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cityofriodell.ca.gov*



October 1, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Award Bid for Closed Circuit TV Project Related to the Sanitary Sewer Collection System to NorCal Pipes and Authorization for the City Manager to Execute an Agreement in Coordination with the City Attorney for \$275,000 plus \$100,000 in Contingency.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Award the bid for Closed Circuit TV Project to NorCal Pipes and authorize the City Manager to execute an agreement in coordination with the City Attorney for \$275,000 plus \$100,000 in contingency.

BACKGROUND AND DISCUSSION

All costs associated with this project are covered under the Clean Water State Revolving Fund (CWSRF) and the Sanitary Sewer Evaluation Study (SSES) grant obtained by the City through the Water Board.

Staff is recommending NorCal Pipes for this important project. The response in the opinion of staff was the most responsive and responsible of the proposals but was the most expensive, however the cost is still under the grant project budget for this CCTV component. A memorandum from GHD explaining this recommended action is attached and supported by staff. NorCal Pipes also has experience with the City, responding promptly to assist the City following the earthquakes.

Attachments:

Memorandum from GHD

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# Memorandum

September 26, 2024

<b>To</b>	Kyle Knopp, City Manager City of Rio Dell		
<b>Copy to</b>	Hannah Gidanian, GHD		
<b>From</b>	Rebecca Crow	<b>Tel</b>	+1 707 443 8326
<b>Subject</b>	Sanitary Sewer Evaluation Study Project Close Circuit TV Project Recommendation for Award	<b>Project no.</b>	10047950

## 1. Introduction

The City of Rio Dell (City) recently solicited proposals from Consultant/Contractors to provide sewer cleaning, inspection, and condition assessment services for sewer pipes and manholes located throughout the City. The City's sewer system was installed in the 1950's and suffers from leaks due to age and the recent earthquakes. The City was awarded a Clean Water State Revolving Fund (CWSRF) Sanitary Sewer Evaluation Study (SSES) Grant by the State Water Resources Control Board (SWRCB), which includes funding for Close Circuit TV (CCTV) inspection of the City's sewer pipelines. GHD has supported the City in developing a prioritized list of pipelines for cleaning and inspection. A summary is provided below of the bids submitted under the Request for Proposal (RFP) for Sewer Pipeline Inspection and Condition Assessment Services.

## 2. Bid Summary

GHD received proposals on September 19, 2024 at 2 pm for CCTV work under the SSES. Proposals were received from four firms, GPRS, APS, 360 Pipeline Inspections, and NorCal Pipes. Proposals were required to be responsive to four factors as identified in the RFP and listed below.

1. Overall Responsiveness of the proposal in clearly demonstrating an understanding of the City's objectives and the ability to meet the City's needs. (Weight: 25%)
2. Technical experience of the Consultant/Contractor and those assigned to the project. (Weight: 25%)
3. Demonstrate ability to effectively plan and execute the project in a timely manner. (Weight: 25%)
4. Cost is particularly important when all the other evaluation criteria are relatively equal due to this project being grant funded. (Weight: 25%)

Each proposal was reviewed and rated by GHD with input from the City using the criteria above and the results are summarized in Table 1. NorCal Pipes is the apparent most responsive based on the proposals received. All information requested in the RFP was provided. Table 2 below lists the budget proposal included in the three bids that were received. Though NorCal Pipes has the highest estimated cost, this consultant was the only one included debris disposal in their costs. The City required the subconsultant to provide their own means of disposing solids from jetting the pipes, and not rely on the City's dumpsters. For more information regarding the criteria refer to the RFP in Attachment 1.

**Table 1**      *Rating summary table*

Criteria No.	GPRS	APS	360 Pipeline Inspections	NorCal Pipes
1	5	20	20	22
2	5	25	24	25
3	12	20	12	22
4	5	15	20	15
<b>Total</b>	<b>27</b>	<b>80</b>	<b>76</b>	<b>84</b>

**Table 2**      *Schedule of Costs for each proposal*

Bid Items			GPRS		APS		360 Pipeline Inspections		NorCal Pipes	
Item	Unit	Qty.	Unit Cost	Total Costs	Unit Cost	Total Costs	Unit Cost	Total Costs	Unit Cost	Total Costs
Cleaning*	\$/day	20 days			\$4,600	\$92,000	\$5,059	\$101,180	\$6,800	\$136,000
CCTV*	\$/day	20 days			\$4,600	\$92,000	\$3,234	\$64,680	\$6,700	\$134,000
Video Package*	LS/month	1			\$5,000	\$5,000	\$2,200	\$2,200	\$5,000	\$5,000
Jetting	\$/day	10 days	\$13,605	\$136,050						
CCTV	LF	12,861		\$50,680						
<b>Total Cost*</b>			<b>\$186,730</b>		<b>\$189,000</b>		<b>\$168,060</b>		<b>\$275,000</b>	

\*Assume CCTV team will be out in the field for four weeks. Includes travel, mobilization, and demobilization in unit costs

### 3. Recommendation for Award

The project is grant funded through the SWRCB CWSRF with a CCTV budget of \$375,000. NorCal Pipe's proposal is below this budget at approximately \$275,000 leaving \$100,000 as contingency and/or funds for additional lines to be inspected.

GHD coordinated with City staff to review the proposals, the ratings, and which consultant would best serve the City's needs. GHD recommends NorCal Pipes to complete the work.

Following City award of the project, GHD will coordinate with NorCal Pipes on contacting, schedule, and community notifications. Please feel free to contact GHD with any questions.

Regards



**Rebecca Crow**  
Technical Director

#### Attachments:

- Attachment 1 – Request for Proposals

# **Attachment 1**

**Request for Proposal**





## **REQUEST FOR PROPOSALS**

### **Sewer Pipeline Inspection and Condition Assessment**

#### **Notice to Consultants/Contractors**

The City of Rio Dell is requesting proposals from qualified Consultants/Contractors to provide Pipeline Inspection and Condition Assessment Services. The services to be provided will include all necessary parts, materials, labor, mileage, travel time, expenses, equipment, and insurance.

#### **Instructions for delivering electronic proposals:**

**Questions due by:** September 16, 2024 at 12:00 p.m.

**Due Date:** September 19, 2024, at 2 p.m.

**Email To:** hannah.gidanian@ghd.com

**Email Subject:** Subject line of email will be, "Rio Dell RFP Submittal for Sewer Pipe Inspection and Condition Assessment."

#### **Project Scope of Work**

The City of Rio Dell ("City") is soliciting proposals from Consultant/Contractors ("Proposer") to provide sewer cleaning, inspection, and condition assessment services for sewer pipes and manholes located throughout the City. The pipes range in size from 4" to 12" in diameter. The City has prioritized pipelines for cleaning and inspection which are summarized in the map in Appendix A. The City's sewer system was installed in the 1950's and drops in the pipes are anticipated due to age and the recent earthquakes. The location of the drops is not known. Bends can be seen on map provided in Appendix A.

The Consultant/Contractor shall perform cleaning, inspections and assessments as needed to determine and rate the condition of the pipeline and manholes. The inspections and assessment shall be in compliance with the National Association of Sewer Service Companies' (NASSCO) Pipe Assessment and Certification Programs (PACP). The City expects that the inspections will be done using in-pipe CCTV methods. The City requires that deliverables be in NASSCO PACP format. The City will consider alternative inspection techniques such as acoustic or electromagnetic methods in situations where CCTV may not be feasible. The Consultant/Contractors may propose alternate inspection techniques in addition to CCTV but not as a substitute for CCTV.

The Consultant/Contractors shall provide a condition assessment consistent with the PACP methodologies for all pipe segments and manholes. The assessment shall include defect descriptions and overall pipe condition rating according to PACP standards. The condition of the pipe and the location of the anomalies in the inspected pipe will need to be identified. The location of laterals within the pipe will also need to be identified.

#### **Minimum Qualifications**

Consultant/Contractor shall have a minimum of at least five (5) years' experience in the process on inspecting sanitary sewer mains using CCTV. Among the Consultant/Contractor's experience, such work shall have been completed on at least one project involving CCTV inspection of small diameter sanitary sewer mains during the last five (5) years in which the CCTV inspection productivity rate equalled or exceed 100,000 linear feet per calendar year.

#### **Personnel Qualifications**

The project manager shall have experience that includes the successful CCTV inspection activities of at least 100,000 linear feet of small diameter sewer mains or shall have at least 5 years' experience and continuously worked for the Consultant/Contractor for last two (2) years. Experience shall include use of electronic locating equipment and CCTV inspection equipment. The project team must include staff with a current NASSCO PACP certification and experience managing CCTV data within a direct entry CCTV software. All



employees performing CCTV inspection and performing QAQC of the CCTV data shall have knowledge, experience, training and current NASSCO PACP certification.

#### Submittal Package

Proposals are to include the following:

##### Consultant/Contractor information

- Company name, telephone number and mailing address.
- Name, telephone number and email address of the primary point of contact for this project.
- Number of years the firm has performed CCTV sewer assessment services.
- Type of organization: individual, partnership, corporation, other (please specify).
- Year organization established.
- Statement of the company's qualifications, including a list of recently performed relevant projects, past performance, and individual or team accomplishments.
- If your firm has multiple offices, please list these offices and indicate which office will manage the project.
- A statement and explanation of any instances where your company's contract has been terminated in the past 5 years.

#### Responsible Personnel

List the Project Manager and Key Project Staff who will be involved in the delivery of services to the City. Describe the capacity of the key personnel and their ability to perform the work in a timely manner relative to present workload. Include all anticipated Sub-consultants, listing their firm name, mailing address, telephone number, and their key staff members.

#### Team Experience/References

Describe examples of relevant experience working with three (3) public agencies located within Northern California. Provide contact information for three (3) references that the City may contact and inquire about your work. Please include agency/company name, address, phone, and email address.

#### Project Management

Describe how the work will be planned and controlled. Include a sample project schedule for a 4-week project.

#### Schedule of Costs

Please provide Appendix B – Schedule of Costs with your proposal as well as a rate sheet for staff and equipment.

Evaluation of All proposals will be considered, and each will be evaluated to ascertain which one best meets the needs of the City. Additional requests for information may be necessary in order to clarify parts of the proposal. Evaluation considerations will include the following:

1. Overall Responsiveness of the proposal in clearly demonstrating an understanding of the City's objectives and the ability to meet the City's needs. (Weight: 25%)
2. Technical experience of the Consultant/Contractor and those assigned to the project. (Weight: 25%)
3. Demonstrate ability to effectively plan and execute the project in a timely manner. (Weight: 25%)



4. Cost is particularly important when all the other evaluation criteria are relatively equal due to this project being grant funded. (Weight: 25%)

### **SCOPE OF SERVICES**

The following is a general outline of the scope of work to be provided by the Consultant. While it is believed that this scope includes all elements essential to complete the project, proposing firms are advised to include any items that they believe may be necessary to complete the project. Proposing firms may also note any required items that they believe may be excessive or unnecessary. The cost of such items should be separately noted in their proposals. Services required shall include:

#### **CCTV Inspection**

Consultant shall make a video recording of the television inspection and supply one copy to the City. The video recordings shall be in color and give clear video/pictures of conditions of pipelines with hydraulic and structural problems. The recording(s) deemed unacceptable by the City shall be reproduced at no cost to the City.

All data and video recording will become the sole property of the City without restrictions of future use, duplication, modification, and dissemination. Consultant shall have no vested rights to the completed work and may not sell or reuse it without the City's permission. The project data furnished to the Consultant for use in rendering project services shall remain the property of the City and shall be returned on termination of the agreement. Consultant may not distribute, sell, or otherwise use data without permission of the City.

Consultant shall create pipeline reports, containing the measurement of faults and other features inside the pipeline. This includes measurements of pipe size, number and location of laterals, water levels and other features.

Pipes will be accessed via City manholes. As the camera approaches a lateral connection, or substantial structural defect, the camera progress shall be halted and the camera lens panned to further view the lateral pipe and connection (including looking up the lateral). The consultant will be responsible for traffic control and safety of subconsultant's staff. The City will provide water for cleaning operations. The City has a parking lot with limited space to store disposal bins during operations. Coordination with the City on parking vehicles and disposal bins will be necessary.

Manual winches, power winches, TV cable powered rewind, 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 line. If, during the inspection operation, the television camera fails to pass through the entire manhole section, Consultant shall reset their equipment in a manner so that the inspection can be performed from the opposite manhole. If again, the camera fails to pass through the entire section, Consultant shall notify the City's project manager immediately.

If, during the television inspection, Consultant encounters a condition where public safety is threatened (such as, but not limited to, a pipe hole, pipe collapse, stoppage, blockage and/or eminent sewer spill) City Project Manager shall be notified immediately. Furthermore, Consultant shall provide a videotape copy of the section of line containing the condition within 24 hours to City's project manager.

If, during the television Inspection, the camera is jammed inside the sewer and cannot be retrieved, Consultant shall not excavate the pipe to retrieve it. Consultant shall inform the City immediately for assistance, but it is Consultant's responsibility to remove the camera and ensure that the sewer is not damaged.

#### **Operators**

Closed-circuit television (CCTV) operators shall be certified by the National Association of Sewer Service Companies (NASSCO) by passing the Pipeline Assessment and Certification Program (PACP). The methodology of evaluation, data collection, and reporting criteria used for the NASSCO certification shall be



practiced for all CCTV inspections. Consultant shall include copies of its CCTV operators' NASSCO certifications in the proposal package.

#### Pre-Inspection Cleaning

All sewer pipelines to be inspected shall be sufficiently cleaned by the Consultant prior to CCTV inspection to provide clear examination of the pipe's interior and to provide sufficient opening for the camera to pass through the pipe. The Consultant shall be careful not to damage any pipes, including existing plastic lining. Cleaning methods shall be employed to sufficiently clean the pipe so the camera can pass and fully ascertain and document the structural integrity and operational condition of the pipe.

All sludge, dirt, sand, rocks, grease, roots, and other solid or semisolid material resulting from the cleaning operations shall be removed and hauled away from the downstream manhole of the section being cleaned. Passing material from sewer section to sewer section shall not be permitted. The Consultant shall be responsible for removing all solid and semisolid materials from the cleaning operation from the work site no less often than at the end of each workday. Materials, which accumulate during the workday, shall be placed in totally enclosed and watertight containers. Handling, transport, and disposal of materials shall be in full compliance with all applicable Federal, State, and local requirements, and is the sole responsibility of the Consultant.

The Consultant shall verify the manhole locations and information provided by the City's Project Manager prior to the CCTV inspections. The Consultant shall notify Project Manager of any discrepancies within 24 hours of discovering discrepancies.

#### Homeowner Communication

The City's sewer system has been in place for over 70 years. Some homes in the City have been in place even longer. Consultant shall be responsible for coordination with the City for outreach to communicate to homeowners about the upcoming work and expectations on, and the Contractor shall provide a minimum 24 - hour notification to homes in areas that will be cleaned/ inspected.

#### Indemnity Obligations.

Due to the fact that the majority of homes in Rio Dell are older and may have delicate plumbing, for the Consultant must use care during pre-inspection investigation and cleaning. If any homeowner plumbing is damaged during pre-inspection cleanings, the Consultant is responsible for all damage repairs arising out of Consultant's work.

#### CCTV Equipment

The Consultant's CCTV equipment shall include video cameras, a video monitor cable, power sources, and all equipment necessary to perform a CCTV inspection as outlined in this RFP.

All camera systems shall be able to navigate around minor objects, roots, and debris. The system used to move the camera through the pipe shall not obstruct the camera's view or interfere with proper documentation of the sewer conditions.

The cable footage-counter shall be accurate to plus or minus 2 feet per 1,000 feet. The Consultant shall calibrate their measuring device monthly with a known distance prior to starting the inspection and recording process.

The distance shall be measured between the exit of the start manhole and the entrance of the finish manhole for a true measurement of the length of the pipe segment, as required by PACP. It shall be recorded in standard units and the video display readout shall display units to one-tenth of a foot.

Video inspection and reporting shall be submitted in a NASSCO-compatible format. Consultant shall have the ability to communicate with its crew at all times (i.e. cellular phone, radio, etc.). Consultant shall have replacement equipment available within twenty-four (24) hours in the event of equipment breakdown.





The Consultant shall pause the digital recording at any time there is a delay in the inspection and restart the digital video recording in the same digital file. The pause shall in no way affect, freeze, or interrupt the replay of the video and shall not close the video file during the inspection.

Each pipe segment (manhole to manhole) shall be identified with an initial text screen and completed in accordance with PACP's CCTV inspection form. The Consultant shall provide a sample submittal of the CCTV video output, inspection log, digital photos, and inspection evaluation database, after completing 1 day of CCTV inspection. City staff shall determine the typical video quality, quality of cleaning of the pipe, and judgment exercised on the evaluation of pipe condition. This submittal shall note any changes to the Specifications listed in this RFP regarding video format, compression or other conditions for review and approval by the City.

During the CCTV inspection, the video shall show the following text at all times:

Line	Number & Description
Line 1:	City
Line 2	Street/ Start Manhole City ID Number/ Direction of Inspection/End Manhole City ID Number
Line 3	Pipe Material/ Pipe Size
Line 4:	Inspection Time/Date/Running

The naming of the video file shall be automatic, consisting of "UPSTREAM AND DOWNSTREAM CITY MANHOLE CITY ID" Photographs

Digital photographs in JPEG format shall be made of all recorded defect observations. These photographs will be computer generated with the use of the inspection reporting system software.

At a minimum, all photographs shall be named consisting of the following descriptions: "FROM MANHOLE CITY ID NUMBER", "TO MANHOLE CITY ID NUMBER", the defect location along the pipe. It is in the Consultant's discretion as to additional data information that may be needed in the naming of the files to make each file unique within the file naming constraints of their inspection software. Any additional information shall be included after the mandatory information specified above. The naming convention shall be consistent throughout the project.

#### Additional Inspection

Obstructions may be encountered during the course of the CCTV inspection that prevent the travel of the camera. In instances when obstructions are not passable, the Consultant shall withdraw the equipment and begin a CCTV inspection from the opposite end of the sewer reach.

If a particular line is inspected more than once, then the Consultant shall include all versions of the inspections in the database. The MGO observation shall be used on all inspections except at the first occurrence. The Consultant shall provide an explanation for the additional inspections in the Remarks section.

#### Measurement and Payment

Measurement and payment for CCTV and condition assessment and recommendations of existing sanitary sewer pipelines shall be at the unit price per day, regardless of diameter. Measurement and payment for cleaning will also be a unit price per day. Due to the age of the existing sewer system, it is anticipated that cleaning will be required. The scope of work is for CCTV Inspections of approximately 12,850 linear feet of sanitary sewer pipes. See Appendix A for the proposed areas to CCTV. It should be assumed that the CCTV team will be out in the field for four weeks. The measurement and payment for the video package and report will be a lump sum price based on collecting a months' worth of data. See Appendix B for a Schedule of Costs

Payment shall be made at the unit price per day, regardless of pipeline diameter, indicated in the Proposal for which price shall constitute full compensation for furnishing all materials, labour, travel, mobilization,



demobilization, traffic control set up (heavy and light traffic areas), tools and equipment for the cleaning and video inspection/taping and condition assessment of the existing sanitary sewer pipelines identified.

#### Prevailing Wage

Contractor is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 1600, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance." If the services are being performed as part of an applicable "public works" or "maintenance," as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000.00 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. City shall provide Contractor with a copy of the prevailing wage rates of per diem wages in effect at the commencement of this Agreement. Contractor shall make copies of the prevailing rate of per diem wages for each craft, classification, or type of worker needed to execute the services and make available to interested parties upon request. Contractor shall defend, indemnify, and hold the City, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with Prevailing Wage Laws.

#### City Professional Services Agreement

Included in Appendix C is the City's standard Professional Services Agreement. Please note in the proposal if the consultant takes any exception to the provisions in the agreement.

#### Project Submittals and Deliverables

##### Submittals

The project submittal will consist of:

- 1) A database (provided by the Consultant at Consultant's expense) containing the video, and photo files.
- 2) A Report containing the following information:
  - a. Footage calibration report for each camera used.
  - b. PACP Certificate copies of all operators.
  - c. Summary table of all pipeline segments inspected within each district with the following fields in the order listed:
    - Column 1: Date of Inspection
    - Column 2: Start Manhole City ID
    - Column 3: Stop Manhole City ID
    - Column 4: Total Pipe Length (per attached plan)
    - Column 5: Televised Length
    - Column 6: Quick Maintenance Rating (per PACP)
    - Column 7: Quick Structure Rating (per PACP)
    - Column 8: Section Number (\*NOTE: The table shall be sorted by Start Manhole)
  - d. An observation table of all pipeline segments inspected with the following fields in the order listed:
    - Column 1: Section Number
    - Column 2: Position of Defect
    - Column 3: Observation Code (per PACP)
    - Column 4: Observation Description (per PACP)



Column 5: Structural Grade (per PACP)

Column 6: O&M Grade (per PACP)

Column 7: Recommendations (e.g. Point Repair, CIPP Lining, etc.) (\*NOTE: The table shall be sorted by Section Number)

#### Deliverables

- 1) A. All video recording, image files, and databases shall be submitted in a digital format approved by the City's project manager and electronically stored in PACP database format, for proper data management.

#### Review

- 1) The video recordings, photographs, and data shall be reviewed by the City for focus, lighting, clarity of view, and technical quality.
- 2) Videos or photographs recorded while a camera has flipped over in the process of traveling or the viewing of laterals, obstructions, or defects are blocked by cables, skids, or other equipment will not be accepted.
- 3) Shape, focus, proper lighting, and clear, distortion-free viewing during the camera operations shall be maintained. Failure to maintain these conditions will result in the rejection of the video and/or photographs by the City.
- 4) Videos or photographs recorded showing steam, inadequate lighting, or other poor image quality will be cause for rejection by the City.
- 5) Any reach of sewer where recording quality, inspection, and/or report is not acceptable to the City according to this RFP shall be re-televised, or data modified at no additional cost to the City.

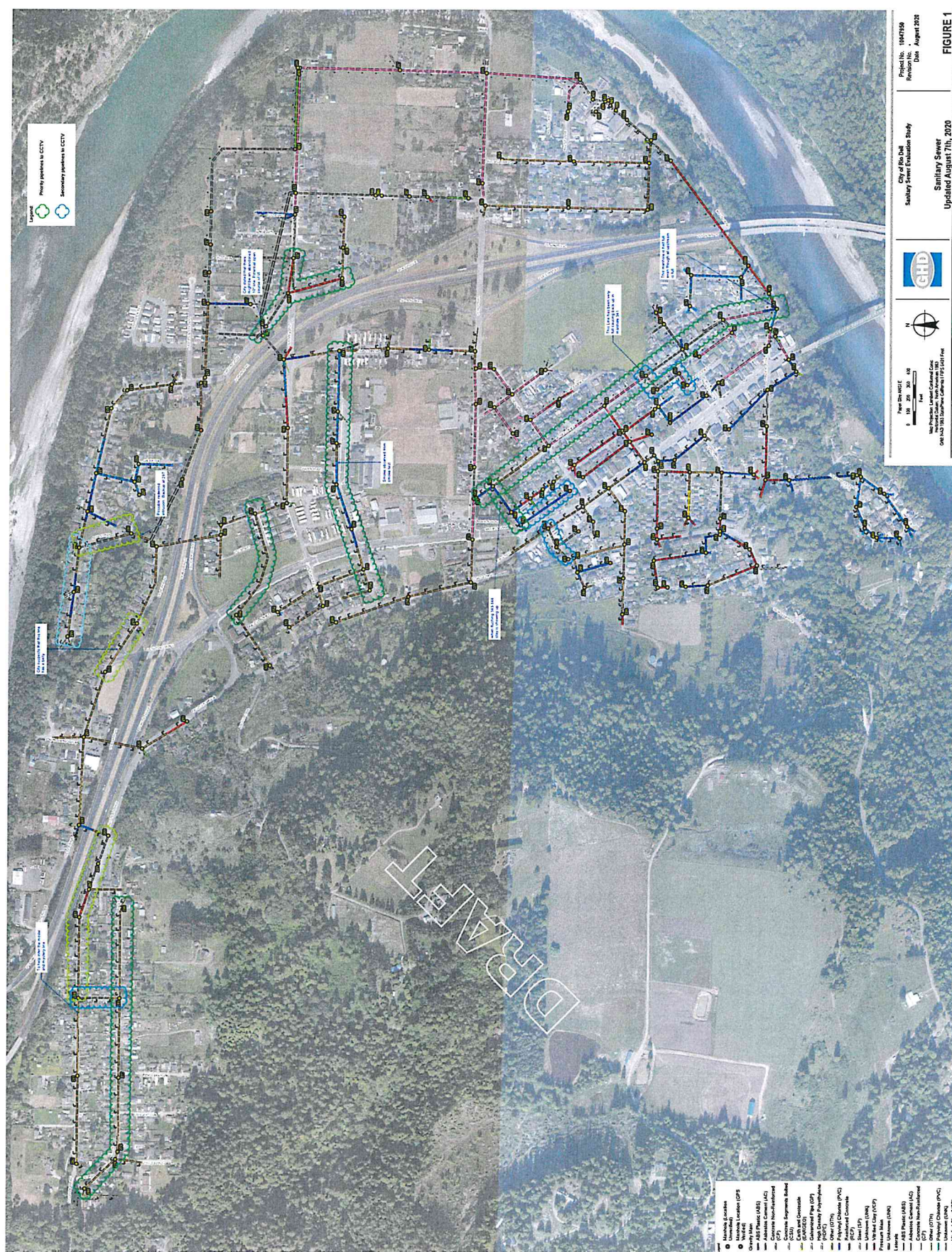
#### Appendices

- Appendix A: Map of Proposed Lines to CCTV
- Appendix B: Schedule of Costs
- Appendix C: City's Standard Professional Services Agreement

# **Appendix A**

**Proposed Lines to CCTV**







# **Appendix B**

## **Schedule of Costs**

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## Exhibit B

**Client:** City of Rio Dell

**Project Name:** Sanitary Sewer Evaluation- CCTV Work



### Schedule of Costs

Item No.	Description	Unit	Unit Cost
1	Cleaning*	\$/day	
2	CCTV*	\$/day	
3	Video Package and Report*	LS/month	
*Assume CCTV team will be out in the field for four weeks. Include travel, mobilization, and demobilization in unit costs			