

# **REQUEST FOR PROPOSALS**

## **General Sewer Plan Engineering Services**

**Request for Proposals Published: January 21, 2014**

**Proposals Due: February 12, 2014**

**Issued by:**

**City of Woodland**

**PO Box 9**

**Woodland, WA 98674**

**(360) 225-7999**

## **General Sewer Plan Request for Proposals**

**Lead Agency: City of Woodland**  
**PO Box 9**  
**Woodland, WA 98674**  
**(360) 225-7999**  
**Staff Contact: Bart Stepp, PE**  
**Public Works Director**  
**Email: [steppb@ci.woodland.wa.us](mailto:steppb@ci.woodland.wa.us)**

The City of Woodland is requesting Proposals from qualified consultants interested in providing professional engineering services for completing a General Sewer Plan. The City of Woodland project needs are outlined in the following Request for Proposals.

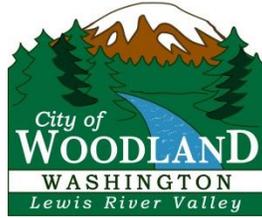
Interested firms shall provide a formal request in writing only (email is acceptable) to Bart Stepp, Public Works Director, when asking for additional information.

The deadline for Proposal submittal is Wednesday, February 12, 2014 at 2 PM. The complete RFP can be found at [www.ci.woodland.wa.us](http://www.ci.woodland.wa.us) or you can request one from the City of Woodland by e-mailing Bart Stepp, Public Works Director, at the e-mail address listed above.

The City of Woodland hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

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## ***City of Woodland***

# ***Request for Proposals for the General Sewer Plan Engineering and Surveying Services***

## **1.0 GENERAL INFORMATION**

This Request for Proposals (RFP) is issued by the City of Woodland, hereby referred to as “City”, to seek Proposals (individually a “Proposal” and collectively, “Proposals”) from engineering firms and teams hereby referred to as (individually a “Proposer” and collectively, “Proposers”) interested in being evaluated for providing professional engineering services to complete a General Sewer Plan, hereby referred to as “Project.”

The City is responsible for the funding, administration, and management of the project contract. No loans or grants from funding agencies are being used for this project.

Proposers must comply with this RFP during the procurement and in their responses. By submitting their Proposals, Proposers agree to be bound by the requirements outlined in this RFP. All forms identified in this RFP are found in pages 15-16 of the RFP. All times in this RFP are Pacific Standard Time (PST) or Pacific Daylight Savings Time (PDT), as applicable.

### **1.1 BACKGROUND**

The purpose of the project is to complete a General Sewer Plan meeting the requirements of the Department of Ecology. The last sewer plan was completed in 1999. Since then a new treatment plant has been constructed, improvements to lift stations have been made, and the collection system has expanded.

Because a small portion of Woodland is in Clark County the City of Woodland is required to comply with the Growth Management Act. The City will begin the process to update its Comprehensive Plan in 2014 in conjunction with Clark County’s update. Approval of the new Comprehensive Plan is expected in 2016. The General Sewer Plan will be an element of the Comprehensive Plan and will identify wastewater projects needed for the City’s Capital Facilities Plan that is part of the Comprehensive Plan.

Included with this RFP is the Summary section from the 1999 General Sewer Plan and the latest Infiltration/Inflow Wasteload Assessment for the Wastewater Treatment Plant.

## 1.2 PROJECT GOALS

The City's primary goals in connection with this Project include:

- 1) Completing a General Sewer Plan that is approved by Department of Ecology;
- 2) Identifying a Capital Improvement Plan for the Wastewater System to be included as part of the Comprehensive Plan Update;
- 3) Identifying potential energy efficiency improvements at the Wastewater Plant;
- 4) Completing a hydraulic analysis of the City's 14 lift stations and identifying improvements needed for future capacity as well as improvements to energy efficiency;
- 5) Laying out potential collection system expansion for future growth areas of the City that minimizes the number of new lift stations needed to serve the predominantly flat City;
- 6) Identify capacities needed at the new lift stations;
- 7) Identify options for upgrading the lift station control system.

## 1.3 GENERAL PROJECT DESCRIPTION

A general sewer plan is defined in WAC 173-240-020(7) as "a comprehensive plan for a system of sewers adopted by a local government entity." General sewer plans are required of any governmental entity prior to providing sewer service, are considered as "plans" within the requirements of Chapter 90.48 RCW, and must be submitted to Department of Ecology for review and approval.

General sewer plans should include the general location and description of treatment and disposal facilities, trunk and interceptor sewers, pumping stations, monitoring and control facilities, and local service areas, and a general description of the collection system to serve those areas. The plan should also include preliminary engineering in sufficient detail to ensure technical feasibility, provide for the method of distributing the cost and expense of the sewer system, and indicate the financial feasibility of the plan implementation.

The basic requirement for a general sewer plan is that it shall be sufficiently complete so that an engineering report/facility plan can be developed from it without substantial alterations of concept and basic considerations.

The Woodland Wastewater Treatment Plant is a 2.0 MGD Sequence Batch Reactor Plant. The maximum month flow average in 2013 was 0.667 MGD. Based on the trend of the last few years the wastewater plant should have sufficient capacity through the planning period of the General Sewer Plan. Possible improvements at the Wastewater Plant will focus on energy efficiency improvements like replacement of blowers and pumps rather than increasing capacity.

The Woodland Wastewater Collection system includes 14 lift stations and the City receives permitted industrial discharge from Walt's Meats and Pacific Seafood. In 2013 the City completed a large sewer main relining and lateral improvement project. The City lined over 15,000 feet of sewer main, replaced

over 300 feet of sewer main, and grouted or fixed over 150 lateral connections. This project was concentrated in the older part of town and was funded by a PWTF Loan. Through the General Sewer Plan the City would like to identify additional collection system areas that would benefit from sewer rehabilitation.

#### **1.4 PROJECT SCHEDULE**

The following schedule provides a general timeline for the Project. The successful Proposer will begin participation in these activities upon execution of a contract and preparation of a detailed Work Plan.

Contract Begins	March 2014
Draft Sewer Plan for Review	August 2014
Submit Sewer Plan to Ecology	September 2014
Ecology Approval of Sewer Plan	December 2014
City Approves Sewer Plan	December 2014

#### **1.5 CONFIDENTIALITY/PUBLIC RECORDS ACT DISCLOSURE REQUESTS**

##### **1.5.1 Ownership of Proposal and Applicability of Washington State Public Records Act – RCW 42.56**

Subject to the exceptions specified herein, all written and electronic correspondence, exhibits, photographs, reports, printed material, tapes, disks and other graphic and visual aids submitted to the City during this procurement process, whether included in the Proposal or otherwise submitted, become the property of the City upon delivery to the City and will not be returned to the Proposers.

All material submitted by Proposers, including Proposals are subject to the provisions of the Washington State Public Records Act and any other laws and regulations applicable to the disclosure of documents submitted under this RFP. Such laws govern the City's use and disclosure of its records.

Proposers should familiarize themselves with the provisions of the Public Records Act requiring disclosure of public information and exceptions thereto. In no event shall the City or any of its agents, representatives, consultants, directors, officers or employees be liable to a Proposer or Proposer team member for the disclosure of any materials or information submitted in response to this RFP.

##### **1.5.2 Disclosure Waiver**

Each Proposer, by submitting a Proposal to the City in response to this RFP, consents to the disclosures described in this section and expressly waives any right to contest, impede, prevent or delay such disclosure, or to initiate any proceeding that may have the effect of impeding, preventing or delaying such disclosure, under the Public Records Act or any other law relating to the confidentiality or disclosure of information. Under no circumstances will the City be

responsible or liable to a Proposer or any other party as a result of disclosing any such material.

### **1.5.3 Litigation**

In the event of any proceeding or litigation concerning the disclosure of any material submitted by the Proposers, the City will be a stakeholder retaining the material until otherwise ordered by a court or other such entity having jurisdiction with respect thereto and the submitting party will be responsible for otherwise prosecuting or defending any action concerning the materials at its sole expense and risk; provided, however, that the City reserves the right, in its sole discretion, to intervene or participate in the litigation in such manner as it deems necessary or desirable. All costs and fees (including attorneys' fees and costs) incurred by the City in connection with any litigation, proceeding or request for disclosure shall be reimbursed and paid by the Proposer(s) objecting to disclosure. Each Proposer shall be responsible for all of its own costs in connection with any litigation, proceeding or request for disclosure.

### **1.5.4 Exceptions**

The foregoing will not preclude the City from using ideas contained in the Proposal and will not preclude the City from releasing information as required in connection with any protest filed under Section 5.

## **1.6 ERRORS**

If Proposer identifies any mistake, error or ambiguity at any time during the procurement process in any of the documents supplied by the City, Proposer shall notify the City of the recommended correction in writing in accordance with Section 3.2.

## **1.7 IMPROPER CONDUCT – CONFLICTS OF INTEREST**

Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the owner, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

If an organizational conflict of interest is determined to exist, the City may, at its sole discretion, cancel the procurement, disqualify Proposer with a conflict, or take other action as necessary to mitigate the conflict. If Proposer was aware of an organizational conflict of interest prior to the award of the Contract and did not disclose the conflict to the City, the City may pursue remedies including termination of the Contract, for default.

## **1.8 PROJECT PAYMENTS**

The successful Proposer will be paid no more than once a month for authorized and satisfactorily completed work and services as rendered under the Project contract. Such payment shall be full compensation for all eligible work and services rendered that are performed satisfactorily; and for all other eligible costs.

All expenses shall be detailed on invoices submitted by the successful Proposer to the City. Fees for services provided shall be detailed by date, name and job title of provider, hours per type of service, hours per day, hourly rate and total per day. Reimbursable expenses shall be itemized and supported with copies of all invoices for all non-travel and travel reimbursable expenses. Invoices must be addressed to Bart Stepp, PE, City of Woodland, PO Box 9, Woodland, WA 98674.

## **2.0 REQUEST FOR PROPOSALS**

This section describes requirements that all Proposers must satisfy in submitting Proposals. Failure of any Proposer to follow these requirements may result in rejection of its Proposal.

### **2.1 GENERAL SUBMITTAL REQUIREMENTS**

The City will not accept Proposals by facsimile or electronic transmission. Any Proposal that fails to meet the deadline or delivery requirement will be rejected and returned to the Proposer without having been opened, considered or evaluated.

#### **2.1.1 Proposal Due Date, Time, and Location**

The completed sealed Proposal shall be delivered to the following location prior to 2:00 p.m. Pacific Time on February 12<sup>th</sup>. Final Proposal submissions in connection with this RFP are to be addressed as follows:

City of Woodland  
Attn: Bart Stepp, PE  
Public Works Director  
PO Box 9; 230 Davidson Ave.  
Woodland, WA 98674

All correspondence shall be clearly labeled on the sealed container in the lower left hand corner:

**General Sewer Plan**

**“To be Opened by the City Authorized Representative Only”**

**Via Courier or Hand-Delivered:** Proposals delivered in person will be received **only** at the City front desk at the address noted above and no later than 2:00 PM on February 12th. You will need to identify yourself as a “General Sewer Plan Proposer” to have your delivery stamped in.

#### **2.1.2 Signatures Required**

Form A shall be signed in blue ink by all parties making up the Proposer and shall be accompanied by evidence of signatory authorization as specified in Form A.

#### **2.1.3 Consequences of Failure to Follow Requirements**

Failure to use a sealed package or to properly identify the Proposal may result in an inadvertent

early opening of the Proposal and may result in disqualification of the Proposer. Proposer shall be entirely responsible for any consequences, including disqualification of the Proposal, if the City determines that Proposer did not follow the foregoing instructions. It is Proposer's sole responsibility to see that its Proposal is received as required. Proposals received after the date or time due will be rejected and returned to the Proposer without having been opened, considered or evaluated.

#### **2.1.4 Requirement to Submit a Compliant Proposal**

If the Proposal does not fully comply with the instructions and rules contained in this RFP, including the exhibits, it may be disqualified.

Each Proposal must be submitted in the official format, which is specified by the City in this RFP. Proposer shall sign the original copy of the Proposal submitted to the City. Multiple or alternate Proposals may not be submitted.

Proposals may be considered non-compliant and may be rejected for any of the following reasons:

- 1) If the Proposal is submitted in form other than that specified by the City; if it is not properly signed; if any part of the Proposal is missing from the Proposal package and/or if it otherwise does not meet the Proposal submittal requirements;
- 2) If the City determines that the Proposal contains irregularities that make the Proposal incomplete, indefinite or ambiguous as to its meaning, including illegible text, omissions, erasures, alterations or items not called for in this RFP, or unauthorized additions;
- 3) If multiple or alternate Proposals are submitted or if the Proposal includes any conditions or provisions reserving the right to accept or reject an award or to enter into a Contract following award; and
- 4) Any other reason the City determines the Proposal to be non-compliant.

## **2.2 FORMAT AND QUANTITIES**

The maximum number of pages for the proposal is 20 pages including the cover but not counting Forms A and B and resumes or project references the Proposer may want to provide. The content of the Proposal is up to the proposer. Please submit one (1) unbound original proposal, five (5) bound hard copies of the proposal, and an electronic version of the proposal in .pdf on a CD or jump drive.

## **2.3 VALIDITY PERIOD**

The Proposal shall be considered as a current and valid offer to undertake the work, subject to successful negotiation of a contract, for a period of at least ninety (90) days and shall contain a statement to that effect.

## **3.0 PROCUREMENT PROCESS**

### **3.1 PROCUREMENT METHOD**

The City will use the RFP process to select a Proposer to deliver the Project. This RFP is to solicit information from interested Proposers. City Staff will evaluate and score submitted Proposals. The RFP Review Committee will then select the top scoring proposer to negotiate a contract. The evaluation and scoring process to be used for the Project is detailed later in this section.

### **3.2 QUESTION AND RESPONSE PROCESS AND ADDENDA**

#### **3.2.1 Questions and Responses Regarding this RFP**

Proposers shall be responsible for reviewing this RFP and any Addenda issued by the City prior to the proposal due date and for requesting written clarification or interpretation of any perceived discrepancy, deficiency, ambiguity, error or omission contained therein, or of any provision which Proposer fails to understand. Failure of Proposer to so examine and inform itself shall be at its sole risk and no relief or error or omission will be provided by the City. Proposers shall submit and the City will respond to written requests for clarification in accordance with this Section. To the extent written responses are provided, they will be considered part of the RFP.

The City will only consider comments or questions regarding this RFP, including requests for clarification and requests to correct errors, if submitted to the City Public Works Director by hard copy, email or other electronic transmission in the prescribed format.

Such comments or questions may be submitted at any time prior to February 5<sup>th</sup>. Questions and comments, including requests for clarification or interpretation, shall:

- 1) Be written;
- 2) Be sequentially numbered;
- 3) Specifically reference the relevant RFP section and page number, unless such request is of general application (in which case the request for clarification shall so note); and
- 4) Not identify the Proposer's identity in the body of the question.

No telephone, voice mail or oral requests will be considered. Proposers are responsible for ensuring that any written communications clearly indicate on the first page that the material relates to the Project. No requests for additional information or clarification to any person other than the City Authorized Representative will be considered. Questions must include the name of the Proposer, contact person, address, telephone and facsimile numbers.

The City responses will be in writing. These will be made available to all Proposers on the City website and e-mailed to Proposer's that register with the City.

### **3.2.2 Addenda**

The City reserves the right, in its sole discretion, to revise, modify or change this RFP and/or procurement process at any time before the Proposal due date. Any such revisions will be implemented through issuance of addenda to this RFP. Addenda will be posted on the City website and Proposers will be notified of the issuance of such addenda. If any addendum significantly impacts this RFP, as determined in the City's sole discretion, the City may change the Proposal due date. The announcement of such new date will be included in the addendum. In addition, if the last date for Proposer to submit questions regarding this RFP have occurred or have changed, the addendum will indicate the latest date for submittal of any clarification requests concerning the addendum.

Proposer shall acknowledge in its Proposal receipt of all addenda and question and answer responses (see Form A). Failure to acknowledge such receipt may cause the Proposal to be deemed non-responsive and be rejected. The City does not anticipate issuing any addenda after February 5<sup>th</sup>. However, if the need arises, the City reserves the right to issue addenda after such date. If the City finds it necessary to issue an addendum after such date, then any relevant processes or response times necessitated by the addendum will be set forth in a cover letter to that specific addendum.

## **3.3 PRE-PROPOSAL MEETING**

### **3.3.1 Informational Meeting**

The City will not hold a joint informational meeting. The City will meet individually with proposers if desired. During a meeting, Proposers may ask questions and the City may provide responses. However, any responses provided by the City during the meeting may not be relied upon unless questions were submitted in writing and the City provided written responses in accordance with Section 3.2. The City will notify all Proposers of any meetings that occur and all written questions and responses will be provided in writing to all Proposers.

### **3.3.2 Statements at Meetings**

Nothing stated at general meetings or included in a written record or summary of a meeting will modify any other part of this RFP unless it is incorporated in an addendum issued pursuant to Section 3.2.2.

## **3.4 EVALUATION AND POST SELECTION PROCESS**

The City intends to select the best qualified Proposer, considering technical and other factors described in this section. The intent of the City in this evaluation process is to create a fair and uniform basis for the evaluation of the Proposals in compliance with all legal requirements governing this procurement.

### 3.5 EVALUATION OF RFP's BY CITY STAFF

The Project Proposals will be evaluated by City Staff based on the scoring criteria set forth below:

**Table 1 – Proposal Scoring Criteria**

<b>Scoring Criteria</b>	<b>Criteria Points Possible</b>
Key Personnel Experience	0 – 20
Project Understanding and Approach	0 – 30
General Sewer Plan Experience	0 – 20
SEPA and Ecology Approval Experience	0 – 10
Sewer Engineering Design Capabilities	0 – 20
<b>Total Score</b>	<b>0 – 100</b>

### 3.6 REQUESTS FOR CLARIFICATION

The City may at any time issue one or more requests for clarification to the individual Proposers, requesting additional information or explanation from a Proposer, or may request a Proposer to verify or certify certain aspects of its Proposal. Proposers shall respond to any such requests within two business days (or such other time as is specified by the City) from receipt of the request. The scope, length and topics to be addressed in clarifications shall be prescribed by and subject to the discretion of the City.

### 3.7 AWARD OF CONTRACT

The contract award process begins with the selection of the best qualified consultant based on evaluation of the Proposals received. Once a selection has been made the consultant will be notified by the City. The successful consultant will prepare, in consultation with the City, a scope of work and budget to complete the General Sewer Plan.

Based on the negotiated scope and budget the City will prepare a professional services agreement to be signed by the City and the Consultant. The successful Proposer will be required to obtain a City of Woodland Business License and provide certificates of insurance prior to signing the Professional Services Agreement with the City.

## **4.0 COMMUNICATIONS**

This RFP and any addenda will be available to Proposers in electronic format on the City website.

### **4.1 CITY AUTHORIZED REPRESENTATIVE**

The City Authorized Representative is noted below:

Bart Stepp, PE  
Public Works Director  
City of Woodland  
PO Box 9; 300 E. Scott Ave.  
Woodland, WA 98674  
(360) 225-7999  
E-mail: [steppb@ci.woodland.wa.us](mailto:steppb@ci.woodland.wa.us)

From time to time during the procurement or during the term of the Contract, the City may designate another Authorized Representative(s) to carry out some or all of the City's obligations pertaining to the Project.

### **4.2 PROPOSER REGISTRATION**

If a Proposer downloads the RFP from the website they are encouraged to contact the City and register for the RFP. This will allow the City to send addenda, RFP questions and answers, and other documentation electronically to proposers. Failure to register may result in the Proposer failing to receive addenda or other important communications from the City. The City is not responsible for any such failure.

### **4.3 RULES OF CONTACT AND EX-PARTÉ COMMUNICATIONS**

From the date of issuance of this RFP, the rules of contact provisions are applicable to this procurement; the following rules of contact shall apply.

- 1) Proposers shall correspond with the City regarding this RFP only through the City's Authorized Representative.
- 2) Commencing with the issuance of this RFP and continuing until award of a contract for the Project (or cancellation of the procurement), no Proposer or representative thereof shall have any ex-parté communications regarding this RFP or the procurement described herein with any member of the City Staff or RFP Review Committee except for communications expressly permitted by this RFP or as approved in advance by the City's Authorized Representative, in his/her sole discretion. The foregoing restriction shall not, however, preclude or restrict communications with regard to matters unrelated to this RFP or participation in City public meetings or any public workshop related to this RFP.
- 3) Any verified allegation that a Proposer, Proposer team member, an employee, agent, advisor or consultant of a Proposer or Proposer team member has engaged in such prohibited communications or attempted to unduly influence the selection process may be cause for the Public Works Director to disqualify the Proposer or to disqualify the Proposer

team member from participating with the Proposer team. Any communications determined by the City, in its sole discretion, to be improper may result in disqualification.

- 4) Any official information regarding the Project will be disseminated in writing and/or placed on the City website, on the City letterhead and signed by the City's Authorized Representative or designee.
- 5) The City will not be responsible for any oral exchange or any other information or exchange that occurs outside the official process specified herein.

Proposer shall note that no correspondence or information from the City or anyone representing the City regarding this RFP or the Proposal process in general shall have any effect unless it is in compliance with Section 3.2.

## **5.0 PROTESTS**

This section sets forth the exclusive protest remedies available with respect to this RFP. Each Proposer, by submitting its Proposal, expressly recognizes the limitation on its rights to protest as contained herein, expressly waives all other rights and remedies and agrees that the decision on any protest, as provided herein, shall be final and conclusive, unless arbitrary and capricious. These provisions are included in this RFP expressly in consideration for such waiver and agreement by the Proposer. Such waiver and agreement by each Proposer are also consideration to each of the other Proposers for making the same waiver and agreement.

Protests concerning the issues described in Section 5.1 may be filed only after Proposer has discussed the nature and basis of the protest with the Public Works Director, following the procedures for those discussions prescribed in this RFP, in an effort to remove the grounds for protest.

Protests shall be filed in writing and shall be hand-delivered or submitted by courier to the Protest Official at the City. The Protest Official is identified as:

Mayor Grover Laseke  
City of Woodland  
PO Box 9; 230 Davidson Ave.  
Woodland, WA 98674

The failure of a Proposer to raise the grounds for a protest regarding this RFP within the applicable period shall constitute an unconditional waiver of the right to protest the terms of this RFP and shall preclude consideration of that ground in any protest of qualification of a Proposer, unless such ground was not and could not have been known to the Proposer in time to protest prior to the final date for such protests.

Every effort will be made by the City to resolve disputes relating to Proposer selection. The option of informal mediation may be used for resolution. Any firm may file a written complaint with the City's Protest Official. Upon receiving the written complaint, the Protest Official will determine the most reasonable way to resolve the dispute.

## **5.1 APPLICABILITY**

This Section sets forth the exclusive protest remedies available with respect to this RFP and prescribes exclusive procedures for protests regarding:

- 1) Allegations that the terms of this RFP are wholly ambiguous, contrary to legal requirements applicable to the procurement, or exceed the City authority;
- 2) A determination as to whether a Proposal is responsive to the requirements of this RFP, as applicable; and
- 3) Award of the Contract.

## **5.2 DEADLINES FOR PROTESTS**

### **5.2.1 RFP Protests**

Protests concerning the issues described in **Section 5.1** must be filed as soon as the basis for the protest is known to the Proposer, but in any event the protest must be received no later than ten (10) calendar days prior to the Proposal due date, unless the protest relates to an addendum to this RFP, in which case the protest must be filed no later than five (5) business days after the addendum is issued (but in any event, prior to the Proposal due date, if earlier).

### **5.2.2 Responsiveness or Pass/Fail Determinations**

Protests concerning the issues described in **Section 5.1** must be filed no later than five (5) business days after receipt of the notification of non-responsiveness or failure to pass all pass/fail criteria.

### **5.2.3 Contract Award**

Protests concerning the issues described in **Section 5.1** must be filed no later than ten (10) days after the earliest notification of intent to award and the public announcement of the Successful Proposer.

## **5.3 CONTENT OF PROTEST**

Protests shall completely and succinctly state the grounds for protest, its legal authority and its factual basis and shall include all factual and legal documentation in sufficient detail to establish the merits of the protest. Statements shall be sworn and submitted under penalty of perjury.

## **5.4 FILING OF PROTEST**

Protests shall be filed by hand delivered or submitted by courier on or before the applicable deadline to the address specified above in Section 5.0, as soon as the basis for protests is known to Proposer. Proposer filing the protest shall concurrently submit a copy of the protest to the other Proposers whose addresses may be obtained from the City.

## **5.5 COMMENTS FROM OTHER PROPOSERS**

Other Proposers may file statements in support of or in opposition to the protest within seven (7) days of the filing of the protest. The City shall promptly forward copies of all such statements to the protestant. Any statements shall be sworn and submitted under penalty of perjury.

## **5.6 BURDEN OF PROOF**

The protestant shall have the burden of proving its protest. The City may, in its sole discretion, discuss the protest with the protestant and other Proposers. No hearing will be held on the protest. The protest shall be decided on the basis of written submissions.

## **5.7 DECISION ON PROTEST**

The Protest Official or designee shall issue a written decision regarding the protest within thirty (30) days after the filing of the detailed statement of protest. If necessary to address the issues raised in a protest, the City may, in its sole discretion, make appropriate revisions to this RFP by issuing addenda.

## **5.8 PROTESTANT'S PAYMENT OF COSTS**

If a protest is denied, Proposer filing the protest shall be liable for the City's costs reasonably incurred to defend against or resolve the protest, including legal and consultant fees and costs and any unavoidable damages sustained by the City as a consequence of the protest.

## **5.9 RIGHTS AND OBLIGATIONS OF PROPOSERS**

Each Proposer, by submitting its Proposal, expressly recognizes the limitation on its right to protest provided in this Section and expressly waives all other rights and remedies and agrees that the decision on the protest is final and conclusive. If a Proposer disregards, disputes, or does not follow the exclusive protest remedies provided in this Section, it shall indemnify, defend and hold the City and its council members, officers, employees, agents and consultants harmless from and against all liabilities, fees and costs, including legal and consultant fees and costs and damages incurred or suffered as a result of such Proposer's actions. Each Proposer, by submitting a Proposal, shall be deemed to have irrevocably and unconditionally agreed to this indemnity obligation.

## 6.0 CITY RIGHTS AND DISCLAIMERS

### 6.1 CITY RIGHTS

The City may investigate the Proposals of any Proposer under consideration, require confirmation of information furnished by a Proposer, require additional information from a Proposer concerning its Proposals and require additional evidence of Proposals to perform the Project. The City further reserves the right, in its sole discretion, at no additional cost to the Proposer, to:

- 1) Reject any or all of the Proposals;
- 2) Modify any dates set or projected in this RFP;
- 3) Cancel, modify, or withdraw this RFP in whole or in part;
- 4) Terminate this procurement and commence a new procurement for part or all of the Project;
- 5) Terminate evaluations of Proposals received at any time;
- 6) Modify the procurement process and terms of this RFP (with appropriate notice to Proposers);
- 7) Waive or permit corrections to data submitted with any response to this RFP until such time as the City declares in writing that a particular state or phase of its review of the responses to this RFP has been completed and closed;
- 8) Permit submittal of addenda and supplements to data previously provided in a Proposal pursuant to a request for clarification issued by the City until such time as the City declares that a particular stage or phase of its review of the responses to this RFP has been completed and closed;
- 9) Disclose information contained in a Proposal to the public as described herein;
- 10) Waive deficiencies, informalities and irregularities in Proposals; accept and review a non-conforming Proposal or seek clarifications or modifications to a Proposal;
- 11) Not issue a notice to proceed after execution of the contract documents;
- 12) Disqualify any Proposer that violated the terms of this RFP;
- 13) Request Proposal revisions as specified herein; and
- 14) Exercise any other right reserved or afforded to the City under this RFP and applicable law.

### 6.2 CITY DISCLAIMERS

This RFP does not commit the City to enter into any contract. The City assumes no obligations, responsibilities, or liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this RFP. All such costs shall be borne by each Proposer and Proposer team.

**In no event shall the City be bound by, or liable for, any obligations with respect to the Project until such time (if at all) as the Contract Documents, in form and substance satisfactory to the City, have been authorized and executed by the City and only then to the extent set forth herein. In submitting a Proposal in response to this RFP, Proposer is specifically acknowledging these disclaimers.**

**Form A**

**Submittal and Addendum Acknowledgement**

This form must be signed by a person authorized to make Proposals and enter into contract negotiations on behalf of your company.

**Failure to submit this form will result in your Proposal being deemed non-responsive.**

_____ Authorized Official (Signature)	_____ Date
_____ Print Name of Authorized Official	_____ Title of Authorized Official
_____ Company Name	_____ Contact Person
_____ Address	_____ City, State, Zip
_____ Phone Number	_____ Fax Number
_____ E-Mail Address	_____ Federal Tax ID #

**The following Addenda is/are hereby acknowledged:**

Addendum No.	Date of Addendum/Addenda	Signed Acknowledgement
1.	_____	_____
2.	_____	_____
3.	_____	_____

**NOTE: Failure to acknowledge receipt of Addenda may render the proposal non-responsive and therefore void.**

**Form B**

**Certifications and Assurances**

The following certifications and assurances are a required element of the General Sewer Plan Proposal, to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related AGREEMENT(s):

- 1) I/we declare that all answers and statements made in the proposal are true and correct.
- 2) In preparing this proposal, I/we have not been assisted by any current or former employee of the City whose duties relate (or did relate) to this proposal or prospective AGREEMENT, and who was assisting in other than in their official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
- 3) I/we understand that the City will not reimburse for any costs incurred in the preparation of this proposal. All Proposals become the property of the City, and I/we claim no proprietary right to the ideas, writings, items or samples, unless so stated in this proposal.
- 4) I/we agree that submission of the attached proposal constitutes acceptance of the solicitation. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
- 5) No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- 6) I/we grant the City the right to contact references and others, who may have pertinent information regarding the Proposer's prior experience and ability to perform the services contemplated in this procurement.

Note: On behalf of the firm submitting this proposal, my name below attests to the accuracy of the above statements and my authority to enter into contracts on behalf of my company.

---

Signature of Proposer

---

Title

---

Date

## SECTION I

### SUMMARY AND RECOMMENDATIONS

#### SUMMARY

This report is intended to serve as a combined General Sewer Plan (GSP) and Facility Plan (FP) for the City of Woodland, Washington. The GSP portion of the report 1) evaluates the level of wastewater treatment the City must plan for, 2) establishes the sewer service area and the physical and environmental conditions within the service area, 3) develops estimates of population and wasteloads for the service area that must be treated, 4) presents an inventory of the existing collection system and identifies future interceptors and pump stations that will be required to serve the planning area, 5) evaluates the performance and adequacy of the existing wastewater treatment plant (WWTP) to serve the area, 6) evaluates treatment alternatives and improvements that are needed to meet both regulatory requirements and City needs, provides recommended design criteria and estimates the cost of those improvements, 7) evaluates the need for an Infiltration and Inflow (I/I) removal program, and 8) recommends treatment processes for implementation that will meet the Department of Ecology's (DOE) Water Quality Standards as well as DOE's requirements for reliability and treatment standards for both the liquid and solid waste streams.

The FP portion of the report presents 1) detailed design criteria, a preliminary site plan and a cost estimate for the recommended alternative, 2) evaluates the impact of the recommended alternative on sewer rates, and 3) presents an implementation schedule for design and construction of the recommended alternative and makes recommendations for funding the project.

The recommended alternative for treating the liquid wastewater stream is a new Sequencing Batch Reactor (SBR) with ultraviolet (UV) disinfection and discharge into the Lewis River. The solids stream will be treated using an aerobic stabilization process called "Pre-Thickened Aerobic Digestion" (PAD).

## GENERAL SEWER PLAN

The City of Woodland is located in Cowlitz County (with a small portion in Clark County) in Southwest Washington (see Figure IV-1). The City has an existing sewer service area of approximately 1,644 acres (see Figure IV-2) serving a population of approximately 3,570 people. The City has owned and operated a wastewater collection and treatment system since the mid-1950's. In 1974 the City completed a major treatment plant expansion, and in 1993 a new Submerged Biological Contactor (SBC) was added to the plant to increase the plant's capacity to 0.48 million gallons per day (MGD). The existing plant consists of a headworks that includes a helisieve screening unit and grit removal, one (1) primary clarifier, one (1) Submerged Biological Contactor (SBC), two (2) Rotating Biological Contactors (RBC), one (1) secondary clarifier, a chlorination system for disinfection, and a single aerobic digester for biosolids treatment. After treatment and disinfection, the wastewater is discharged into the Lewis River at river mile 6.5. Treated biosolids are land applied in liquid form at a private site located in Cowlitz County.

Computer modeling (see Section III) was used to evaluate the potential of the City's existing and future discharge to meet water quality standards in the Lewis River under critical river flow conditions. The evaluation shows that all water quality standards evaluated can be met, both now and in the future except for chlorine. It is recommended that the chlorination disinfection system be replaced with a new UV disinfection system.

As discussed in Section IV of this report, the existing WWTP is doing an excellent job of meeting the City's existing National Pollution System Discharge Elimination System (NPDES) Permit. Except for apparent violations that occurred because of record breaking rains and flood conditions, the City consistently meets their permit conditions for Biochemical Oxygen Demand (BOD) removal, Total Suspended Solids (TSS) removal, pH, Fecal Coliform, and flow. However, the capacity evaluation completed in Section VII shows that the plant experiences high BOD and TSS loadings and is nearing its BOD loading capacity. Currently, the biosolids process system is overloaded and rarely meets applicable biosolids treatment requirements.

Based on the overall evaluation in this report, the WWTP needs to be upgraded to meet increased reliability standards, meet existing water quality standards in the river, meet existing biosolids treatment standards, and provide some additional capacity for increased growth.

As mentioned above, the plant currently sees highly fluctuating influent BOD and TSS loadings. This is an indication that high strength commercial and/or industrial wastewater is being contributed to the system. The City is currently investigating potential sources of the high loadings and believes much of the load originates from a dog food manufacturer and a major restaurant located in the City. The City is monitoring these facilities and is working with the dischargers to ensure the waste strength is brought down and made more compatible with the City's treatment process, and that the dischargers pay for services in accordance with existing ordinances. If required, the City may desire to work with DOE to establish pretreatment ordinances along with the issuance of state permits to significant commercial/industrial dischargers to the system.

The Woodland sewage collection system contains approximately 97,600 feet of mainline gravity sewers, an estimated 75,000 feet of sidesewers, 12 pump stations, and approximately 14,000 feet of forcemain (see Section IV). Flow data recorded at the treatment plant (see Figure IV-10) show that the collection system experienced one high flow condition caused by high groundwater levels in December 1996 which resulted in subsequent infiltration. The subsequent infiltration, through the spring and early summer of 1997, resulted because the heavy rains and flooding caused the Army Corps of Engineers to maintain high river levels into July 1997. Except for this abnormal event, the flow data used in this report and previous reports do not show the City of Woodland's sewer system to be subject to excessive I/I that is cost effective to remove from a standpoint of treatment. However, about 20% of the existing collection system was installed in the 1950's. To prevent further deterioration of this older pipe, it is recommended that the City

develop a long-term I/I removal program. This program could be implemented after the treatment plant improvements are made and may involve replacing about 2% of the old pipe each year. If at some point in the future I/I begins to impact treatment, the City will want to accelerate the program. This could be done by securing a PWTF loan and completing all the I/I work as one major project.

During the 1980's and early 1990's, the City of Woodland experienced a severe economic hardship caused by the downturn in the timber industry. In 1993, the City began growing and has experienced an overall average growth rate of 5.5% for the last five years. This increase is primarily due to new jobs that have been created in the City and because growth from the Vancouver/Portland area has moved into Woodland. It is anticipated that over the next 20 years the population served by the WWTP will increase from approximately 3,570 to 12,089 people and that the sewer service area will increase from 1,644 acres to about 2,360 acres.

It has been estimated that five (5) new pump stations and approximately 31,100 feet of new 12-inch interceptors will be required to serve the Urban Growth Area identified in the City's Comprehensive Plan (see Section VI). To minimize the number of pump stations and thereby reduce future Operation and Maintenance (O&M) costs, the City may want to develop a policy to require new pump stations be designed to serve larger areas than just for the proposed development by constructing deeper pump stations. To implement this concept, developers would have to pay the initial high capital cost of the pump station and sewer lines, and perhaps recover their costs through latecomer fees. However, a cost-sharing system may be advantageous to the City and may need to be developed by the City for implementation. It is anticipated that actual construction of the new pump station/interceptor systems, and upgrade of existing pump stations will occur over time as various areas through the City are developed. Except for Pump Station No. 4 and the Pump Station No. 3 forcemain intertie, this report has not prioritized nor scheduled the implementation of any of the identified pump station/collection system improvements.

Existing and future populations and wasteloads are evaluated in Section V of this report. Based on that evaluation, a growth rate of 5% per year is used in this report and the WWTP improvements are proposed to occur in two phases. Recommended design criteria for the treatment plant improvements is discussed in Section VII of the report and is based on the actual capacity of the recommended improvements rather than the projected influent waste loads. The future populations and design capacity of the recommended treatment plant alternatives are summarized in Table I-1.

<b>Table I-1 Projected Population &amp; Wasteloads and Recommended Plant Capacity</b>			
	Existing Conditions (Year 1998)	Phase I WWTP Improvements Design Criteria (Year 2009)	Phase II WWTP Improvements Design Criteria (Year 2023)
Population	3,570	6,111	12,089
Flow			
ADWF	0.375 MGD	0.64 MGD	1.28 MGD
AWWF	0.435 MGD	0.77 MGD	1.52 MGD
Average Annual	0.405 MGD	0.71 MGD	1.40 MGD
Maximum Monthly	0.683 MGD	1.01 MGD	2.00 MGD
Peak Daily	1.208 MGD	1.62 MGD	3.20 MGD
Average Annual Loading			
BOD	NA	NA	NA
TSS	NA	NA	NA
NH <sub>3</sub>	NA	NA	NA
Dry Weather Loading			
BOD	1,105 lbs/day (@372 mg/L)	2,475 lbs/day (@464 mg/L)	3,720 lbs/day (348 mg/L)
TSS	1,152 lbs/day (@ 388 mg/L)	2,086 lbs/day (@ 390 mg/L)	3,202 lbs/day (300 mg/L)
NH <sub>3</sub>	89 lbs/day (@30 mg/L)	160 lbs/day (@ 30 mg/L)	320 lbs/day (30 mg/L)

The WWTP is located on a very small piece of land adjacent to the Interstate Highway 5 (I-5), near the City of Woodland. Because of this, other potential sites were investigated. The first site located near the I-5 bridge south of Woodland is too small for the proposed facilities. Other sites located near the Columbia River and along Caples Road are too expensive to develop. The high cost is associated with the conveyance system required to pump the wastewater to the new site. Because additional land is required for the proposed upgrade, it is recommended that the City of Woodland purchase approximately two acres of land adjacent to the existing WWTP site.

In 1992, the City of Woodland formally adopted the 1985 "Criteria for Sewage Works Design" as published by the Washington State Department of Ecology (DOE) as their design criteria (see Appendix G). The most recent version of these criteria is dated December 1998 and is available

off the internet at [www.wa.gov/ecology/wq/orange](http://www.wa.gov/ecology/wq/orange). The City may also desire to adopt the 1998 “*Standard Specifications and Standard Plans for Road, Bridge and Municipal Construction*” as published by the Washington State Department of Transportation (WSDOT), and the American Public Works Association (APWA) as their standard for construction of all sewer work within the service area. After the above referenced criteria are adopted by the City and this Plan is approved by DOE, then DOE approval of future sewer extensions is not required provided the City sends to DOE an assurance that each proposed sewer extension conforms with the approved Plan and the adopted design and construction standards.

As presented in Section VII, the two most viable alternatives considered in this report were 1) expansion of the existing SBC system with anaerobic biosolids digestion and 2) construction of a new SBR system with aerobic biosolids digestion. For purposes of the General Sewer Plan, cost for the SBC alternative were developed based on taking the two old RBC units out of service and expanding the existing SBC system. The anaerobic digester would be constructed on the land proposed to be purchased just north and adjacent to the plant. For the SBR alternative, the new treatment process will be constructed on the new land and, after construction is complete and the new system is operating, the existing treatment units would be demolished and the proposed aerobic digesters would be constructed where the RBC's/SBC and secondary clarifier are now located.

Capital cost estimates for both Phase I and Phase II of the SBR and the SBC alternatives are presented in Section VII along with a present worth analysis. This information is summarized in Table I-2 and shows that the total capital cost of both phases and the total present worth costs of both phases are lower for the SBR alternative.

<b>Table I-2</b>				
<b>Estimated Capital and Present Worth of Woodland WWTP Upgrade Alternatives</b>				
	<i>Capital Cost Present Worth (\$, millions)</i>	<i>O&amp;M<sup>1</sup> Present Worth (\$, millions)</i>	<i>Salvage<sup>2</sup> Present Worth (\$, millions)</i>	<i>Total Present Worth (\$, millions)</i>
<b>SBR Alternative</b>				
Phase I Upgrade	\$ 7.378	\$ 3.974	(\$ 1.244)	\$10.108
Phase II Upgrade	\$ 0.791	\$ 2.880	(\$ 0.092)	\$ 3.579
TOTAL	\$ 8.169	\$ 6.854	(\$ 1.336)	\$13.687
<b>SBC Alternative</b>				
Phase I Upgrade	\$ 6.967	\$ 3.750	(\$ 1.206)	\$ 9.511
Phase II Upgrade	\$ 5.511	\$ 2.718	(\$ 0.853)	\$ 7.376
TOTAL	\$12.478	\$ 6.468	(\$ 2.059)	\$16.887
1. Present Worth of Phase I O&M is for the first 10 years. Present Worth of Phase II O&M is for the second 10 years. 2. Salvage value in year 2023.				

Based on cost, increased flexibility to meet future regulatory requirements, relative ease of future expansions and the SBR's ability to handle high peak flows without solids washout, it is recommended that the City of Woodland replace the existing SBC treatment plant with a new SBR treatment plant.

### **FACILITY PLAN - WWTP IMPROVEMENTS**

The preferred treatment alternative is discussed in Section VIII of this report along with the recommended design criteria for the proposed improvements. The following is a list of the recommended Phase I improvements:

1. Construction of a new headworks facility. The new headworks would re-utilize the existing Hycor screening equipment and would have new grit removal equipment.
2. Construction of two SBR basins with associated aeration, mixing, decanting and sludge wasting equipment to provide secondary treatment of influent wastewater.
3. Construction of a new disinfection system consisting of two 2.6 MGD closed conduit units.
4. Construction of a new covered aerobic digestion facility consisting of two aerobic digester basins, a pre-mix basin and a gravity thickener.
5. Upgrade the existing effluent pump station and the gravity discharge pipeline.

6. Installation of new influent and effluent flow meters.
7. Demolition of existing RBC, SBC and secondary clarifier basins to make room for new aerobic digestion facility.
8. Demolition of existing headworks and existing primary clarifier.
9. Construction of a new laboratory facility.
10. Required modifications to existing blower/control building to house new electrical control equipment and blower equipment for the SBR and aerobic digesters.
11. Remove interior walls and modify existing undersized lab/control/chlorination building into a maintenance shop for the WWTP.
12. Site work required to incorporate additional land needed to construct recommended treatment units.
13. Yard piping and electrical improvements required to construct recommended treatment units.
14. Upgrade the existing Pump Station No. 4 and tie the forcemain from Pump Station No. 3 directly into the forcemain to the WWTP.

The estimated costs for the Phase I improvements are summarized in Table I-3 below.

<b>Table I-3</b>		
<b>Estimated SBR WWTP Construction Costs - Phase I</b>		
ITEM NO.	ITEM DESCRIPTION	AMOUNT
1	Mobilization/Demobilization	\$ 280,000
2	Site Work	\$ 175,000
3	Upgrade Grit Removal Equipment	\$ 225,000
4	Construct New SBR Units	\$1,400,000
5	Construct New UV Disinfection System	\$ 300,000
6	Construct New Aerobic Digestion System	\$1,150,000
7	Construct New Lab Building	\$ 150,000
8	Yard Piping, Fittings, Valves & Accessories	\$ 250,000
9	Upgrade Effluent Pumps	\$ 125,000
10	Demolition of Existing Treatment Units	\$ 350,000
11	Upgrade Outfall Pipeline with 24" D.I. Pipe	\$ 125,000
12	Electrical/Instrumentation & Controls	\$ 385,000
Subtotal		\$4,915,000
Construction Contingency @ 15%		\$ 738,000
Estimated Construction Cost Subtotal		\$5,653,000
Admin., Permits, Legal & Engineering		\$1,100,000
State Sales Tax @ 7.5% of Const. Cost Subtotal		\$ 425,000
Land Acquisition		\$ 200,000
<b>TOTAL ESTIMATED PROJECT COST</b>		<b>\$7,378,000</b>

In addition to the treatment plant cost listed above, it is estimated that Pump Station No. 4 improvements will be approximately \$241,706 and that the forcemain intertie for Pump Station No. 3 will be about \$44,500.

Section IX of this report identifies several potential state and federal funding programs that are available to the City to help fund the proposed improvements. Although there are numerous potential funding options that are possible, two are presented in Section IX. The first funding option is a "worst case" scenario which assumes no grants are obtained. The second funding option is a "best case" scenario, which assumes a single grant is secured from DOE. The funding sources for both options are shown in Table I-4.

<b>Funding Source</b>	<b>Funding Option No. 1</b>	<b>Funding Option No. 2</b>
PWTF Loan	\$4,271,760	\$4,271,760
DOE Loan 1	\$2,651,440	\$ 884,689
DOE Loan 2	\$ 286,206	\$ 286,206
DOE Grant	\$ 0	\$1,847,500
City of Woodland	\$ 454,800	\$ 374,051
TOTAL	\$7,664,206	\$7,664,206

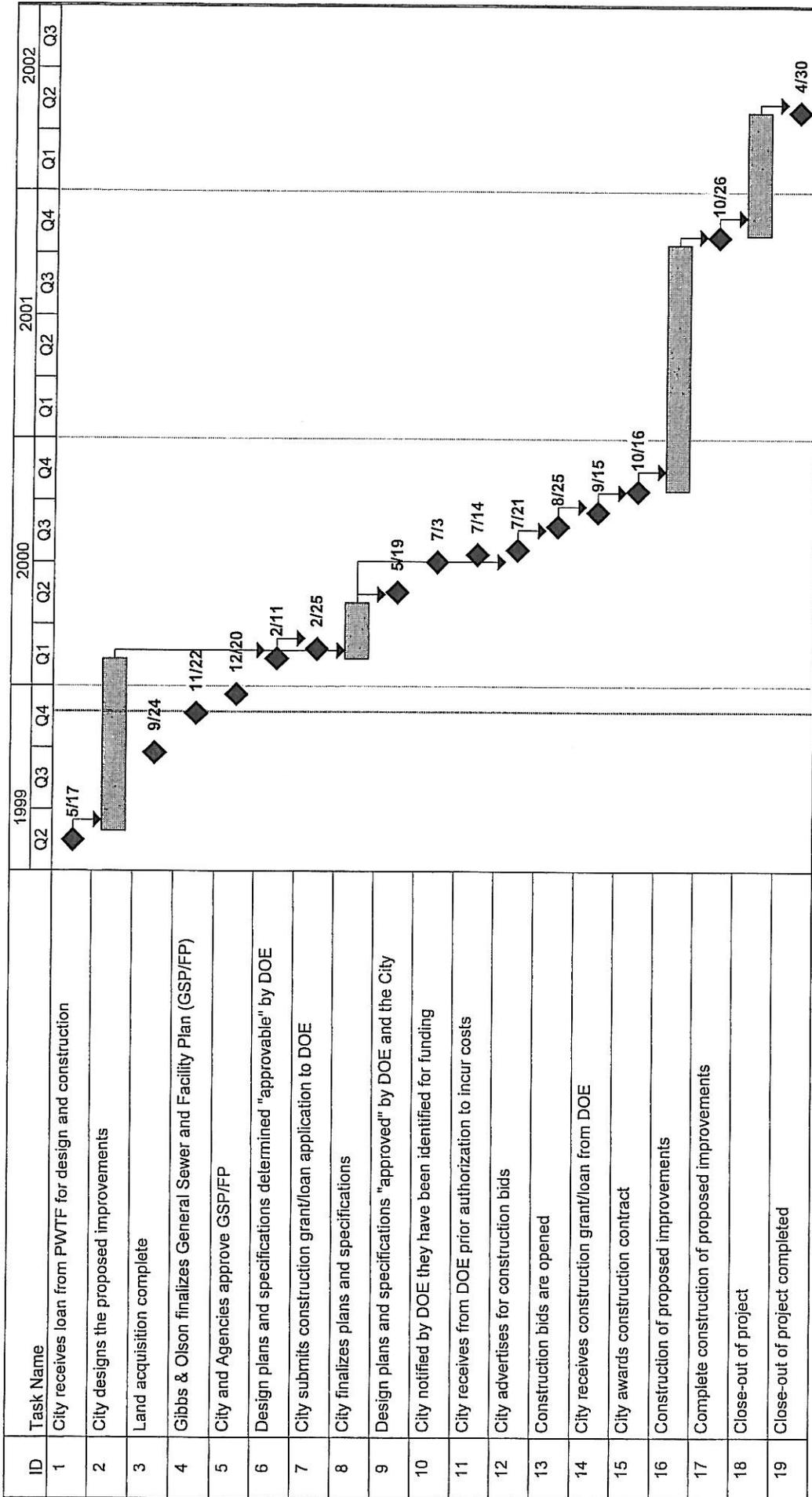
In addition to the above funding sources, the City is currently seeking other grant funding to help reduce the cost to the ratepayers.

Section IX also evaluates the potential impact the proposed project will have on sewer system charges and monthly sewer rates. The City may want to consider evaluating alternative rate structures before implementing any rate increase for this project. The evaluation presented in Section IX assumes 1) the existing rate structure remains in place, 2) that any increase applies equally to all sewer system charges and monthly rates, and 3) that there is only a two (2) percent increase in growth to help pay for the improvements. This last assumption is critical to any potential increase. If the City does, in fact, experience higher growth rates, then more revenue will be generated by system connection charges and inspection fees and the flat monthly rates can be kept lower. The results of the preliminary rate evaluation from Section IX are summarized in Table I-5. The rate evaluation is intended to provide the mayor and council with information they can use when making their determination of future rate increases.

<b>Table I-5 Potential Order of Magnitude Impact on Woodland Sewer Rates</b>			
<b>Item</b>	<b>Year 1999</b>	<b>Year 2000</b>	<b>Year 2002</b>
<b>Funding Option No. 1</b>			
Connection Charge	\$2,500	\$3,975	\$5,009
Inspection Fee	\$88	\$139	\$175
Flat Sewer Rate/Month	\$20	\$31.80	\$40.07
Overage Charge/100 c.f.	\$1.56	\$2.48	\$3.13
<b>Funding Option No. 2</b>			
Connection Charge	\$2,500	\$3,775	\$4,643
Inspection Fee	\$88	\$132	\$163
Flat Sewer Rate/Month	\$20	\$30.20	\$37.15
Overage Charge/100 c.f.	\$1.56	\$2.36	\$2.90

### SCHEDULE

A schedule for implementing the recommendations made in this report is included in Figure I-1. This schedule outlines the major milestones that must be completed to obtain funding, design and construction of the proposed project. The schedule is optimistic in that it assumes the City will be successful in obtaining all financial assistance the first time it is requested.



## City of Woodland Wastewater Treatment Plant

### Annual Treatment Facility Review Report (Wasteload Assessment)

Reporting Year: From: January 1, 2013 To: December 31, 2013

**Design Parameters:**

Max monthly design flow (dry): <u>N/A</u> mgd	Design Population Equivalent: <u>12,000</u>
Max monthly design flow (wet): <u>2.0</u> mgd	Present Population Served: <u>5,625</u>
Peak daily design flow: <u>3.2</u> mgd	Projected Population growth: <u>12,000</u>
Design Influent BOD loading: <u>3,107</u> lbs/day	Compliance with effluent permit limitation?
Design Influent TSS loading: <u>3,160</u> lbs/day	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Table 1, Influent Monthly Average Loading & Peak Daily Flow (From Monthly DMR)**

Month	Avg flow (mgd)	Peak flow (mgd)	BOD (lbs/day)	TSS (lbs/day)
January	0.57	0.6670	269.0	320.0
February	0.543	0.6000	317.0	365.0
March	0.524	0.6050	320.0	445.0
April	0.505	0.5450	329.0	575.0
May	0.479	0.5550	445.0	395.0
June	0.485	0.5350	338.0	400.0
July	0.486	0.5330	492.0	545.0
August	0.499	0.5440	318.0	365.0
September	0.541	0.6420	333.0	370.0
October	0.511	0.5930	404.0	360.0
November	0.518	0.5970	356.0	325.0
December	0.537	0.6010	331.0	355.0

**Table 2, Maximum Influent Monthly Average Loading (Highest Month)**

	Month	Max Monthly Average Value	Design Capacity	% Design Capacity	Previous year Max Monthly Avg value	% Increase / Decrease
Dry Weather Flow MGD	N/A	N/A	N/A	N/A	N/A	N/A
Wet Weather Flow MGD	January	0.5700	2.0	28.50%	0.6430	-11.35%
Peak Flow MGD	January	0.6670	3.2	20.84%	0.7720	-13.60%
BOD (lbs/day)	July	492.0	3,107	15.84%	1205.0	-59.17%
TSS (lbs/day)	April	575.0	3,160	18.20%	1427.0	-59.71%

\* Flow or wasteload reached 85% of design capacity; \*\* Flow or wasteload reached or exceeded its design capacity

If actual flow or wasteload reaches 85% of design capacity for three consecutive months, the permittee shall submit a plan and schedule in accordance with their permit.

**Table 3, Maximum Monthly Average Data for the Last Three Years (For Plotting)**

Year	Flow (mgd)	BOD (lbs/day)	TSS (lbs/day)
2011	0.596	1380	1999
2012	0.643	1205	1427
2013	0.667	492	575

Estimated year when the design capacity is projected to be reached: >2032

Comments:

The City does not have a dry weather flow rating therefore is reporting N/A. Wet Weather Flow, Peak Flow, BOD and TSS values are highest month values for the year.

*Burt Stapp*  
Signature and Title **PUBLIC WORKS DIRECTOR, 1/7/14**

## Design Capacity Graphs

Table 4: Max month Flow Data

Year	max month avg Flow, mgd	design cap, mgd
2007	0.521	2
2008	0.538	2
2009	0.524	2
2010	0.516	2
2011	0.596	2
2012	0.643	2
2013	0.667	2
2014		2
2015		2
2016		2
2017		2

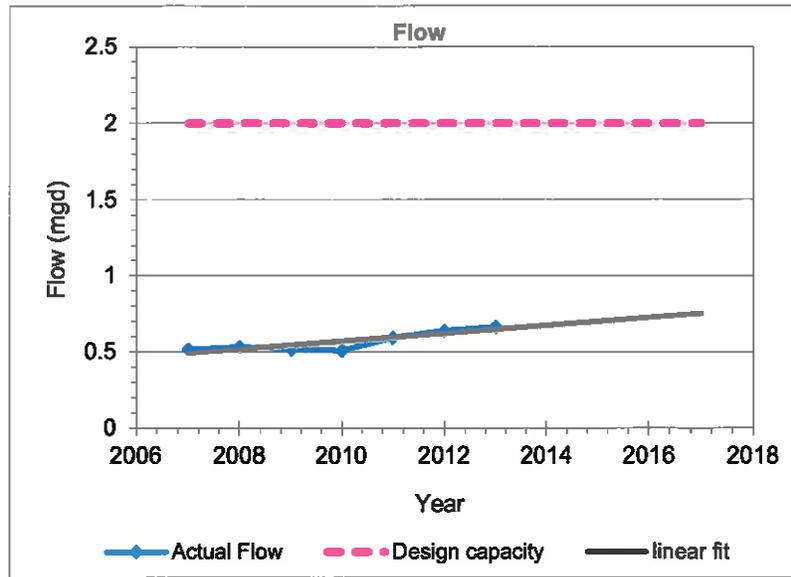


Table 5: Max month BOD Data

Year	max month avg BOD, lbs/day	design cap lbs/day
2007	1473	3107
2008	1454	3107
2009	1703	3107
2010	1342	3107
2011	1380	3107
2012	1205	3107
2013	492	3107
2014		3107
2015		3107
2016		3107
2017		3107

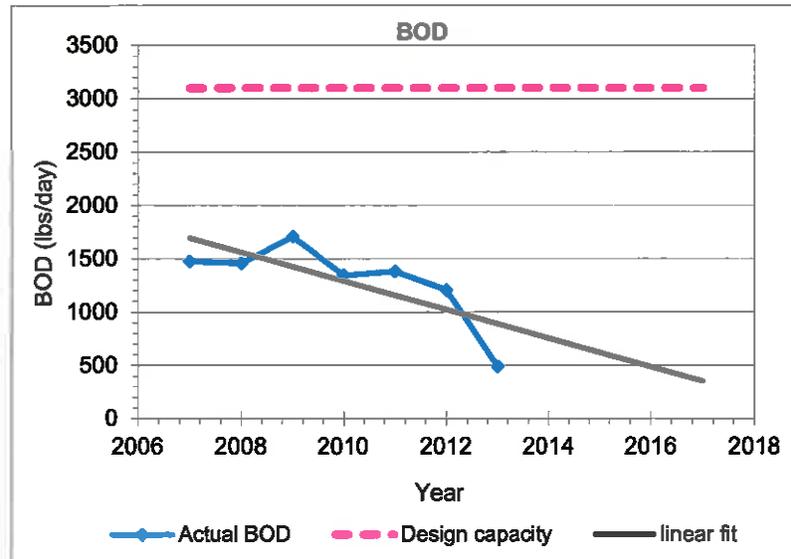
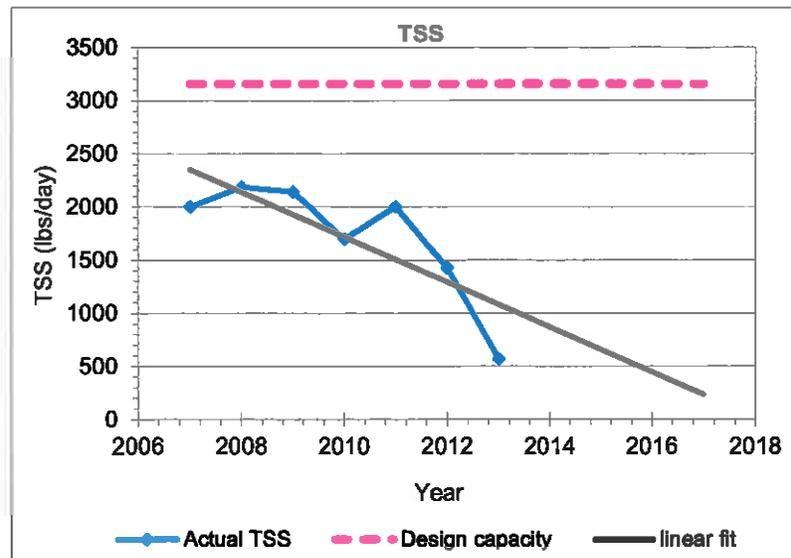


Table 6: Max month TSS Data

Year	max month avg TSS, lbs/day	design cap lbs/day
2007	1997	3160
2008	2184	3160
2009	2140	3160
2010	1696	3160
2011	1999	3160
2012	1427	3160
2013	575	3160
2014		3160
2015		3160
2016		3160
2017		3160



## City Of Woodland Wastewater Treatment Plant

### Annual Infiltration/Inflow (I/I) Report

Reporting Year: From: January 1, 2013 To: December 31, 2013

Max month design flow: 2 MGD Design Population Equivalent: 12,000  
 Peak daily design flow: 3.2 MGD

Month	Average Monthly Flow (MGD)			Total Monthly Rainfall (inches)			Population Served			Additional Sewer Lines Added (feet)		
	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	
Month	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
January	0.588	0.511	0.57	4.98	5.47	4.09	5,550	5,590	5,625	1,375	1,465	-
February	0.52	0.571	0.543	4.45	4.58	1.73						
March	0.596	0.59	0.524	7.35	8.93	2.56						
April	0.566	0.643	0.505	4.98	4.01	2.49						
May	0.49	0.568	0.479	3.24	2.36	3.84						
June	0.492	0.541	0.485	1.16	3.84	1.93						
July	0.434	0.519	0.486	0.72	0.17	0						
August	0.408	0.502	0.499	0.12	0	0.53						
September	0.42	0.493	0.541	1.74	0.1	6.97						
October	0.442	0.524	0.511	2.23	6.44	1.32						
November	0.48	0.52	0.518	5.98	7.18	4.13						
December	0.46	0.6	0.537	2.03	8.22	2.46						
<b>TOTAL</b>	<b>5.896</b>	<b>6.582</b>	<b>6.198</b>	<b>39</b>	<b>51</b>	<b>32</b>	<b>Total (feet)</b>			<b>1,375</b>	<b>1,465</b>	<b>-</b>
<b>Low</b>	<b>0.408</b>	<b>0.493</b>	<b>0.479</b>				<b>Total (miles)</b>			<b>0.26</b>	<b>0.28</b>	<b>0.00</b>
<b>High</b>	<b>0.596</b>	<b>0.643</b>	<b>0.57</b>									
<b>Average</b>	<b>0.4913</b>	<b>0.5485</b>	<b>0.5165</b>									
<b>I/I</b>	<b>0.188</b>	<b>0.15</b>	<b>0.091</b>									

Base Year: 1980 Base Year I/I: 0.04 MGD

#### **Infiltration/Inflow Summary**

Year	I/I	% increase from base I/I	% of avg. design flow
2011	0.188	370	9
2012	0.15	275	8
2013	0.091	128	5

Comments:

*Bart Stapp*, PUBLIC WORKS DIRECTOR, 11/7/14  
 Signature and Title

## City of Woodland Precipitation versus Influent flow 2013

