



City of Grass Valley  
125 Main Street  
Grass Valley, CA 95945



## REQUEST FOR PROPOSAL FOR

# City of Grass Valley Infrastructure Needs Study

**Submittal Deadline March 17, 2023**



## THE CITY OF GRASS VALLEY

### Request for Proposal for Engineering Consulting Services for the preparation of an *Infrastructure Needs Study for the City of Grass Valley*

February 15, 2023

#### **INTRODUCTION**

The City of Grass Valley “City” requests written Request for Proposals (RFPs) from qualified engineering firms with experience with infrastructure needs studies. The City is soliciting RFPs for engineering services to implement its Regional Infrastructure Planning Study awarded by Nevada County Community Development Agency. The City seeks a highly qualified engineering consulting firm that has the capacity and expertise to complete the scope of work as outlined in **Attachment 1 – Infrastructure Needs Study Scope of Work**.

The grant has a budget of \$105,000 and Infrastructure Needs Study will provide the information necessary to upgrade water infrastructure in two specified areas as outlined in the Scope of Work. The goal of the Infrastructure Needs Study is to facilitate housing within the City of Grass Valley. Potential outcomes and deliverables of the Study include determining where pinch points or trouble areas are, highlighting where upgrades are needed to support new housing, identifying the lifespan of existing facilities, and preparing preliminary plans and engineers’ estimates to support any potential upgrades.

In consultation with Nevada Irrigation District (NID), the City focus is two locations including the recently annexed areas along the east and west sides of State Route 49 to the western boundary of Empire Mine State Park. In addition, the existing water infrastructure along McCourtney Road and Old Auburn Road will be evaluated. Both project areas are constrained with respect to water facilities. Specifically, for the Southern Sphere of Influence Project deficiencies include the location of the main line south and east of the Southern Sphere of Influence Project Site. A lack of water capacity for fire suppression precludes development of the McCourtney Road Project area. The City may be able to better serve the area with its existing water lines or can develop a plan with NID, whichever is more cost effective. Ultimately, the Infrastructure Needs Study will help determine the most cost-effective upgrade and then allow the City to leverage the study to pursue infrastructure grants to upgrade water infrastructure to help reduce the costs of housing.

The grant for the Infrastructure Needs Study has a short window of completion with a project completion date of **July 15, 2023**.

#### **BACKGROUND**

The City of Grass Valley is a Charter City with a population of ±13,754 (2021). Despite a relatively small resident population, the City of Grass Valley is the regional economic and cultural center for several times that population throughout Nevada County. Grass Valley provides approximately 55% of Nevada County's multi-family housing units, although the City has but 12% of the County’s total housing stock. Nearly 60% of City residents are renters. Thus, the City of Grass Valley is the regional (and County) focal point for rental and multi-family housing. The City of Grass Valley provides municipal water and sewer facilities.



**Water Facilities** - The City's water system serves approximately sixty percent (60%) of the incorporated City. The service area is 1,357 acres, approximately 2.1 square miles, with a service area population of approximately 5,855 persons. The remainder of the City and portions of the City's Planning Area with public water service are served by Nevada Irrigation District (NID).

Raw water purchased by the City from NID is treated at the City's water treatment plant, which incorporates flocculation, sedimentation, chlorination and pH control. The plant processes approximately 904,400 million gallons per day (mgd), with treated water distribution to approximately 2,120 connections. The plant has a maximum capacity to treat 4,522,000 mgd, or approximately five times the current volume.

**Nevada Irrigation District** – NID is currently updating its Urban Water Management Plan (UWMP) and has released a public draft of the 2020 UWMP. NID water supplies consist of surface water of pre- and post-1914 water rights that total 450,000 acre-feet per year. However, NID does not regularly exercise these water rights due to hydrologic variability and temporal water right limitations. NID main water storage facilities can contain a maximum of 280,085 acre-feet of water. The NID Water Shortage Contingency Plan identifies the need for carryover storage to be held in the reservoirs of not less than 78,000 AF that includes 33,800 AF of minimal pool requirements for environmental needs. Thus, total available water supply from storage is 202,085 AF.

### **SCOPE OF SERVICES**

For this RFP, the term “Staff” refers to City staff. All activities conducted with grant funds must comply with the *City’s Infrastructure Needs Study Scope of Work* as **Attachment 1** and *County’s Regional Infrastructure Planning Study RFP No. 16039*, which is included with this RFP as **Attachment 2**.

### **SUBMITTAL FORMAT AND CONTENT**

The contents of the submittal must be clear, concise, and complete. Each section of the submittal shall include a tab consistent with the numbering system shown below. A table of contents should be included. Total single-sided page count for the submittal should not exceed 15 pages, not including covers and dividers. Please print on double-sided paper.

#### **1. Executive Summary (2 pages maximum, included in 15-page limit)**

The submittal shall include an executive summary, which includes the name, address, telephone number, website address firm, and list of any subconsultants you plan to use for this project. The summary should be brief and explain any omissions of requested materials.

Describe how the firm will deliver engineering consulting services to the City, the location of the firm’s offices, and the anticipated response time to the City’s requests. If the firm is proposing to co-respond with another firm, the cover letter must specify the type of services provided by each firm and the proposed percentage allocated to that phase or function of the service.

The summary shall also include:

- An overview of the firm: how long the firm has been in business, size of the firm, the average number of clients within the firm’s portfolio, the type(s) of clients within the firm’s portfolio and any commonalities that exist among clients.
- Firm’s area(s) of expertise.
- Identification, background and contact information of lead person(s) that will serve as the City’s primary contact.

**2. Qualifications and Experience**

Include a concise description of the company’s experience, and primary team members’ experience, providing engineering consulting services for public entities, and/or the private sector. Then include a detailed description of the experience of the project team, including the team’s project manager and other key staff members. Descriptions of experience should include, but not be limited to, experience with similar Infrastructure Needs Study Projects. This section should reflect experiences that the firm and assigned individuals have in completing tasks like those outlined in **Attachment 1 – Infrastructure Needs Study Scope of Work**. Also, identify your firm’s ability to adapt to adjusted priority sites or work tasks as the grant evolves (e.g., the City amends the scope of work or timeline).

**3. Project Approach**

This section shall include your firm’s approach in completing the work as outlined in **Attachment 1**. Include any unique approaches to completing work tasks, particularly as it pertains to working with Infrastructure Needs Projects with municipal agencies. Include your firm’s approach to Quality Assurance and Quality Control as it pertains to completing tasks for City/County/NID review. Also include any proposed MBE/WBE firms that will assist in the implementation of any tasks.

**4. Client List and Three References (included in 15-page limit)**

Provide a list of current or recent clients and contact information for three references.

**5. Cost Schedule (1 page, excluded from 15-page limit)**

Provide a statement that your firm can complete the tasks listed in the Infrastructure Needs Study Scope of Work within the proposed budget and an itemized cost proposal for the various tasks performed. Include any suggested adjustments in the applicable budget work tasks. The cost breakdown shall identify:

- Estimated task charge and **estimated** hours to be assigned for staff members and sub-consultants.
- All other direct costs, such as mileage, materials, and reproduction costs. Note: the City will require USBs for all work documents.

**QUESTIONS AND CLARIFICATIONS**

Questions pertaining to this RFP must be sent by email to [lancel@cityofgrassvalley.com](mailto:lancel@cityofgrassvalley.com). The last day to submit questions/inquiries is **Friday, February 24, 2023**.



Staff will respond to any questions via email by **Friday, March 3, 2023**.

### **SUBMITTAL TIME AND PLACE**

The RFP submittal shall be delivered no later than **4:00 P.M.** Pacific Standard Time on **Friday, March 17, 2023**. The envelope should be clearly marked as “**City of Grass Valley Infrastructure Needs Study**” and be submitted to:

City of Grass Valley  
Attn: Lance E. Lowe, AICP, Principal Planner  
125 E. Main Street  
Grass Valley, CA 95945

*The submittal shall include five (5) stapled, binder-clipped or comb bound copies and one USB drive copy of the submittal.*

### **EVALUATION CRITERIA**

The City will establish a committee to evaluate all proposals. Committee members will evaluate all submittals according to the following criteria:

- Understanding of the requested work and responsiveness to the RFP.
- Conformance to the specified format.
- Organization, presentation, and content of the submittal.
- Specialized experience and technical competence of the firm, including Principal firms, joint venture-partners, and sub-consultants considering the types of service required, and the complexity of the project.
- Capacity to perform tasks and activities in the grant.
- Qualifications of key personnel.
- Knowledge and understanding of the local area.
- Experience with federally funded projects and their compliance requirements.
- Ability to meet the insurance requirements as stated in the Terms and Conditions of the RFP.

**Note: Incomplete submittals, incorrect information, or late submittals may be cause for immediate disqualification.**

### **SUBMITTAL SELECTION PROCESS**

The City’s committee will first review submittals that meet the requirements in the *Evaluation Criteria* section above. After this, the committee may interview the top candidates, or recommend the City select one of the candidates based on the merits of the submittal. If interviews are needed, each consultant shall have one (1) hour with the committee. If an interview is required, it is mandatory that representatives of the firm attend the interview including the primary firm contact. Interviews are tentatively scheduled to occur the week of **March 27, 2023**.

### **DETERMINATION OF SELECTION**

Staff will inform all firms that submit an RFP of the selected or top-ranked firm by email. Staff will negotiate with the selected firm and will provide a recommendation to the City Council. The City Council will authorize a *Professional Services Agreement* between the consultant and the City of Grass Valley (**Current approved agreement format in Attachment 3**).