft copies of the quarterly report, following scheduled cleaning shall be submitted to OWNER, if requested. The quarterly report shall indicate, at a minimum, the following:
 - a. Pipe Cleaning Services
 - i. Identification of segments cleaned
 - ii. Date and time of cleaning
 - iii. Estimate of debris removed
 - iv. Narrative of any unusual, if any, field conditions
- C. Daily Logs:** Daily logs shall be submitted weekly, including a line cleaning report, including location and length of section cleaned, estimate of material removed, line cleaning methodology.

1.05 QUALITY ASSURANCE / TRAINING REQUIREMENTS

- A. The Cleaning Crew Supervisor shall have five years minimum experience.
- B. OWNER reserves the right to approve personnel provided and to request new personnel if the personnel used is not performing to the satisfaction of OWNER.
- C. All inspection equipment technicians and operators shall have been trained and certified to assess the conditions of the sewers according to the NASSCO guidelines. Training of personnel shall be through the Pipeline Assessment and Certification Program (PACP). Proper evidence of certification shall be provided to the OWNER in advance of the work for each person assessing the sewers and operating the inspection equipment.

1.06 PROJECT DESCRIPTION, REQUIREMENTS, AND CONDITIONS

- A. The Inland Empire Brine Line (BRINE LINE) sewer line segments and appurtenances to be cleaned and inspected (unless noted otherwise) under this contract include portions of BRINE LINE Reaches IV, IV-A, IV-B, IV-D, IV-E, and V.

Final measurements and payment shall be made in accordance with Paragraph 1.07.

- B. Maintenance Access Structures along the segments to be cleaned may be non-standard, bolted closed, or may require cleaning for access. Maintenance Access Structures may be located in native terrain areas subject to seasonal flooding or sandy soil conditions or in streets, shoulders or other paved areas. As such, accessing such Maintenance Access Structures will require special consideration and coordination with OWNER and/or OWNER'S agent. CONTRACTOR shall field verify all conditions and anticipate any increased coordination and setup time for cleaning operations prior to submitting bid. Opening sealed Maintenance Access Structures shall be responsibility of the OWNER.
- C. OWNER will provide a ramp for the benefit of the CONTRACTOR but shall assume no risks. The CONTRACTOR shall provide a ramp of its own or use OWNER'S ramp at its own risk.
- D. Maintenance Access Structures along the segments to be inspected may be located in high vehicle traffic areas. As such, accessing these Maintenance Access Structures may require special consideration, coordination, and compliance with the requirements of Caltrans, Riverside County Flood Control and Water Conservation District, Riverside County Department of Transportation, San Bernardino County Flood Control District, San Bernardino Department of Transportation, City of Corona, City of Colton, City of Rialto, City of Riverside, City of San Bernardino, and any affected jurisdictions. CONTRACTOR shall field verify all conditions and anticipate any increased coordination and set-up time for cleaning operations prior to submitting bid. OWNER will acquire all necessary permits and pay all required fees to complete the work of this contract. However, CONTRACTOR shall provide traffic control.
- E. Each bidder is strongly encouraged to submit questions to gain a better understanding of the project scope of work and bid requirements. A non-mandatory pre-proposal meeting is scheduled as set forth in the RFP. No site-visit will take place. However, a field visit

can be arranged with a minimum of two (2) days' notice by contacting David Ruhl at (951) 354-4223.

- F. Record drawings for the segments requiring cleaning can be provided by OWNER prior to pipe cleaning by contacting David Ruhl at (951) 354-4223.
- G. All work performed and equipment utilized by CONTRACTOR shall conform to FED-OSHA and CAL-OSHA Title 8 requirements, including, but not limited to, work performed in confined spaces. CONTRACTOR shall provide a minimum of a two-person crew at all times for cleaning and inspection services.
- H. CONTRACTOR shall be responsible for managing and controlling traffic in a safe manner at all times.
- I. CONTRACTOR shall provide necessary equipment to meet local noise restrictions and air quality regulations.
- J. In the event of a sewer overflow, interruption, or contamination caused by CONTRACTOR's actions, CONTRACTOR shall immediately notify OWNER and shall contain overflow and/or contamination. CONTRACTOR shall be responsible for any fines levied by others, reimbursement of any OWNER-incurred costs, damage, cleanup, restoration of flow, and any disruption of service costs. CONTRACTOR shall also notify OWNER immediately of any observed non-CONTRACTOR related spills and/or any abnormal conditions.
- K. The CONTRACTOR shall immediately notify the OWNER in the case that any CONTRACTOR equipment or any object is lost inside the pipelines. The CONTRACTOR, under direction from the OWNER will use a screen at a downstream location to prevent further displacement of said equipment and/or object. The CONTRACTOR shall also be responsible for retrieving the lost item. The CONTRACTOR shall follow the procedures established in the Spill Response Plan at all times. The CONTRACTOR shall be responsible for removing any objects stuck or lost inside the pipeline. In the event that the CONTRACTOR fails to remove any objects stuck or lost inside the pipeline, OWNER will remove said objects and invoice CONTRACTOR for any expenses incurred as a result of this effort.
- L. CONTRACTOR shall submit a quarterly schedule, if requested, no later than seven (7) days prior to start of work for approval by OWNER. CONTRACTOR shall not begin work prior to OWNER authorization of work schedule. OWNER reserves the right to revise the CONTRACTOR provided schedule as it deems adequate, including changing the frequency of the siphons proposed for cleaning.

1.07 MEASUREMENT AND PAYMENT

- A. CONTRACTOR shall be paid based on the actual work performed in accordance with the unit rate schedule provided on CONTRACTOR's Bid Form. In the event of an equipment breakdown the CONTRACTOR shall not be paid for the time pipe cleaning is not performed. OWNER will not pay for travel time to and from the work site. No allowance

shall be made for any equipment to obtain necessary resources prior to the job start time (i.e. getting water, etc.)

- B.** Final payment will be authorized upon receipt of a complete and correct final invoice, submittal of all materials and successful completion of services described herein.

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ATTACHMENT A
COST PROPOSAL FORM
RFP for Brine Line Flow Meter Calibration
SPECIFICATION NO. Brine Line Flow Meter Calibration-2024

Due Date and Time for Proposal Submittal: Monday, April 8, 2024 at 4:00 p.m.

Any omissions, additions, substitutions, conditions or alternates in Offeror's proposal will be considered irregularities and may be cause for rejection of the Offeror's proposal, no matter how insignificant or immaterial such irregularity may be. Proposals must be completed in ink, indelible pencil or by typewriter. Erasures or "strike-outs" must be initialed by the Service Provider.

The undersigned does hereby propose to provide services in accordance with all provisions of the Request for Proposals including, but not limited, the Scope of Work, Exhibits, and references for the following price. Incomplete submittal of requested information as called out in the proposal specification requirements may deem the proposal as non-responsive. Please submit unit costs for at least one of the options below. Unit costs shall be valid until June 30, 2026.

DESCRIPTION	QTY ⁽ⁱ⁾	UNIT	UNIT COST	TOTAL
Furnish all labor, materials, equipment and incidentals to calibrate the following Mag Meters WITHOUT confined space entry requirement:				
Dart Container- Instrument	1	Each		
Flavor Specialties- Instrument	1	Each		
Dart Container - Hydraulic	1	Each		
Flavor Specialties - Hydraulic	1	Each		
Furnish all labor, materials, equipment and incidentals to calibrate the following Mag Meters WITH confined space entry requirement:				
Agua Mansa Power Plant - Instrument	1	Each		
Agua Mansa Power Plant - Hydraulic	1	Each		
Furnish all labor, materials, equipment and incidentals to calibrate the following Ultrasonic meters WITH confined space entry requirement:				
Pyrite Canyon Treatment Facility - Instrument	1	Each		
JCSD Etiwanda - Instrument	1	Each		
JCSD Wineville - Instrument	1	Each		
JCSD Hamner - Instrument	1	Each		
Pyrite Canyon Treatment Facility - Instrument - Hydraulic	1	Each		
JCSD Etiwanda - Hydraulic	1	Each		
JCSD Wineville - Hydraulic	1	Each		
JCSD Hamner - Hydraulic	1	Each		
Elsinore Pressure Sustaining Station	1	Each		
Furnish labor and equipment to repair and/or replace flow meters as requested by SAWPA.				

On-Call Flow Meter Calibration Services

Repair/replace meters	32	Hours		
TOTAL				

- (i) Meter calibration will take place once per year at each location. The same unit cost will be applied in the case that additional calibrations are required beyond the regularly scheduled meter calibration.
- (ii) This item includes labor and equipment **ONLY** related to meter repair/replacement. Cost of materials will be reimbursed based on actual costs (plus a mark-up not to exceed 10 percent). All supporting documentation shall be provided. SAWPA will not pay for travel time to/from the site.

TOTAL IN WORDS:

The enclosed proposal includes the following required submittals:

- (1) Cost Proposal Form (Attachment A)
- (2) Non-Collusion Affidavit (Attachment B)
- (3) Acknowledgement of Insurance Requirements (Attachment C)
- (4) Copies of All Addendum Confirmation Form, if applicable.

_____ Name of Firm	_____ Signature	_____ Date
_____ Address	_____ Authorized Agent (Printed or Typed)	
_____ City, State, Zip Code	_____ E-mail address	
_____ Telephone	_____ Fax	
_____ California License No.	_____ Expiration Date	

ATTACHMENT E

Brine Line Flow Meter Calibration Scope of Work

1. Background

The Santa Ana Watershed Project Authority (SAWPA) was formed in 1972 to plan and build facilities to protect water quality in the Santa Ana River Watershed. SAWPA is a Joint Powers Authority (JPA) comprised of five (5) member agencies: Eastern Municipal Water District (EMWD), Inland Empire Utilities Agency (IEUA), Orange County Water District (OCWD), San Bernardino Valley Municipal Water District (SBVMWD), and Western Water (WW.)

SAWPA owns either capacity rights in, or owns outright approximately 93 miles of pipeline referred to as the Inland Empire Brine Line (BRINE LINE). This interceptor was initially constructed to provide for highly saline, non-domestic discharges to protect the inland water quality in the upper Santa Ana River Watershed.

SAWPA is responsible for the meter maintenance and calibration of approximately 16 flow meters.

2. Scope of Services

The Contractor shall provide all labor, equipment, materials, and incidentals to provide flow meter calibration and certification at regularly scheduled times (once per year), as well as when requested by SAWPA. Additionally, meter maintenance and/or replacement services may be required by SAWPA.

The Contractor shall be capable of providing calibration services to all types, makes and models of flow meters and level transducers as identified in Table 1. The meters shall be calibrated using test equipment and calibrators with accuracy traceable to NIST standards. The Contractor shall incorporate all calibration and certification records into a report as described below once the services have been provided.

Table 1. List of Flow Meters

Meter Name	Address	Meter Type	Confined Space	Traffic Control
Pyrite Canyon Treatment Facility	4589 Pyrite Street, Jurupa Valley, CA	ISCO 3010 Ultrasonic	Yes	Cones only ⁽ⁱ⁾
JCSD Etiwanda	4752 Etiwanda, Mira Loma, CA	ISCO 3010 Ultrasonic	Yes	Cones only ⁽ⁱ⁾
JCSD Wineville	Intersection of Wineville Ave. and Bellegrave Ave., Mira Loma, CA	ISCO 3010 Ultrasonic	Yes	No
JCSD Hamner	5592 Hamner, Eastvale, CA	Greyline	Yes	No
Dart Containers	150 S. Maple St. Corona, CA	Rosemount 8712C	No	No
Elsinore Pressure Sustaining Station		Sparling Tiger Mag EP	No	No
Flavor Specialties	790 Harrison Street, Corona, CA	Sparling Tiger Mag EP F-M-626	No	No
Agua Mansa Power Plant	2040 Agua Mansa Rd., Colton, CA	LC Mag HML200	Yes	No

⁽ⁱ⁾No lane closures are needed. Only cones and a Utility Work Ahead (W21-7) sign are required.

The Contractor shall provide a written report describing the type of work performed, the calibration sheets for each flow meter including, at a minimum, the following information:

1. Name and location of the meter
2. Date of calibration
3. Type of meter
4. Manufacturer and serial number
5. Calibration range
6. “As-found” calibration; power voltage input and corresponding milliamp output at 0, 25, 50, 75, and 100% range
7. “Final” calibration; power voltage input and corresponding milliamp output at 0, 25, 50, 75, and 100% range and percentage of error
8. List of the calibration equipment used
9. Calibration methodology

The report shall be submitted to SAWPA no later than 14 days after calibration of all meters on Table 1 has been completed. All calibration work shall include a 3 month guarantee. In the event of a meter malfunction within 3 months of calibration, the Contractor shall re-calibrate and re-certify the flow meter at no charge to SAWPA.

On-Call Flow Meter Calibration Services

Similarly, the Contractor shall provide a one-year guarantee on any repair and/or replacement of meters. In the event that a meter fails after being repaired or replaced by the Contractor, it shall be repaired and/or replaced at no additional cost to SAWPA.

Calibration of some meters will require confined space entry. The Contractor shall abide by all federal, state, and local laws and regulations regarding confined space entry.

The Contractor shall obtain any required permits and pay all fees as required by the appropriate agency. A permit is expected from the City of Eastvale to allow work on the JCSD Celebration meter, which will require a lane closure. SAWPA will reimburse the Contractor for actual permit costs plus a 10% mark-up allowance to cover administrative costs. Work on other meters will not require any traffic control; however, the Contractor shall provide traffic cones for the instances where any vehicles need to park on the shoulder or next to the curb.

The Contractor shall provide traffic control according to the California Work Area Traffic Control Handbook (WATCH Handbook) or Part 6 of the California Manual on Uniform Traffic Control Devices (MUTCD) if required by the appropriate permitting agency.

Prior to any flow meter calibrations, the Contractor shall provide the following submittals:

- a. Sample report form
- b. Injury and illness prevention plan (IIPP)
- c. OSHA certifications
- d. Confined space entry protocol

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Brine Line Service Contracts RFPs

PA 24 Committee
Item No. 6.B
Daniel Vasquez
Manager of Operations
March 5, 2024

Recommendation

That the PA 24 Committee directs the General Manager to issue Requests for Proposals (RFPs) for the Inland Empire Brine Line service contracts.

Service Contracts

1. On-Call CCTV Services: Video assessment and rating of Brine Line material conditions.
2. On -Call Line Cleaning Services: Pipeline cleaning services including costs for water trucks and traffic control.
3. Brine Line Flow Meter Calibration Services: Regularly scheduled meter maintenance required by Sewer System Management Plan (SSMP).

Schedule

Service Contract	Current Provider	PA24 Direct RFP	RFP Due Date	PA 24 approval	Cost estimate (2 Year Cost)
On-Call CCTV Services	Innerline Engineering	3/5/2024	4/8/2024	5/7/2024	\$ 100,000.00
On -Call Line Cleaning Services	Innerline Engineering	3/5/2024	4/8/2024	5/7/2024	\$ 264,000.00
Brine Line Flow Meter Calibration Services	Douglas Environmental	3/5/2024	4/8/2024	5/7/2024	\$ 29,000.00
Estimated Total: \$393,000					

Recommendation

That the PA 24 Committee directs the General Manager to issue Requests for Proposals (RFPs) for the Inland Empire Brine Line service contracts.

Questions?

Daniel Vasquez
Santa Ana Watershed Project Authority
Office (951) 354-4220 | Cell (951) 555-1234
emailaddress@sawpa.org
sawpa.gov



PA 24 COMMITTEE MEMORANDUM NO. 2024.7

DATE: March 5, 2024

TO: Project Agreement 24 Committee
(Inland Empire Brine Line)

SUBJECT: Brine Line Sewer System Management Plan 2024 Audit

PREPARED BY: Daniel Vasquez, Manager of Operations

RECOMMENDATION

That the Project Agreement 24 Committee direct the General Manager to issue Request for Proposal (RFP) for the Inland Empire Brine Line Sewer System Management Plan (SSMP) 2024 Audit.

DISCUSSION

The State Water Resources Control Board adopted the Statewide Waste Discharge Requirements (WDR) General Order WQ 2022-0103-DWQ on December 6, 2022. This order became effective on June 5, 2023. Several changes were made to the previous General Order, notably that the SSMP update schedule has been changed from every five (5) to every six (6) years and internal audits from every two (2) to every three (3) years.

SAWPA staff performed the last internal audit in 2021 and updated the Spill Emergency Response Plan (SERP) in June 2023. The next audit is due by early November of 2024. An external audit will evaluate the implementation and effectiveness of SAWPA's SSMP in preventing spills and overall compliance with the newly adopted WDR General Order.

SCOPE OF WORK

Project Management. Workshops with SAWPA staff to both solicit input on approach as well as review findings and incorporate staff feedback for audit findings.

Data Review and Assessment. Review all pertinent documentation pertaining to Sewer System Management Plan and compliance with WDR Order 2022-0103-DWQ. Evaluate the implementation and effectiveness of Brine Line SSMP in preventing spills, identify deficiencies, and identify necessary modifications to SSMP with schedule for correction.

Draft and Final Audit Report. Submit Draft Report for SAWPA staff review and incorporate operator feedback per State requirements. Final report to include proposed schedule for corrections before 2025 update.

The proposed schedule for the RFP process is as follows:

Issue Request for Proposals	March 5, 2024
Pre-proposal meeting	March 20, 2024
Proposals due	April 15, 2024 at 4:00 PM PST
Recommend Award	May 7, 2024
Issue Notice to Proceed	May 2024

RESOURCE IMPACTS

Sufficient funds for consultant services are included in the Fiscal Year 2024 Budget Fund 240 (Brine Line Enterprise).

Attachments:

1. Brine Line SSMP Audit 2024 RFP
2. PowerPoint Presentation

**Request for Proposals
for
Inland Empire Brine Line:
Sewer System Management Plan
2024 Audit**



Santa Ana Watershed Project Authority

11615 Sterling Ave, Riverside, CA 92503

(951) 354-4220

**REQUEST FOR PROPOSALS
FOR
SANTA ANA WATERSHED PROJECT AUTHORITY
SEWER SYSTEM MANAGEMENT PLAN 2024 AUDIT**

Santa Ana Watershed Project Authority (SAWPA) requests proposals from qualified consultant firms to perform an audit of the Inland Empire Brine Line Sewer System Management Plan per the requirements set forth in State Water Resources Control Board (SWRCB) General Order 2022-0103-DWQ.

Proposals must be submitted and uploaded onto Planet Bids at: <https://pbsystem.planetbids.com/portal/52676/portal-home> as a complete electronic/PDF file by no later than **April 15, 2024 at 4:00 pm.**, along with the Fee Proposal, which shall be submitted as both a PDF and Microsoft Excel file and uploaded as General Attachments. SAWPA will not accept hand-delivered proposals. **Proposals received after specified date and time WILL NOT be accepted.**

A non-mandatory **pre-proposal meeting** will be held via Zoom on March 20, 2024 at 10 am. Please email Daniel Vasquez at dvasquez@sawpa.gov for a link to the Zoom Meeting.

Prospective Offerors are required to put all RFP questions, clarifications, or comments through PlanetBids' Q&A system at: <https://pbsystem.planetbids.com/portal/52676/portal-home> as and/or in writing to Daniel Vasquez, Manager of Operations (dvasquez@sawpa.gov). Questions, clarifications, or comments must be received no later than April 3rd at 4:00 pm. The Offerors must verify that SAWPA received the e-mail transmission.

1. Background

The State Water Resources Control Board adopted the Statewide Waste Discharge Requirements (WDR) General Order WQ 2022-0103-DWQ (Order) on December 6, 2022. The Order became effective on June 5, 2023. The purpose of this Order is to ensure that wastewater collection systems are properly operated and maintained by the municipalities that oversee their operations. The General Order applies to all public collection system agencies in California that own or operate collection systems comprised of more than one mile of pipe or sewer lines and convey untreated wastewater to a publicly owned treatment facility. The principal elements of the General Order include requiring each agency to prepare a Sewer System Management Plan (SSMP), which outlines how the municipality operates and maintains the collection system and reporting of all Sanitary Sewer Spills (Spills) to the SWRCB's online Spill database (CIWQS), with the ultimate goal of minimizing spills.

SAWPA has historically performed internal audits every two years per the requirements of the state, which has shifted to every three years under State Water Resources Control Board (SWRCB) General Order 2022-0103-DWQ. SAWPA seeks to have an external audit performed to evaluate the implementation and effectiveness of SAWPA's SSMP in preventing spills and overall compliance with the General Order. A final report with findings and recommended corrective actions will service SAWPA in addressing any SSMP deficiencies and submit a complete audit report to the State Water Resources Control Board.

2. Introduction

- a) **Agency Background:** The Santa Ana Watershed Project Authority (SAWPA) was formed in 1972 to plan and build facilities to protect water quality in the Santa Ana River Watershed. SAWPA is a Joint Powers Authority (JPA) comprised of five (5) member agencies: Eastern Municipal Water District (EMWD), Inland Empire Utilities Agency (IEUA), Orange County Water District (OCWD), San Bernardino Valley Municipal Water District (SBVMWD), and Western Water (WW). To learn more about SAWPA please visit www.sawpa.gov.
- b) **The Inland Empire Brine Line:** The Inland Empire Brine Line (Brine Line) is approximately 73 miles of pipeline constructed to provide for a safe discharge of highly saline wastewater to protect the water quality of the

Santa Ana River Watershed. The Brine Line carries this highly saline wastewater to a wastewater treatment plant in Huntington Beach operated by Orange County Sanitation District.

SAWPA owns approximately 73 miles of pipeline referred to as the Inland Empire Brine Line (Brine Line) in Riverside and San Bernardino Counties. Table 1 summarizes average flows and their sources in the Inland Empire Brine Line. The Brine Line was initially constructed to provide for highly saline, non-domestic discharges to protect the inland water quality in the upper Santa Ana River Watershed. Figure A shows the SAWPA Member Agency boundaries and associated Brine Line reaches.

Figure A: Inland Empire Brine Line and Member Agency Boundaries

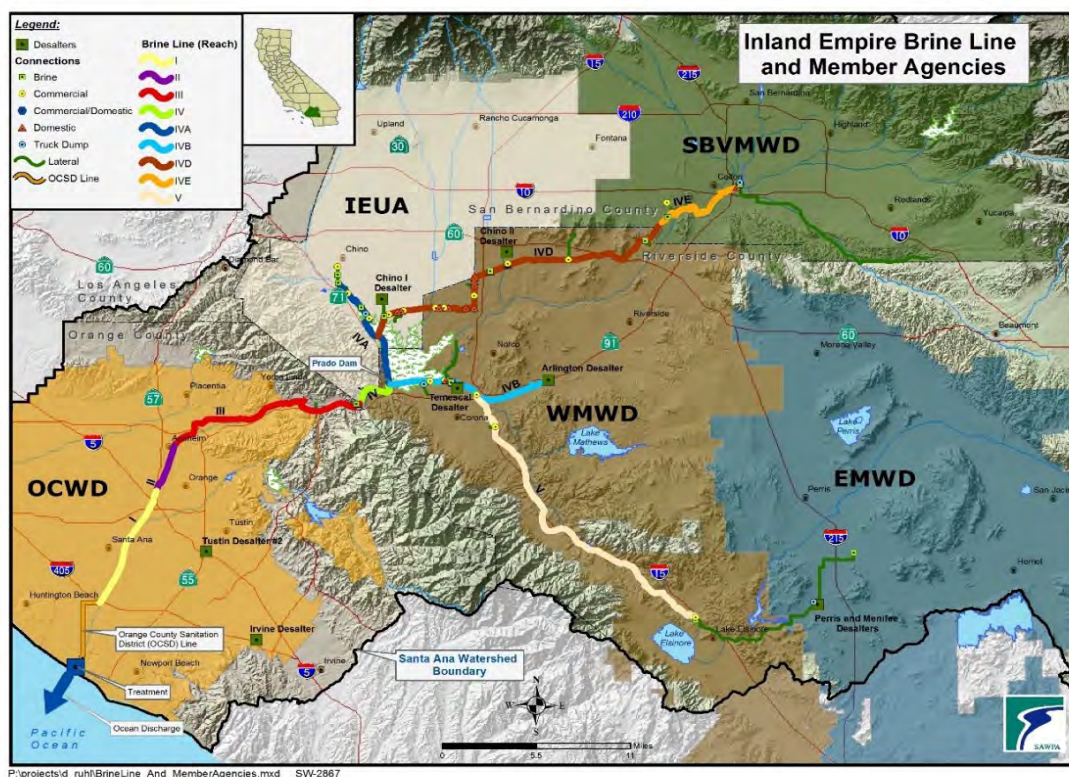


Table 1: SAWPA Monthly Total Flow (2022) to Orange County Sanitation District

Flow Type	Average Daily Flow (MGD)	Percent of Total (%)
Potable Water Production	9.6	79
Industrial	1.2	10
Power Generation	0.5	4
Wastewater Desalination	0.4	4
Domestic	0.3	3
Total	12.0	100.00

c.) **Sewer System Management Plan (SSMP):** SAWPA last performed an update to the SSMP in 2019 per the previous 5 year requirement. To comply with the new General Order, SAWPA shall update the SSMP every six (6) years. The new General Order also requires that SAWPA conduct an internal audit of the SSMP every three (3) years. SAWPA staff performed the last internal audit in 2021 and also updated the Spill Emergency Response Plan (formerly known as the Sanitary Sewer Overflow Response Plan) in June 2023. SAWPA staff will perform the next SSMP update per requirements by May 2025. The current SSMP can be accessed via Dropbox by request.

3. Schedule

Issue Request for Proposals	March 5, 2024
Pre-proposal meeting	March 20, 2024
Proposals due	April 15, 2024 4:00 PM PST
Recommend Award	May 7, 2024
Issue Notice to Proceed	May 2024

Table 2: RFP Schedule

4. Proposal Instructions and Conditions

- a.) **Pre-Contractual Expenses:** Pre-Contractual expenses are defined as expenses incurred by prospective bidders in:
- Preparing a proposal in response to the RFP
 - Submitting that proposal to SAWPA
 - Negotiating with SAWPA in any matter related to this RFP, proposal, and/or contractual agreement
 - Any other expenses incurred by the prospective bidder prior to the date of an executed contract
 - SAWPA will not, in any event, be liable for any pre-contractual expenses incurred by any prospective bidder. In addition, no prospective bidder shall include any such expenses as part of the price proposed to perform the requested services.
- b.) **Authority to Withdraw RFP and/or Not Award Contract:** SAWPA reserves the right to withdraw the RFP at any time without prior notice. Further, SAWPA makes no representations that any agreement will be awarded to any prospective bidder responding to this RFP. SAWPA expressly reserves the right to postpone the opening of proposals for its own convenience and to reject any and all proposals in response to this RFP without indicating any reasons for such rejection(s).
- c.) **Selection of Multiple Proposals:** Due to the widely varied geographic area and technical requirements, SAWPA has found teams of consultants to be very effective in providing the technical expertise and personnel required to perform services for the Brine Line. Therefore, SAWPA reserves the right to select more than one prospective firm to provide services for all or part of the proposed scope of work.
- d.) **Right to Reject Proposal:** SAWPA reserves the right to reject any or all proposals submitted. Any award made for this engagement will be made to the firm/s, which, in the opinion of SAWPA, is best qualified to perform the services and represents the best value and effectiveness.
- e.) **Discrepancies in Proposal Documents:** Should prospective firms find discrepancies in, or omissions from the RFP, or if the intent of the RFP is not clear, and if provisions of the specifications restrict any prospective firm from proposing, they may request in writing that the deficiency(s) be modified. Such request must be received by SAWPA at least ten (10) working days before the proposal due date. All registered firms will be notified by addendum of any approved changes in the request for proposal documents.
- f.) **Oral Statements:** SAWPA is not responsible for oral statements made by any of its employees or agents concerning the RFP. If the prospective firm requires specific information, a written request must be submitted to SAWPA.
- g.) **Conflict of Interest:** The Consultant shall review their past, current, or proposed work with agencies or firms having a significant interest in the Brine Line to verify a conflict of interest or the appearance of a conflict will not occur.

5. Scope of Work

- a.) **Task 1: Project Management:** The consultant shall provide all efforts to manage all tasks in a cost effective, timely, and professional manner, including but not limited to, overseeing consultant efforts; attend kick-off meeting with SAWPA staff to solicit input and confirm approach and criteria; provide regular project status and invoices of appropriate detail and participate in (2) workshop with SAWPA staff to review findings and incorporate feedback.
- b.) **Task 2: Audit: Data Review and Assessment:** The consultant shall gather and review all pertinent documentation pertaining to the Sewer System Management Plan and compliance with WDR Order WQ 2022-0103-DWQ. SAWPA staff shall make themselves available to answer questions and deliver requested documentation or records. The Audit shall comply with the General Order and include at a minimum the following elements:
- Evaluate the implementation and effectiveness of the Brine Line SSMP in preventing Spills;
 - Evaluate SAWPA compliance with WDR Order WQ 2022-0103-DWQ;
 - Identify SSMP deficiencies in addressing ongoing spills and discharges of waters of the State;
 - Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.
- c.) **Task 3: Draft and Final Audit Report:** The consultant shall prepare a draft and final audit report of the findings as a result of Task 2. Consultant shall submit the draft report to SAWPA for review and incorporate comments. Then consultant shall submit to SAWPA for final review. The report shall be in the format of a technical memorandum.

The future SSMP update in 2025 will document the implementation of the recommendations made in the Final Audit Report; Therefore the Final Audit Report must meet all standards of the Internal Audit Report described in WDR Order WQ 2022-0103-DWQ.

The Draft and Final Report will include at a minimum:

- Audit findings with recommended actions;
- A statement that sewer system operators' input on the audit findings has been considered;
- A proposed schedule for SAWPA to address identified deficiencies.
- Create a template for future internal audits that comply with these requirements.

6. Project Schedule

- a) The Consultant shall conduct a kick-off meeting within one (1) week from the notice to proceed. SAWPA anticipates the total time to complete the work is 8 weeks.

7. Fee Proposal Requirements

In preparing the fee schedule for the services identified under the scope of work, the Consultant shall take into consideration the following:

- a) Compensation for Consultant direct services provided in completing the tasks shall be based upon an hourly billing rate up to a not-to-exceed amount.
- b) For each task, provide a breakdown of labor hours by employee billing classification together with the cost of non-labor and sub-consultant services. The labor breakdown shall be compiled by project task and be based on a listing of work tasks that correlates with the Consultant's defined scope of work for the project proposal. For each task, sum the total hours and the total cost. The sum of all task hours and task cost shall be provided. This information will be used by SAWPA to evaluate the reasonableness of the fee proposal and will be used in negotiating the final fee amounts for the contract agreement. Optional tasks shall be detailed as described above for all tasks. Optional tasks shall be broken out separately and not included in the sum of all task hours and all task costs. For each optional task sum the total hours and the total cost.

- c.) The Consultant shall detail the hours allocated to meetings by meeting type (kickoff, workshop, etc.).
- d.) The Consultant's billing rates for all classifications of staff likely to be involved in the project shall be included with the fee proposal, along with the markup rate for any non-labor expenses and sub-consultants.
- e.) SAWPA will review the fee proposal of the Consultant deemed most qualified after completing a review of the proposals and conducting interviews. The final scope and fee will be negotiated with the top ranked Consultant.
- f.) Reimbursable expenses will not be allowed unless included in the proposal and negotiated prior to a contract. Billing rate escalations during the contract term are disfavored and shall be approved in negotiations prior to execution of a contract.

8. Proposal Requirements

- a) **Content and Format:** Although no specific format is required by SAWPA, this section is intended to provide guidelines to the Consultant regarding features, which SAWPA will look for and expect to be included in the proposal. SAWPA requests that submitted proposals are organized, presented in an understandable format, and relevant to the services requested. Consultant's proposals shall be clear, accurate, and comprehensive. Excessive or irrelevant material is not of benefit and will not contribute to overall evaluation.

Proposals should be limited to pertinent information. Proposal should be no more than fifteen **(10) typed pages** (based on an 11-point minimum font size), including Table of Contents. Resumes, cover letter and page dividers will not count toward the proposal page limit. Resumes should be included in an appendix. The fee proposal, provided in a separate file, should contain information to clearly respond to the information that is requested in the RFP.

The proposal should include the following:

- Cover or transmittal letter
- Table of Contents, page numbering
- Project Approach and Scope of Services
- Project Team and Organization Diagram
- Descriptions of similar projects by key staff to be used on this assignment including scope and complexity of the projects
- Brief resumes of key staff and sub-consultants (In Appendix)
- Relevant and appropriate references
- Project schedule
- Breakdown of total hours by Task. Total hours include Consultant personnel and subconsultants.
- Contract Exceptions, Proof of Insurance
- Fee proposal, billing rates for staff. In addition, the fee proposal shall include a breakdown of hours by type of personnel identified as part of the project team (**submitted in a separate file**).

Some of these areas are described in further detail below:

- b.) **Cover or Transmittal Letter:** An individual authorized to bind the Consultant shall sign the proposal and fee proposal. The proposal shall contain a statement that the proposal and fee are valid for at least a 90-day period.

- c.) **Project Approach and Scope of Services:** A description of the work that will be undertaken shall be included in this section. It should explain the technical approach, methodology, and specific tasks and activities that will be performed to address the specific issues and work items identified in the RFP. It should also include a discussion of constraints, problems, and issues that should be anticipated during the contract, and suggestions for approaches to resolving them. Any proposed deviations to the scope of work as described herein should be clearly noted.
- d.) **Project Team and Organization Diagram:** The purpose of this section is to describe the organization of the project team including sub-consultants and key staff. A project manager shall be named who shall be the prime contact and be responsible for coordinating all activities with SAWPA. An organizational diagram shall be submitted showing all key team members, their office location, and the relationship between SAWPA, the project manager, key staff, and sub-consultants. There also shall be a brief description of the role and responsibilities of all key staff and sub-consultants identified in the team organization.
- e.) **Project Schedule:** A project schedule shall be included which identifies the timetable for completion of tasks, activities, and phases of the project that correlate with the scope of work for the project. There should be a brief discussion of any key assumptions used in preparing the timetable, and identification of critical tasks and/or events that could impact the overall schedule.
- f.) **Contract Exceptions, Proof of Insurance:** The Consultant shall carefully review the standard agreement and include with the proposal a description of any exceptions requested to the standard contract. If there are no exceptions, a statement to that effect shall be included in the proposal. The Consultant shall furnish, with the proposal, proof of insurance coverage to the minimum levels identified in Section 7.
- g.) **Fee Proposal** (Separate File) A Fee Proposal shall be submitted per the requirements of Section 7 as both a PDF and Excel file and uploaded as General Attachments.

9. General Requirements

a) **Insurance Requirements**

- i. **The Consultant shall furnish, with the proposal, proof of the following minimum insurance coverage. Full information on insurance requirements is listed in Attachment B.** These minimum levels of coverage are to be maintained for the duration of the project:
- ii. Obtain a Commercial **General Liability and an Automobile Liability** insurance policy, including contractual coverage, with limits for bodily injury and property damage in an amount of not less than \$2,000,000.00 per occurrence (Commercial General Liability) and with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident (Automobile Liability). Such policy shall name SAWPA, its officers, employees, agents and volunteers, as an additional insured, with any right to subrogation waived as to SAWPA, its officers, employees, agents and volunteers. If Commercial General Liability Insurance or other form with an aggregate limit is used, either the general aggregate limit shall apply separately to the work assigned by SAWPA under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. The coverage shall be at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence Form CG 00 01) and Insurance Services Office Form CA 00 01 covering Automobile Liability, Code 1 (any auto). The Commercial Liability Insurance shall include operations, products and completed operations, as applicable.
- iii. Obtain a policy of **Professional Liability** (errors and omissions) insurance appropriate to the Consultant's profession in a minimum amount of \$1,000,000.00 per claim or occurrence to cover any negligent acts or omissions or willful misconduct committed by Consultant, its employees, agents and subcontractors in the performance of any services for SAWPA (\$2,000,000 aggregate). Architects' and engineers' coverage shall include contractual liability.

- iv. Provide **worker's compensation** insurance or a California Department of Insurance-approved self-insurance program with limit of no less than \$1,000,000 per accident for bodily injury or disease that meets all applicable Labor Code requirements, covering all persons or entities providing services on behalf of the Consultant and all risks to such persons or entities.
- v. Obtain a policy of **Cyber Liability Insurance** (Technology Professional Liability – Errors and Omissions) If Consultant will be providing technology services, limits not less than \$2,000,000 per occurrence or claim, and \$2,000,000 aggregate or the full per occurrence limits of the policies available, whichever is greater. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

The Consultant is encouraged to contact its insurance carriers during the Proposal stage to ensure that the insurance requirements can be met if selected for negotiation of a contract agreement.

- b) **Standard Form of Agreement:** The selected Consultant will enter into an agreement with SAWPA based upon the contents of the RFP and the Consultant's proposal. SAWPA's standard form of agreement is included as **Appendix C**. The Consultant shall carefully review the agreement, especially in regard to the indemnity and insurance provisions, and include with the proposal a description of any exceptions requested to the standard contract. If there are no exceptions, a statement to that effect shall be included in the proposal.
- c) **Assigned Representatives:** SAWPA will assign a responsible representative to administer the contract and to assist the Consultant in obtaining information. The Consultant also shall assign a project manager who shall be identified in the proposal. The Consultant's representative shall remain in responsible charge of the Consultant's duties from the notice-to-proceed through project completion. SAWPA's representative shall approve any substitution of representatives or sub-consultants identified in the written proposal. SAWPA reserves the right to review and approve/disapprove all key staff and sub-consultant substitution or removal and may consider such changes not approved to be a breach of contract.

2) Consultant Evaluation and Selection Process

- a) **Selection Process:** SAWPA's consultant evaluation and selection process is based on comprehensive review of the proposals for professional services. The following criteria will be used in evaluating the proposals:
 - (1) Understanding of the project requirements including identification of critical elements and key issues for successful project implementation.
 - (2) Technical approach and work plan for the project.
 - (3) Relevant qualifications and experience of the firm, project manager, other key individuals, and sub-consultants and past performance and experience.
 - (4) Schedule.
 - (5) Quality control procedures.
 - (6) Results of reference checks.
 - (7) Clarity of proposal and compliance with proposal requirements.
- b) **Potential Interview:** Firms submitting the best proposals may be invited to an interview conducted by a selection panel made up of representatives from SAWPA member agencies, sub-agencies, and/or SAWPA staff. The number of firms to be invited for interviews is at the discretion of SAWPA. The interview format and details will be included in the interview invitation letter. SAWPA recognizes the significant effort required to respond to this RFP and therefore discourages any firm or team which lacks the required experience to submit a proposal for evaluation.

- c) **Negotiations:** SAWPA may negotiate a contract with the most qualified firm or firms for the desired consulting services and compensation level, which SAWPA determines is fair and reasonable. Failing a successful negotiation with the best-qualified firm or firms, SAWPA will terminate negotiations and continue the negotiation process with the next most qualified firm(s), in order to obtain the services at a fair and reasonable price, until an agreement is reached, a firm is selected, and an agreement is executed.

3) Attachments

Appendix A- Standard form of Agreement

PROPOSAL AUTHORIZATION

(Please provide this document (or exact information) on your letterhead)

I certify I am authorized to submit a binding proposal on behalf of my company, (enter company name), and this proposal conforms to required specifications unless otherwise noted.

Company Name

Proposal Submitted by

Title

Signature

Date

Email

Telephone Number

Facsimile Number



Brine Line Sewer System Management Plan 2024 Audit

PA 24 Committee
Item No. 6.C
Daniel Vasquez
Manager of Operations
March 5, 2024

Recommendation

That the Project Agreement 24 Committee direct the General Manager to issue a Request for Proposal (RFP) for the Inland Empire Brine Line Sewer System Management Plan (SSMP) 2024 Audit

Sewer System Management Plan

- SSMP is required for publicly owned collection systems comprised of more than 1 mile of pipe or sewer line that convey untreated wastewater to a publicly owned treatment facility.
- State Water Resources Control Board recently adopted new Waste Discharge Requirements (WDR) General Order 2022-0103-DWQ which outlines new requirements.

SSMP Overview

Brine Line SSMP is available online.

- Spill Emergency Response Plan was last updated in June 2023.
- Last Internal Audit was performed in 2021 and the next audit is due November 2024.

	SSMP REQUIRED ELEMENTS
1	Sewer System Management Plan Goal and Introduction
2	Organization
3	Legal Authority
4	Operation and Maintenance Program
5	Design and Performance Provisions
6	Spill Emergency Response Plan
7	Sewer Pipe Blockage Control Program
8	System Evaluation, Capacity Assurance and Capital Improvements
9	Monitoring, Measurement and Program Modifications
10	Internal Audits
11	Communication Program

Summary of New Requirements

- Update frequency changed from every five (5) years to every six (6) years.
- Audit frequency changed from every two (2) years to every three (3) years.
- Sanitary Sewer Overflow (SSO) changed to Spill.
- Category 4 Spill.
- New service area map requirements.
- Audits to be uploaded to the online Sanitary Sewer System Database (CIWQS).
- Incorporate operator feedback into audit process.

Audit Requirements

- Evaluate the implementation and effectiveness of Brine Line SSMP in preventing spills and compliance with the General Order
- Identify deficiencies in addressing spills and discharges to waters of the State
- Identify necessary modifications to the SSMP
- A complete Audit Report with findings and recommended actions
- A statement that sewer system Operators input on audit findings has been considered.
- Proposed Schedule to address identified deficiencies.

RFP Schedule

Issue Request for Proposals	March 5, 2024
Pre-proposal meeting	March 20, 2024
Proposals due	April 15, 2024
Recommend Award	May 7, 2024
Issue Notice to Proceed	May 2024

Recommendation

That the Project Agreement 24 Committee direct the General Manager to issue a Request for Proposal (RFP) for the Inland Empire Brine Line Sewer System Management Plan (SSMP) 2024 Audit

Questions?

Daniel Vasquez
Santa Ana Watershed Project Authority
Office (951) 354-4220 | Cell (951) 555-1234
emailaddress@sawpa.org
sawpa.gov



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**Santa Ana Watershed Project Authority
PA24 - Brine Line - Financial Report
December 2023**

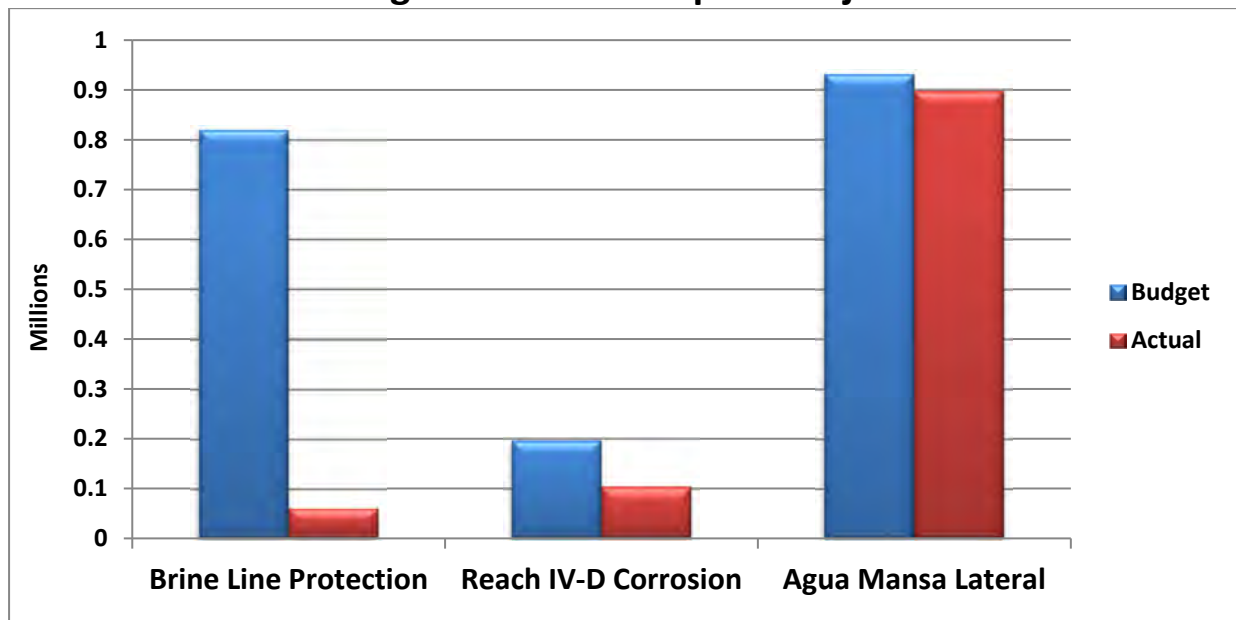
Staff comments provided on the last page are an integral part of this report.

Overview	This report highlights the Brine Line's key financial indicators for the Fiscal Year-to-Date (FYTD) through December 2023 unless otherwise noted.
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Brine Line - Capital Projects

Budget to Actual – Capital Projects				Concern
	Annual Budget	FYTD Budget	FYTD Actual	Favorable (Unfavorable) Variance
Brine Line Protection	\$ 1,639,115	\$819,558	\$60,603	\$758,955
Reach IV-D Corrosion	391,577	195,789	103,399	92,390
Agua Mansa Lateral	1,862,445	931,223	897,089	34,134
Total Capital Costs	\$3,893,137	\$1,946,570	\$1,061,091	\$885,479

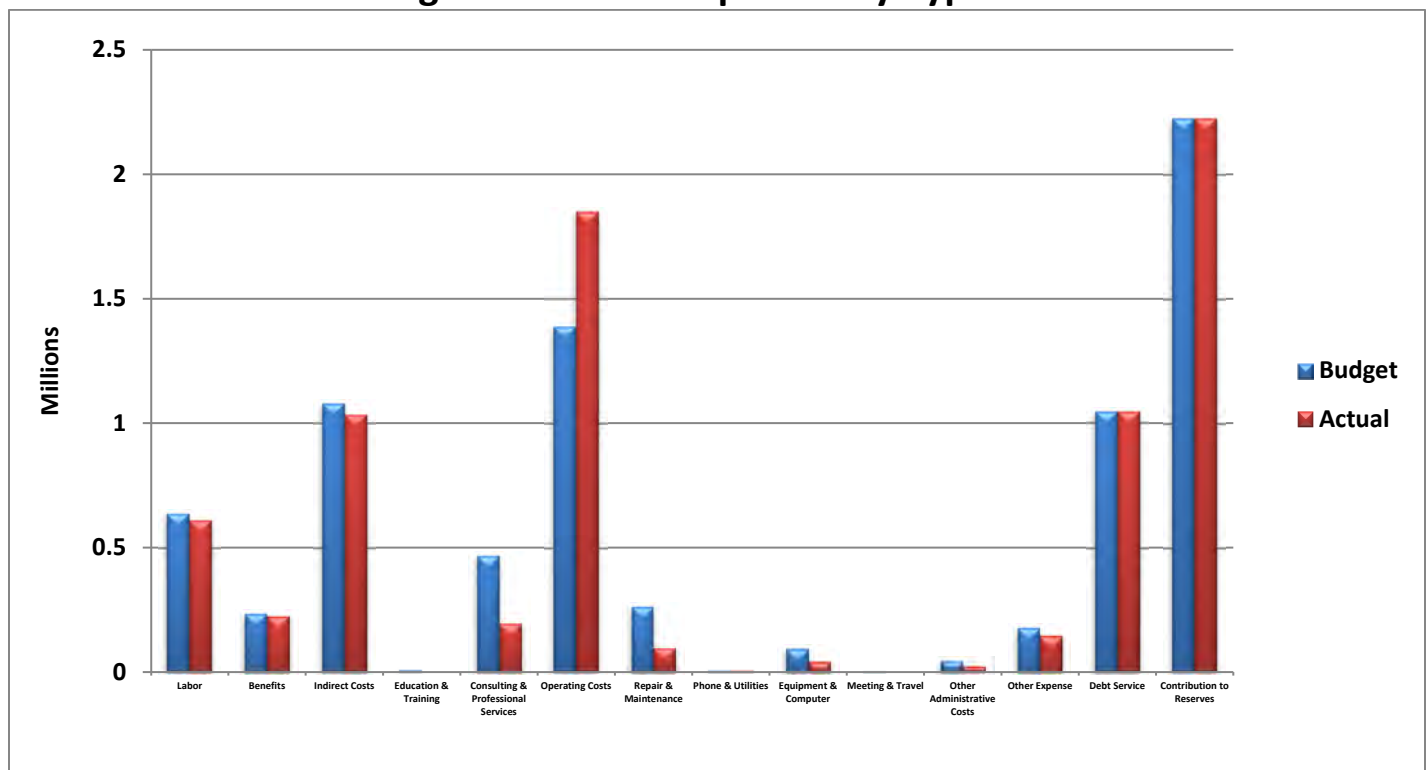
Budget to Actual - Capital Projects



Brine Line – Operating

Budget to Actual - Expenses by Type				 Favorable
	Annual Budget	FYTD Budget	FYTD Actual	Favorable (Unfavorable) Variance
Labor	\$1,274,437	\$637,219	\$610,894	\$26,325
Benefits	467,548	233,774	224,198	9,576
Indirect Costs	2,155,749	1,077,878	1,033,632	44,246
Education & Training	14,500	7,250	-	7,250
Consulting & Prof Svcs	930,000	465,000	195,854	269,146
Operating Costs	2,776,349	1,388,175	1,849,400	(461,225)
Repair & Maintenance	525,080	262,540	98,455	164,085
Phone & Utilities	12,000	6,000	4,964	1,036
Equip & Computers	188,706	94,353	42,811	51,542
Meeting & Travel	7,000	3,500	20	3,480
Other Admin Costs	89,915	44,958	21,883	23,075
Other Expense	355,551	177,776	145,599	32,177
Debt Service	1,709,476	1,044,273	1,044,273	-
Contribution to Reserves	2,225,309	2,225,309	2,225,309	-
Total	\$12,731,620	\$7,668,005	\$7,497,292	\$170,713

Budget to Actual - Expenses by Type



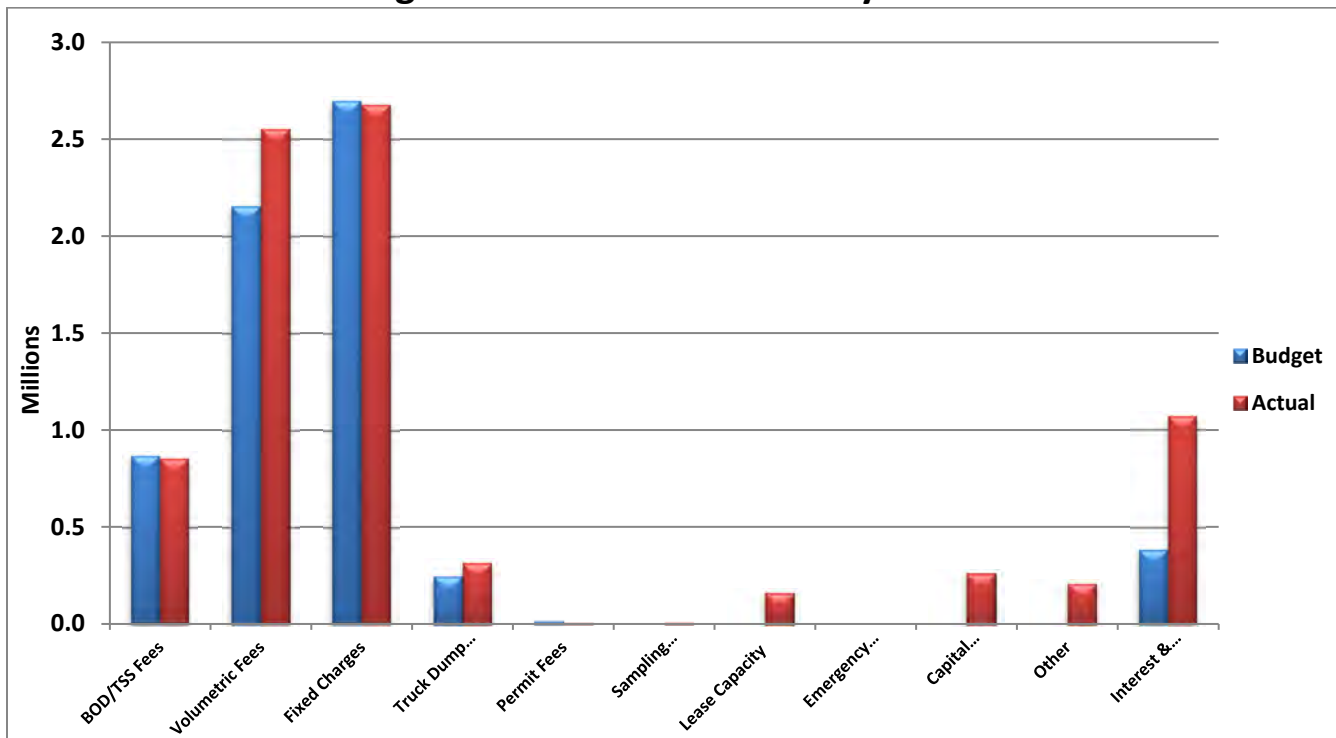
Budget to Actual - Revenues by Source



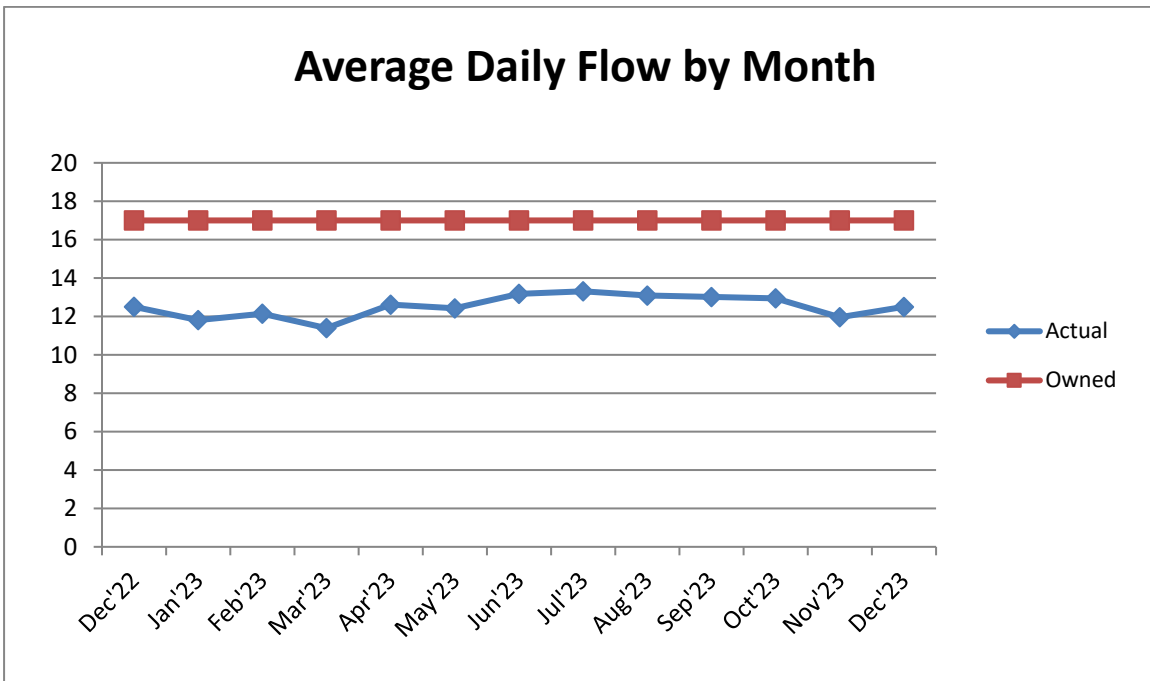
Favorable

	Annual Budget	FYTD Budget	FYTD Actual	Favorable (Unfavorable) Variance
BOD/TSS Fees	\$1,738,500	\$869,250	\$855,175	(\$14,075)
Volumetric Fees	4,308,095	2,154,048	2,552,400	398,352
Fixed Charges	5,396,025	2,698,013	2,677,755	(20,258)
Truck Dump Fees	492,400	246,200	314,485	68,285
Permit Fees	26,600	13,300	7,900	(5,400)
Sampling Surcharge	-	-	7,484	7,484
Lease Capacity Revenue	-	-	160,144	160,144
Emergency Discharge Fees	-	-	567	567
Use of Reserves	-	-	-	-
Capital Contributions - RBF	-	-	260,432	260,432
Other Revenue	-	-	210,177	210,177
Interest & Investments	770,000	385,000	1,070,355	685,355
Total	\$12,731,620	\$6,365,811	\$8,116,874	\$1,751,063

Budget to Actual - Revenues by Source



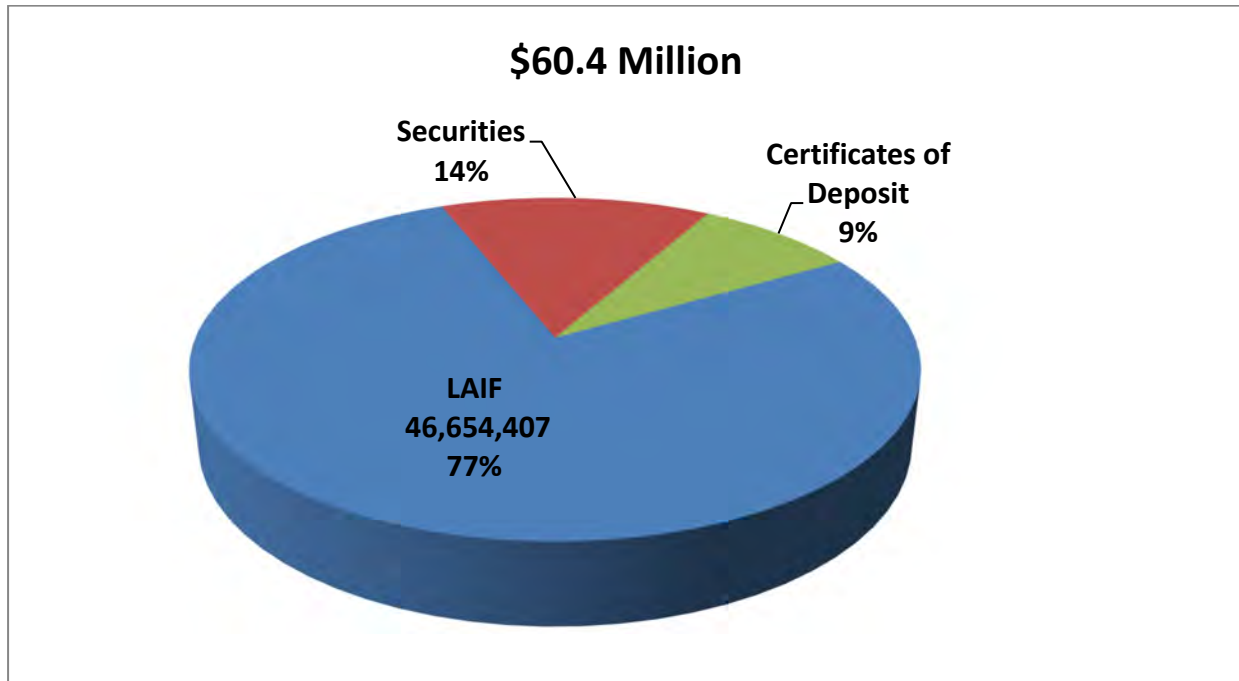
Average Daily Flow by Month



Total Discharge by Agency (in million gallons)

Discharger	Jul'23	Aug'23	Sep'23	Oct'23	Nov'23	Dec'23	Total
Chino Desalter Authority	112.9255	98.9731	115.9900	100.2035	100.3549	122.5894	651.0364
Eastern Municipal Water District	118.6649	113.3889	120.1618	103.9813	94.6151	119.3859	670.1979
Inland Empire Utilities Agency	14.0668	13.8985	13.1309	13.2450	13.5089	13.9267	81.7768
San Bernardino Valley MWD	45.5391	45.0113	43.0704	44.7854	44.5283	45.3451	268.2796
Western Municipal Water District	129.1791	128.7686	119.3664	109.8389	105.7687	107.9789	700.9006
SAWPA Adjustment	2.0000	2.5000	1.5000	0.0000	0.0000	0.0000	6.0000
Truck Discharge	3.3964	3.0670	3.0422	3.3005	2.9823	3.1076	18.8960
Total	425.7718	405.6074	416.2617	375.3546	361.7582	412.3336	2,397.0873





Total Cash & Investments



Reserve Fund Balance

	Amount
Debt Retirement	\$2,922,922
Pipeline Replacement & Capital Investment	34,710,784
OC San Pipeline Rehabilitation	2,795,769
Pipeline Capacity Management	12,430,612
OC San Future Treatment & Disposal Capacity	1,903,167
Brine Line Operating	2,197,891
Brine Line Operating Cash	3,392,879
Total Reserves	\$60,354,024

Legend

<u>Compared to Budget</u>		
	Ahead or Favorable	Above +5% Favorable Revenue or Expense Variance
	On Track	+5% to -2% Variance
	Behind	-3% to -5% Variance
	Concern	Below -5% Variance

Staff Comments

For this month's report, the item(s) explained below are either "behind", a "concern", or have changed significantly from the prior month.

Capital Projects are 45.5% below budget. It is expected that they will be on target by the end of the year.



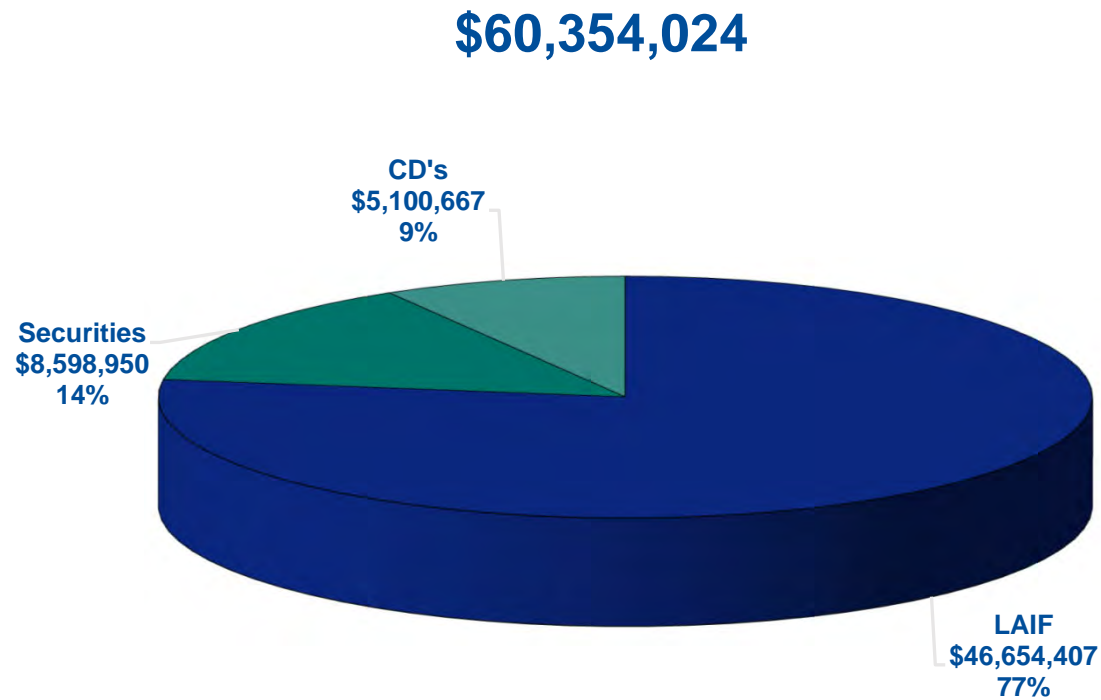
SANTA ANA WATERSHED
PROJECT AUTHORITY

Financial Report for the Inland Empire Brine Line Enterprise/CIP for the 2nd Quarter Ending December 31, 2023

Agenda

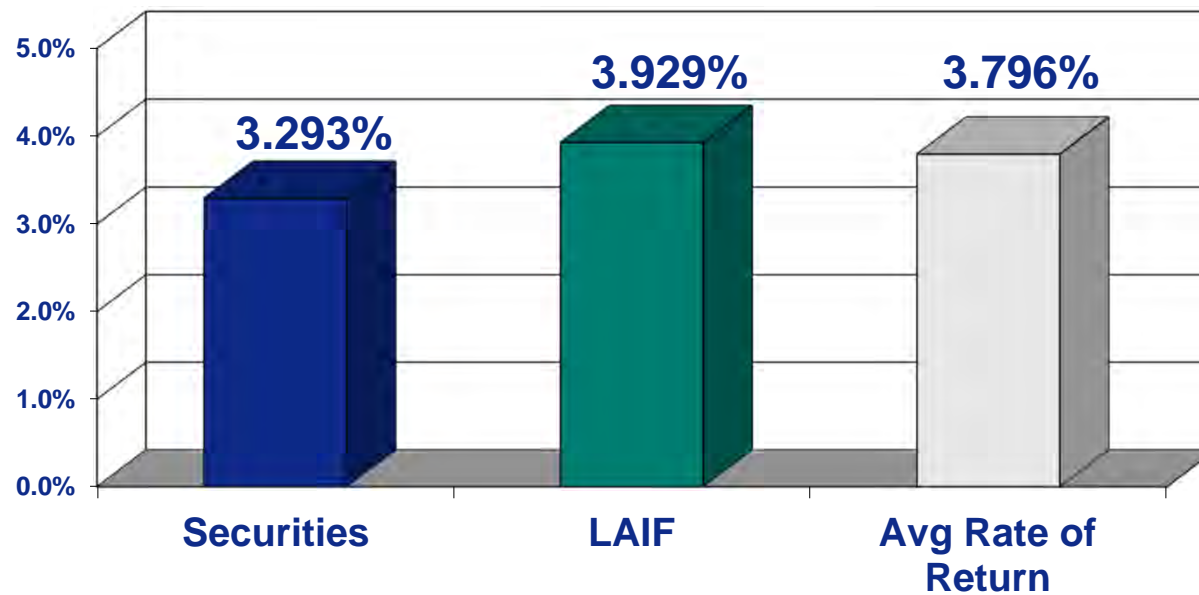
- Cash & Investments
- Reserve Account Balances
- Transfer, Uses, and Contributions from/to Reserves
- Enterprise Revenues
- Enterprise Expenses
- Enterprise Performance
- Capital Improvement Program

Cash & Investments



Cash & Investments

Interest Rate Analysis



Reserve Account Balance

Reserve Account	Balance
Debt Retirement	\$2,922,922
Pipeline Replacement & Capital Investment	34,710,784
OC San Pipeline Rehabilitation	2,795,769
Pipeline Capacity Management	12,430,612
OC San Future Treatment & Disposal Capacity	1,903,167
Brine Line Operating	2,197,891
Operating Cash	3,392,879
Total Reserves	\$60,354,024

Reserve Account Balance

Reserve	Balance @ 03/31/2023	Balance @ 06/30/2023	Balance @ 09/30/2023	Balance @ 12/31/2023
Debt Retirement	\$2,858,445	\$2,876,283	\$2,899,430	\$2,922,922
Pipeline Replacement & Capital Investment	31,457,768	32,045,367	34,592,116	34,710,784
OC San Pipeline Rehabilitation	2,414,028	2,429,092	2,773,949	2,795,769
Pipeline Capacity Mgmt	12,156,407	12,232,268	12,330,705	12,430,612
OC San Future Treatment & Disposal Capacity	1,861,185	1,872,800	1,887,871	1,903,167
Brine Line Operating	2,288,209	2,302,489	2,179,659	2,197,891
Operating Cash	3,802,229	3,451,591	2,581,116	3,392,879
Total	\$56,838,271	\$57,209,890	\$59,244,846	\$60,354,024

Transfers, Uses, and Contributions to/from Reserves

Pipeline Replacement & Capital Investment

- Contribution of \$1,900,000
- RBF Loan Payment #2 of \$291,684
- Transfer of \$141,358 from excess Operating Reserve

OC San Pipeline Rehabilitation

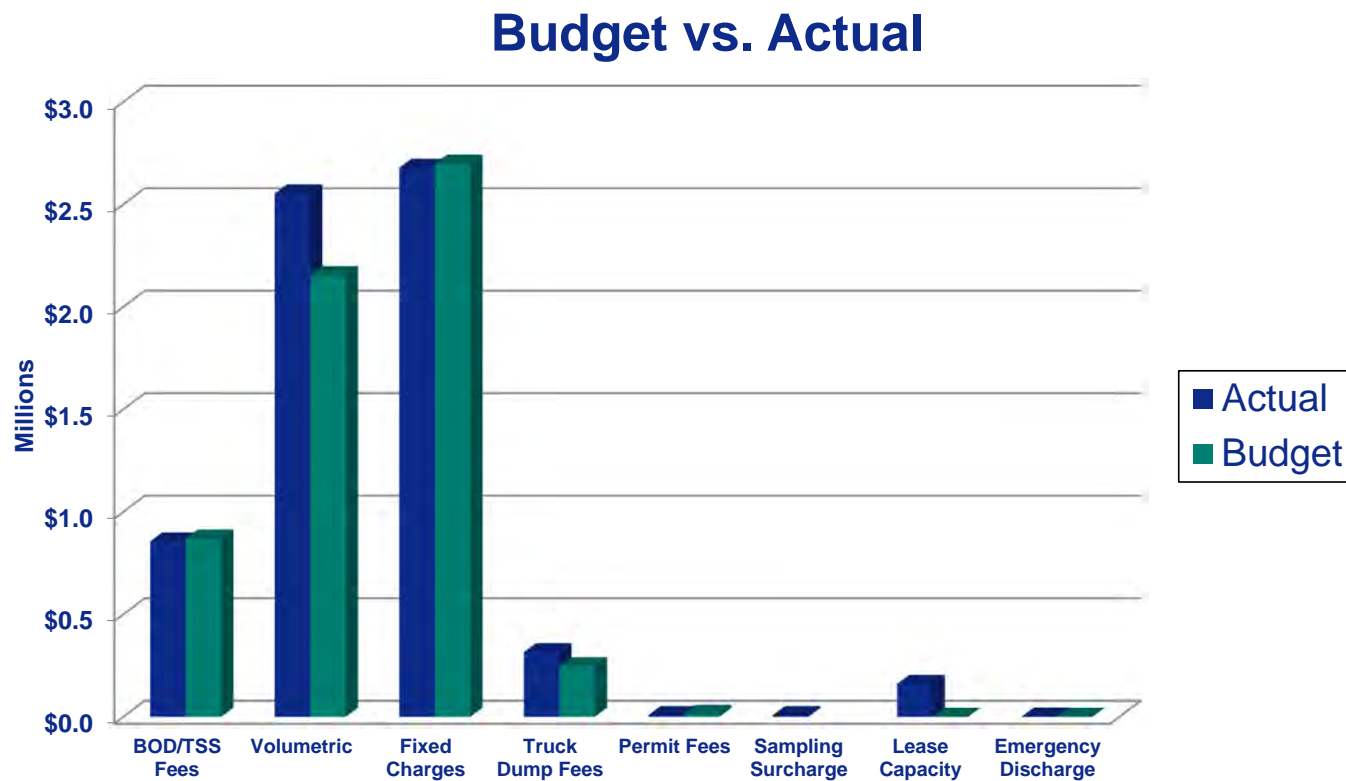
- Contribution of \$325,309

Interest Earned (All Reserve Funds) - \$1,070,355

Total Operating Revenues

Source	Actual	Budget	Variance Positive/(Negative)
BOD/TSS Fees	\$855,175	\$869,250	(\$14,075)
Volumetric Fees	2,552,400	2,154,048	398,352
Fixed Charges	2,677,755	2,698,013	(20,258)
Truck Discharge	314,485	246,200	68,285
Permit Fees	7,900	13,300	(5,400)
Sampling Surcharge	7,484	0	7,484
Lease Capacity Revenue	160,144	0	160,144
Emergency Discharge Fees	567	0	567
Total Operating Revenues	\$6,575,910	\$5,980,811	\$595,099

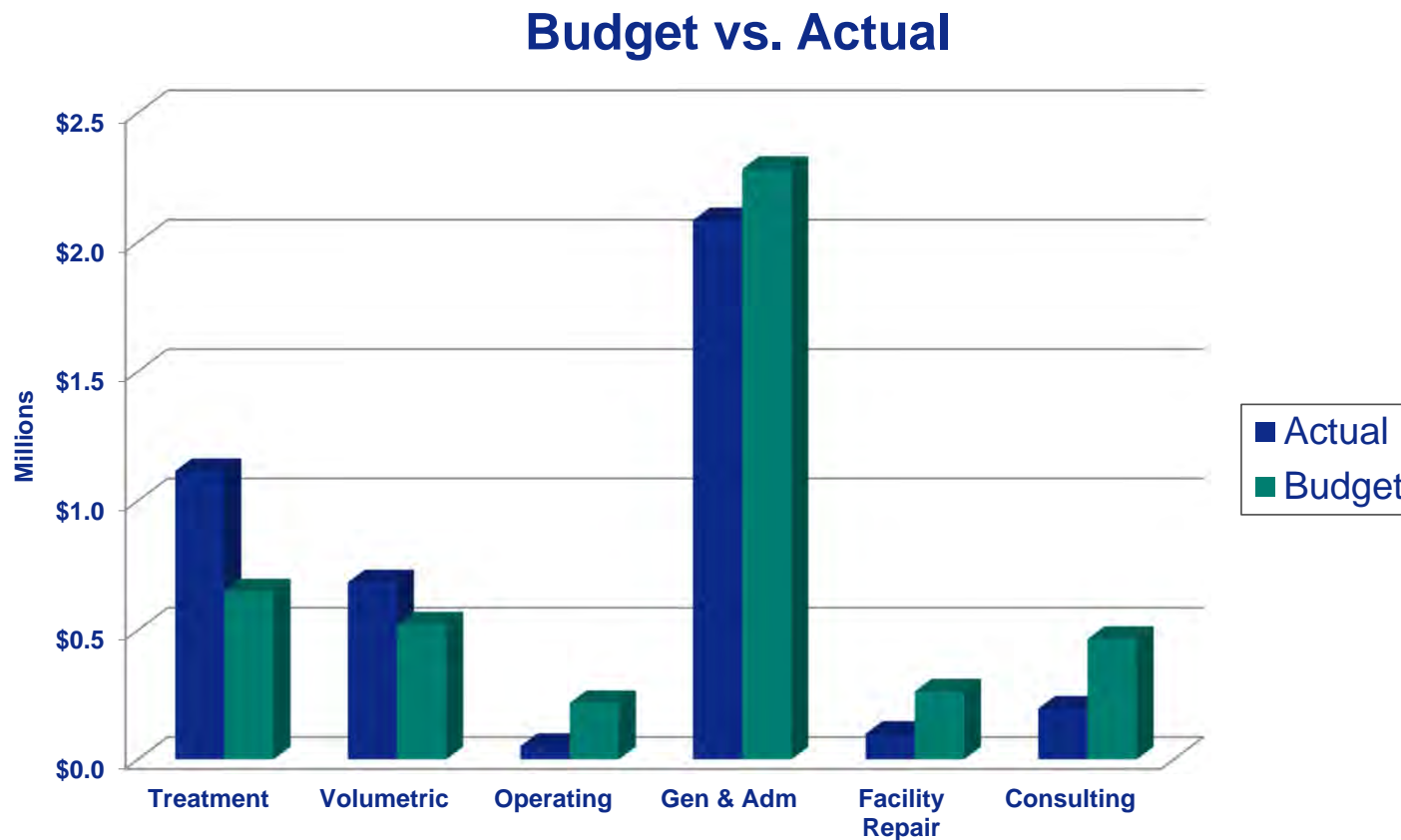
Operating Revenues vs. Budget



Total Operating Expenses

Source	Actual	Budget	Variance Positive/(Negative)
Treatment Costs	(\$1,114,543)	(\$649,250)	(\$465,293)
Volumetric Costs	(683,753)	(521,569)	(162,184)
Operating Costs	(51,104)	(217,356)	166,252
General & Administration	(2,084,001)	(2,282,708)	198,707
Facility Repair & Maintenance	(98,455)	(262,540)	164,085
Consulting & Prof. Services	(195,854)	(465,000)	269,146
Total Operating Expenses	(\$4,227,710)	(\$4,398,423)	\$170,713

Operating Expenses vs. Budget



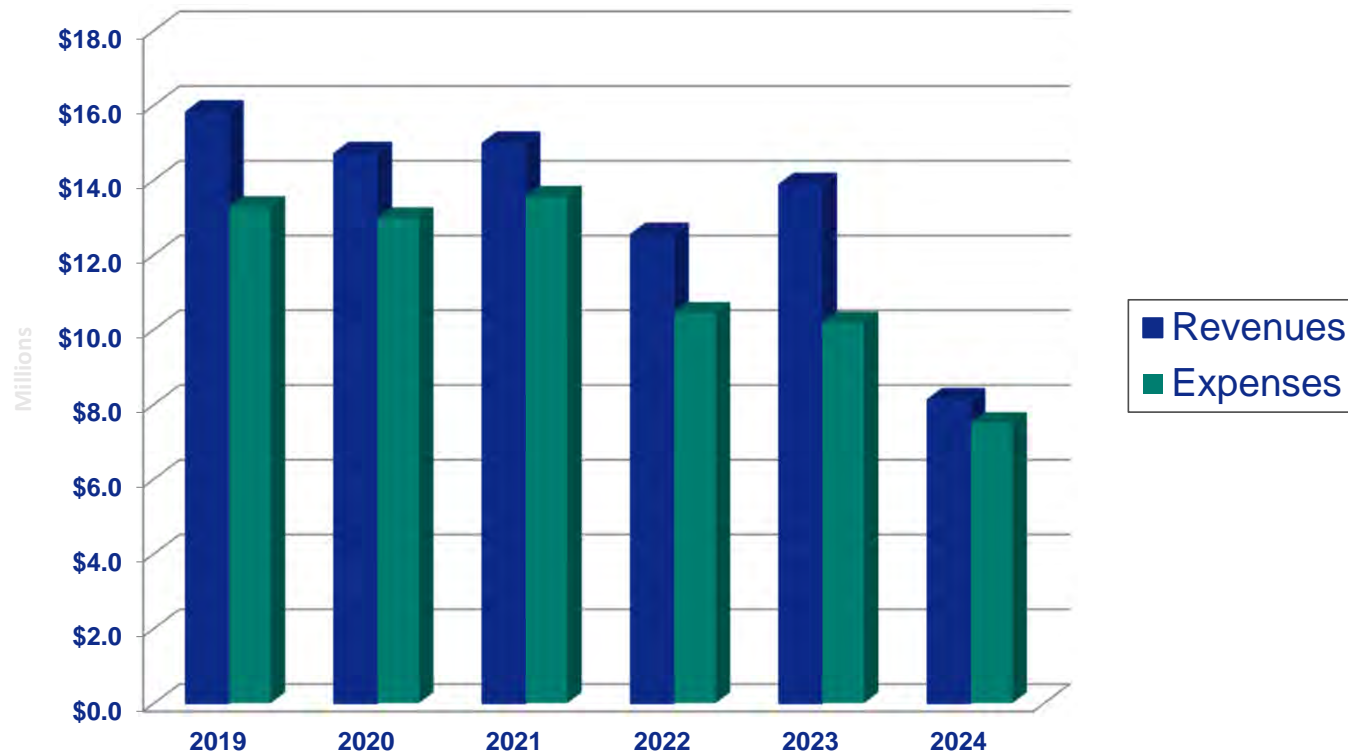
Non-Operating Revenues and Expenses

Source	Actual	Budget	Variance Positive/(Negative)
Interest & Investments	\$1,070,355	\$385,000	\$685,355
Other Income	210,177	0	210,177
Capital Contribution – RBF	260,432	0	260,432
Debt Service	(1,044,273)	(1,044,273)	0
Contributions to Reserves	(2,225,309)	(2,225,309)	0
Total Non-Operating	(\$1,728,618)	(\$2,884,582)	\$1,155,964

5 Year Enterprise Performance

FYE	Revenue	Expense	Net Gain (Loss)
2019	\$15,815,809	(\$13,275,330)	\$2,540,479
2020	14,705,314	(12,973,136)	1,732,178
2021	14,979,869	(13,547,431)	1,432,438
2022	12,540,991	(10,440,350)	2,100,641
2023	13,875,754	(10,184,463)	3,691,291
2024	8,116,874	(7,497,292)	619,582

5 Year Enterprise Performance



Enterprise Performance

Flow, BOD, TSS Actual vs. OC San Billing

	SAWPA Billed	OC San Billing	Difference
Total Flow (MG)	2,394.3630	2,341.700	52.663
Total BOD (1,000 lbs)	473.8895	487.069	(13.1795)
Total TSS (1,000 lbs)	1,353.1631	1,868.459	(515.2959)
Flow - Pass through per MG	\$292.00	\$291.99	\$0.01
BOD cost per 1,000 lbs	\$394.00	\$393.64	\$0.36
TSS cost per 1,000 lbs	\$494.00	\$493.89	\$0.11

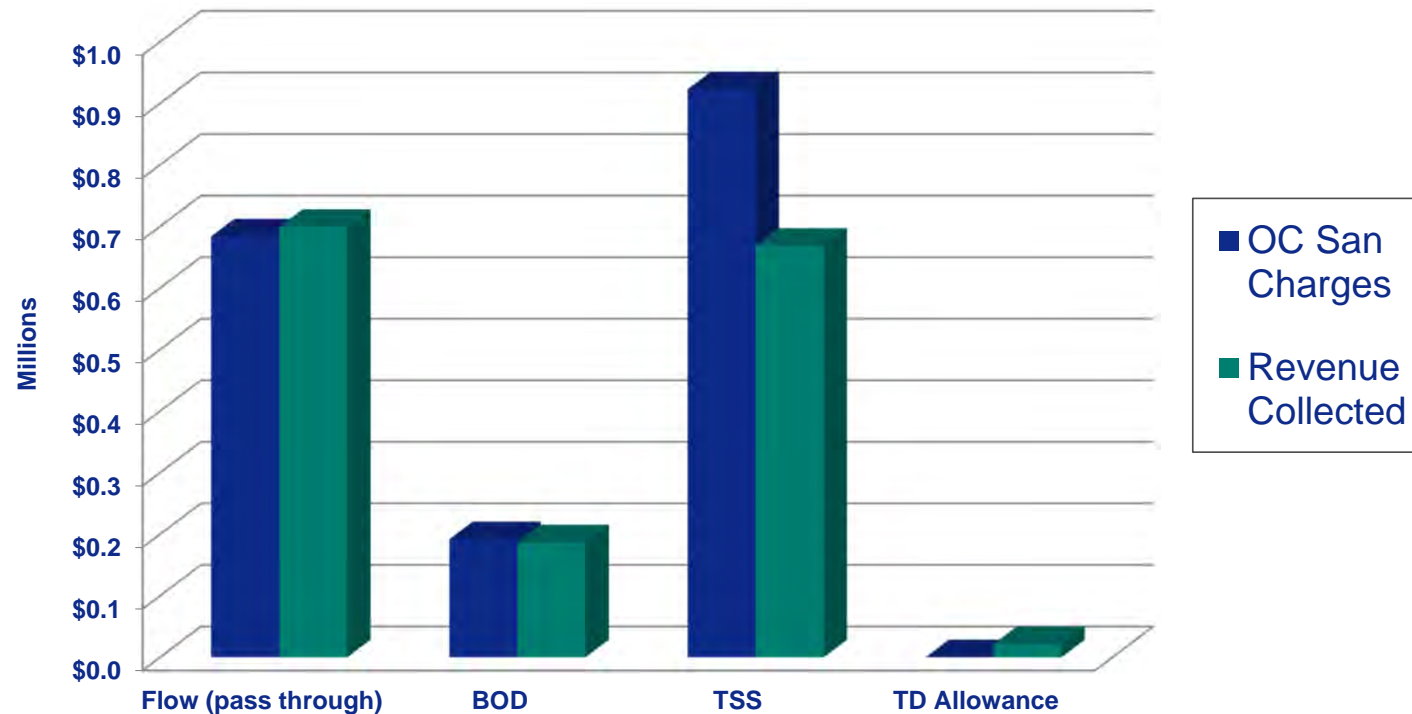
Enterprise Performance

OC San Flow, BOD & TSS Charges vs. Revenue Billed

	Revenue Billed	OC San Charges	Difference
Flow (pass through)	\$699,154	\$683,753	\$15,401
BOD	186,712	191,729	(5,017)
TSS	668,463	922,814	(254,351)
TD Allowance	21,554	0	21,554
Total	\$1,575,883	\$1,798,296	(\$222,413)

Enterprise Performance

OC San Flow, BOD & TSS Charges vs. Revenue Billed



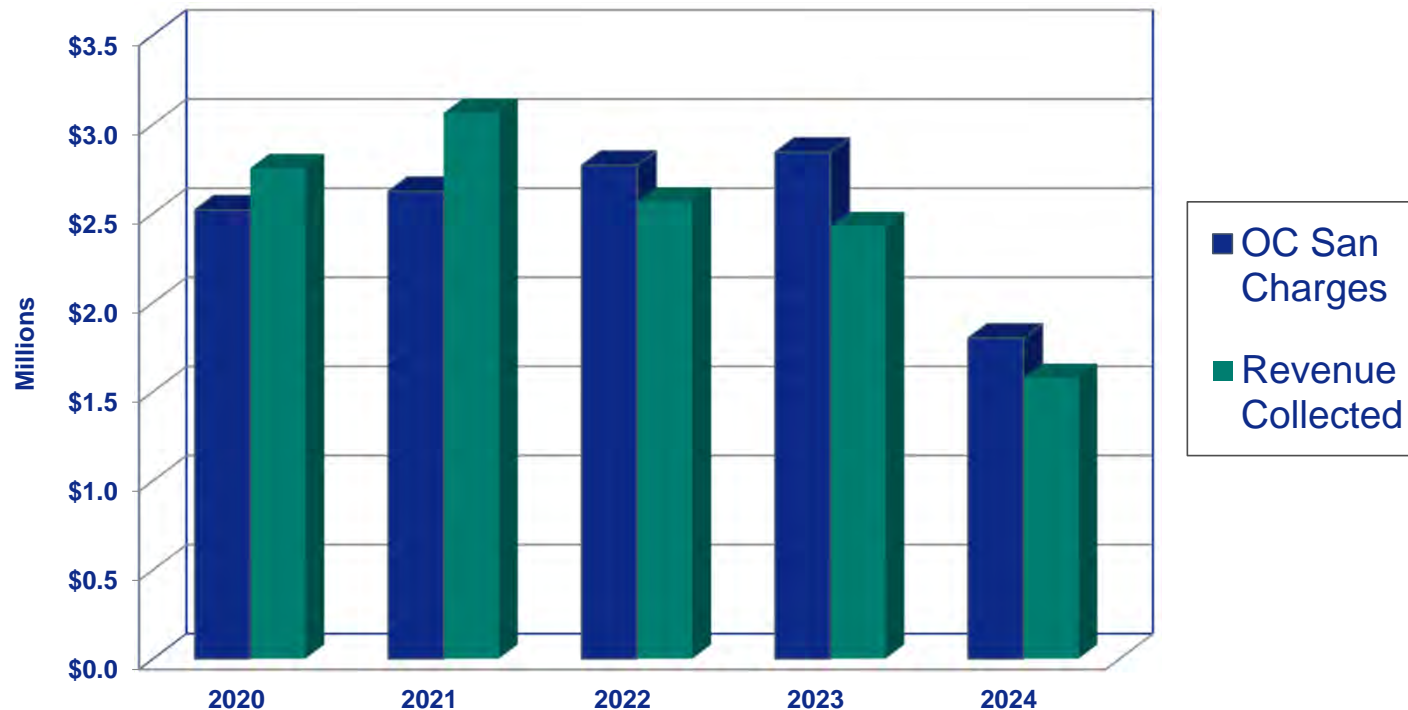
5 Year Enterprise Performance

Flow, BOD & TSS Charges vs. Revenue Billed – Last 5 Years

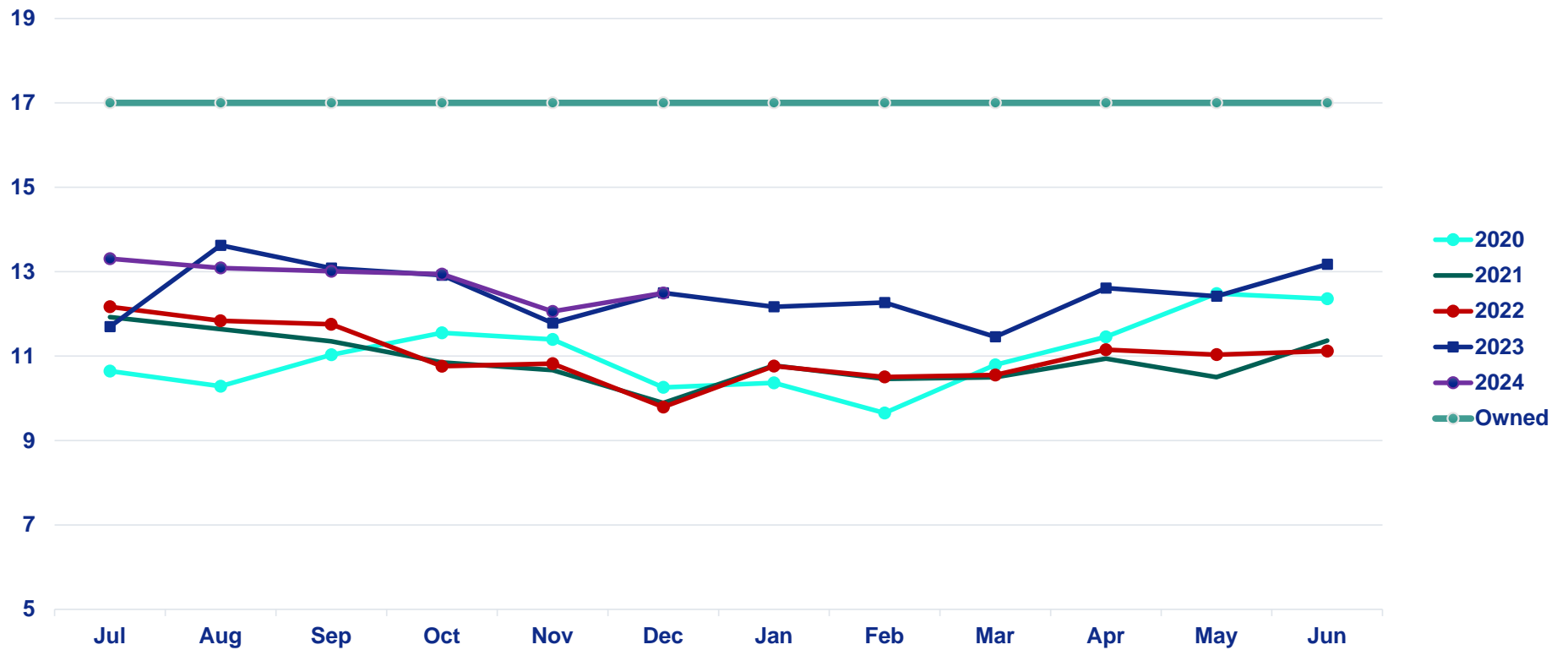
FYE	Revenue Billed	OC San Charges	Difference
2020	2,751,954	2,518,051	233,903
2021	3,061,944	2,621,142	440,802
2022	2,566,021	2,767,351	(201,330)
2023	2,427,005	2,841,389	(414,384)
2024	1,575,883	1,798,296	(222,413)
Total	\$12,382,807	\$12,546,229	(\$163,422)

5 Year Enterprise Performance

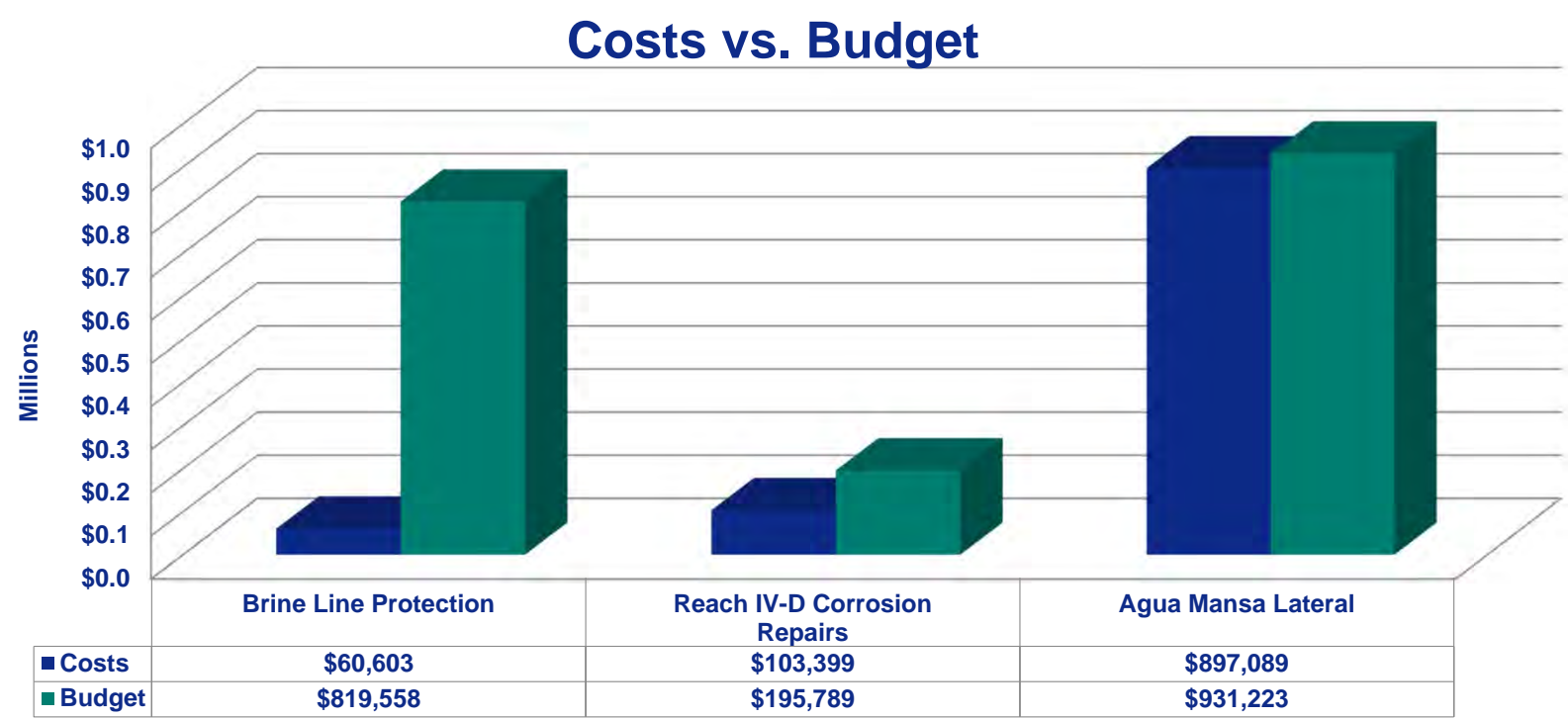
Flow, BOD & TSS Charges vs. Revenue Billed – Last 5 Years



Average Daily Flow



Capital Projects



Capital Project Fund (320)

Brine Line Protection / Relocation Projects

- D/S Prado in OC – emergency protection work, pipeline relocation
- Above Prado - pipeline relocation and manhole lid adjustments – when required
- D/S Prado in Riverside County – bank armoring

Questions

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