



# Water Quality Control Division

Request for Proposal  
Fiscal Years 2016/2019

**EXHIBIT A**

Due: February 29, 2016

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## GENERAL LABORATORY SERVICES

The City of Merced Department of Public Works Water Quality Control Division is accepting proposals for analytical testing and services. Proposals should be mailed to the City of Merced Water Quality Control Division, 1776 Grogan Avenue, Merced, CA 95340 and must be received by 5:00 p.m. on Monday February 29, 2016 regardless of postmark.

### SCOPE OF PROJECT

The City of Merced Department of Public Works Water Quality Control Division is requesting proposals for analytical testing and services as required by the State of California Regional Water Quality Control Board NPDES Permit. The contract start and end dates will be for the term of July 1, 2016 through June 30, 2019. The City will review performance annually and will have the option to terminate the contract if not satisfied with performance. Laboratories appropriately certified by the State of California Department of Public Health, Environmental Laboratory Accreditation Program (ELAP) and other such accrediting entities will perform all testing. Tests are to be performed per required analytical protocols listed below:

- 40 CFR Part 136 (approved methods for municipal and industrial wastewater);
- 40 CFR Part 136 or SW-846 (approved methods as specified by the City of Merced for municipal sludge);
- EPA 500 (series methods for analysis of organic compounds in drinking water or alternatives approved by federal and state regulatory agencies).

Results of analyses conducted will be used for compliance determinations, contamination investigations, and reporting to a variety of regulatory agencies including, but not limited to, the California State Water Resources Control Board (SWRCB), the Central Valley Regional Water Quality Control Board (RWQCB), the United States Environmental Protection Agency (USEPA), and the Merced County Division of Environmental Health (MCDEH).

The Water Quality Control Division, Wastewater Treatment Plant (WWTP), and Water Division (DW) staff will sample the industrial wastewater, municipal wastewater, liquid sludge, dried sludge, municipal water wells, distribution, and potentially contaminated soil and groundwater. All analyses must be performed in accordance with legal requirements for admissibility in court proceedings.

Any use of sub-contracting services must be identified in the proposal and included in the fee schedule.

## **Merced PCE Groundwater Project Electronic Deliverable Format™ (EDF) Requirements**

Up to 78 groundwater monitoring wells are sampled quarterly to support the City of Merced's PCE Groundwater Project. The samples are to be analyzed utilizing EPA Method 8260B and the laboratory must prepare and submit results in accordance with the California State Water Resources Control Board's **Geotracker** Electronic Deliverable Format™ (EDF) requirements. This electronic data processing is in addition to the standard reporting/suspense time of the analytical data described elsewhere in the Request-for-Proposal.

The Global ID numbers and Field Points Names for the project's six (6) sites and associated one hundred (100) monitoring wells will be sent to the laboratory upon contract award. The number "70" above refers to the largest subset of the 100 wells that would be sampled in any one quarter.

The laboratory shall prepare the applicable data files and shall transmit the data via email to the City Water Quality Control Division and the City's designated environmental consultant firm within five (5) days of the certified report date. The consultant firm shall review the data and perform the actual upload to the Geotracker website. **To reiterate, the laboratory shall not upload the data to Geotracker directly, the City will manage this task separately.**

### **UCMR 4**

Environmental and trip blank samples are required for several of the methods in UCMR 4. The City is not clear on the frequency of collections for these Quality Control (QC) type samples. Laboratories will need to explain to the city how sample frequency is determined for each of the methods and how each sample will be billed. Also, as it was with UCMR3, it's expected that there will be laboratory related QC type samples. Laboratories will need to explain to the city how sample frequency is determined for each of the methods and how each sample will be billed. Also, as it was with UCMR3, it's expected that there will be laboratory related QC failures that will necessitate resampling by city crews. Laboratories must explain how costs/credits for repeat samples will be addressed. In the field, sample preservation is required for some samples in UCMR4. City staff will require training in this regard. Please provide information relating to this issue.

### **SCOPE OF SERVICES**

The contracted laboratory shall be California State Certified with qualified personnel. All analytical reports must be reliable and acceptable to appropriate regulatory agencies. Results for routine samples must be received within **fifteen (15) days**. Rush samples are requested under special circumstances. These circumstances would require a 5-day or less turn around time.

The analyzing laboratory is to maintain in full force and effect, at its own cost and expense, insurance coverage as specified in pages 5 and 6 of the standard City contract. Please see attached copy of the **Terms and Conditions** listed as Attachment A.

The contracted laboratory shall provide sample transportation, exercise diligent sample handling, and proper chain of custody protocols to ensure a representative sample arrives at the laboratory.

The contracted laboratory shall provide appropriate sample containers and Chain-of-Custody forms as required in advance of sampling events. Quality Control Data must accompany analytical reports.

In addition to reporting the results to the City, the laboratory will report drinking water supply data directly to SWRCB via Electronic Data Transmission (EDT) in compliance with deadlines as specified in the California Code of Regulations (Title 22). The Federal UCMR4 data will be transmitted to the appropriate EPA website.

### **MINIMUM TESTING REQUIREMENTS**

Due to the varied nature of projects the City of Merced handles; ***the exact number, types of tests, and a schedule for their submission during each fiscal year cannot be precisely specified.*** The following is an estimate of analyses that will be required based on sampling conducted during the past twelve-month period and on projections of upcoming projects:

<b><u># Samples</u></b>	<b><u>Parameter</u></b>	<b><u>Method</u></b>
10	STLC extraction	CAL WET
80	Ag (Silver)	EPA 200.7 or 200.8 (WW)
40	Ag	EPA 200.7 or 200.8 (DW)
10	Ag	EPA 6010 or 6020 (solid)
10	Ag	EPA 6010 or 6020 (liquid)
80	Al (Aluminum)	EPA 200.7 or 200.8 (WW)
40	Al	EPA 200.7 or 200.8 (DW)
10	Al	EPA 6010 or 6020 (solid)
87	Sb (Antimony)	EPA 200.7 or 200.8 (WW)
40	Sb	EPA 200.8 (DW)
10	Sb	EPA 6010 or 6020 (solid)
10	Sb	EPA 6010 or 6020 (liquid)
75	As (Arsenic)	EPA 200.7 or 200.8 (WW)
50	As	EPA 200.8 (DW)
10	As	EPA 6010 or 6020 (solid)
10	As	EPA 6010 or 6020 (liquid)
5	Ba (Barium)	EPA 200.7 or 200.8 (WW)
96	Be (Beryllium)	EPA 200.7 or 200.8 (WW)
40	Be	EPA 200.7 or 200.8 (DW)
20	Be	EPA 6010 or 6020 (solid)
10	Be	EPA 6010 or 6020 (liquid)
100	Cd (Cadmium)	EPA 200.7 or 200.8 (WW)
40	Cd	EPA 200.7 or 200.8 (DW)
20	Cd	EPA 6010 or 6020 (solid)

**MINIMUM TESTING REQUIREMENTS** (Cont.)

<b><u># Samples</u></b>	<b><u>Parameter</u></b>	<b><u>Method</u></b>
10	Cd	EPA 6010 or 6020 (liquid)
100	Cr (Chromium)	EPA 200.7 or 200.8 (WW)
40	Cr	EPA 200.7 or 200.8 (DW)
20	Cr	EPA 6010 or 6020 (solid)
10	Cr	EPA 6010 or 6020 (liquid)
48	Cr+6 (Hex Chrom)	EPA 218.6 (WW)
100	Cu (Copper)	EPA 200.7 or 200.8 (WW)
40	Cu	EPA 200.7 or 200.8 (DW)
10	Cu	EPA 6010 or 6020 (liquid)
20	Cu	EPA 6010 or 6020 (solid)
5	Fe (Iron)	EPA 200.7 (WW)
100	Hg (Mercury)	EPA 245.1 or 245.2 or 200.8 (WW)
40	Hg	EPA 245.1 or 245.2 or 200.8 (DW)
20	Hg	EPA 7471 or 6020A (solid)
10	Hg	EPA 7470 or 6020A (liquid)
4	Hg	EPA 1631 (low level)
100	Pb (Lead)	EPA 200.7 or 200.8 (WW)
40	Pb	EPA 200.8 (DW)
20	Pb	EPA 6010 or 6020 (solid)
10	Pb	EPA 6010 or 6020 (liquid)
87	Mn (Manganese)	EPA 200.7 or 200.8 (WW)
40	Mn	EPA 200.7 or 200.8 (DW)
20	Mn	EPA 6010 (solid)
87	Mo (Molybdenum)	EPA 200.7 or 200.8 (WW)
40	Mo	EPA 200.7 or 200.8 (DW)
20	Mo	EPA 6010 or 6020 (solid)
75	Ni (Nickel)	EPA 200.7 or 200.8 (WW)
40	Ni	EPA 200.7 or 200.8 (DW)
20	Ni	EPA 6010 or 6020 (solid)
10	Ni	EPA 6010 or 6020 (liquid)
86	Se (Selenium)	EPA 200.7 or 200.8 (WW)
40	Se	EPA 200.8 (DW)
20	Se	EPA 6010 or 6020 (solid)
10	Se	EPA 6010 or 6020 (liquid)

**MINIMUM TESTING REQUIREMENTS** (Cont.)

<b><u># Samples</u></b>	<b><u>Parameter</u></b>	<b><u>Method</u></b>
87	TI (Thallium)	EPA 200.7 or 200.8 (WW)
40	TI	EPA 200.8 (DW)
20	TI	EPA 6010 or 6020 (solid)
10	TI	EPA 6010 or 6020 (liquid)
157	Zn (Zinc)	EPA 200.7 or 200.8 (WW)
40	Zn	EPA 200.7 or 200.8 (DW)
20	Zn	EPA 6010 or 6020 (solid)
10	Zn	EPA 6010 or 6020 (liquid)
50	Volatile Organics	EPA 601/602 or 624(WW)
200	" "	EPA 502.2 or 524.2 (DW)
15	" "	EPA 524.2 (DW)
30	" "	EPA 624 (WW)
10	" "	EPA 1624 (Low Level)
400	" "	EPA 8260B (water/solids)
46	OCL Pesticides	EPA 608 or 625 (WW)
20	" "	EPA 1656 or 8270(Water)
18	" "	EPA 505 (DW)
18	" "	EPA 508 or 525.2 (DW)
25	OP Pesticides	EPA 8141 or 8260 (solids)
10	" "	EPA 1657 or 8270 (water)
18	" "	EPA 507 or 525.2 (DW)
20	Herbicides	EPA 1658 or 8151(Water)
18	"	EPA 515.1 or 515.3 (DW)
18	"	EPA 549.2 (DW)
18	"	EPA 547 (DW)
41	Pesticides	EPA 608 or 625 (WW)
35	"	EPA 504.1 (DW)
10	"	EPA 8011 or 8260 (solids)
10	"	EPA 8141 or 8270 (solids)
35	BNA Compounds	EPA 625 (WW)
10	" "	EPA 1625 or 8270 (Low Level)
6	Dioxin	EPA 8290 (solids)
6	"	EPA 1613 (water)
30	TTHMs	EPA 502.2 or 524.2 (DW)

**MINIMUM TESTING REQUIREMENTS** (Cont.)

<b><u># Samples</u></b>	<b><u>Parameter</u></b>	<b><u>Method</u></b>
20	HAA5	EPA 552.2 or 552.3 (DW)
15	Ammonia (as N)	SM 4500-NH3
50	Cyanide	EPA 335.4 or SM 4500-CN
10	Title 22 Minerals	(General, Physical and Inorganic)
16	Standard Minerals	
50	Oil & Grease	EPA 1664A
52	Total Nitrogen/TKN	SM 351.2
52	Total Oxidizable Nitrogen (as N)	SM 4500-NO3-F
52	Total Nitrogen/TKN	SM4500 – NH3/N <sub>org</sub>
20	Nitrate (as NO3)	EPA 300.0
20	Nitrate (as N)	EPA 300.0
20	Chloride	EPA 300.0
36	Fluoride	EPA 300.0 or SM 4500-F
50	Sulfate	EPA 300.0
50	Sulfide (as S)	SM 4500-S
50	Sulfite (as SO3)	SM 4500-SO3
50	Hardness (as CaCO3)	SM 2340 B
20	Foaming Agents (MBAS)	SM 5540 C
40	Phosphorus, Total (as P)	EPA 365.4 or SM 4500-P
20	pH	SM 4500-H B
60	Specific Conductance (EC)	EPA 120.1 or SM2510 B
60	Total Dissolved Solids (TDS)	EPA 2540 C
15	Radio Nuclides	As approved by EPA for Wastewater

**MINIMUM TESTING REQUIREMENTS** (Cont.)

<b><u># Samples</u></b>	<b><u>Parameter</u></b>	<b><u>Method</u></b>
18	Uranium	As approved by SWRCB
70	Total Petroleum Hydrocarbons (All Fractions, SWRCB approved method)	
5	Fecal Coliform	SM9221E
5	Presence/Absence Coliform	SM9223
7	Tributyl Tin	GC/MS
42	UCMR4	EPA 524.3 (UCMR4 will be performed twice in one year)
42	UCMR4	EPA 522
42	UCMR4	EPA 200.8
42	UCMR4	EPA 218.7
42	UCMR4	EPA 300.1
42	UCMR4	EPA 537
42	UCMR4	EPA 539

**SPECIAL REQUIREMENTS**

1. Two copies of the proposals shall be submitted to the City of Merced no later than Monday February 29, 2016 at 5:00 p.m.
2. All proposals shall remain firm for at least 90 days after the proposal opening date.
3. The City reserves the right to reject any and all proposals. The City will have no responsibility to compensate for any costs related to the preparation of their proposal.
4. Respondents must make a careful examination of the City's requirements, specifications, and conditions expressed in the Request for Proposal (RFP).
5. If any respondent in the process of submitting a proposal finds discrepancies in or omissions from the RFP, or if there are any questions, a request may be submitted in writing for interpretation or correction. Any changes in the RFP will be made only by written addendum by the Director of Public Works (or his designee) and mailed to each party on the RFP mailing list.
6. The selected Consultant is expected to execute the attached contract. In fairness to all those submitting a proposal, any revisions to the contract that the proposer wishes the City to consider must be noted in each response. If no such revisions are noted, the City will not consider any changes after the closing of the submission date.

**Labor Code:**

The laboratory shall comply with Sections 3700 et. seq. of the Labor Code of the State of California, which requires every employer to be insured against liability for workmen’s compensation.

**Insurance:**

The laboratory shall also provide the following insurance coverage naming the City of Merced as additional insured:

- 1) Full Workmen’s Compensation, Minimum Limit of \$100,000 per person.
- 2) Commercial General Liability, and Automobile, Minimum Combined Limit \$1,000,000.
- 3) Professional Liability, Minimum Amount \$1,000,000.

The words “endeavor to” and the last two lines of the standard cancellation clause located in the bottom right corner of the standard certificate of insurance form must be removed. Please see attached example of certificate of insurance listed as Attachment B.

**Local Business Enterprise Policy:**

The City Council has adopted a Local Business Enterprise Policy requiring service providers to make a good faith effort to include local businesses in their contract with the City. This may include offering an opportunity through subcontracting, if required. Proposers must respond to this policy in their proposal. Please see the attached copy of the full policy listed as Attachment C.

**Conflicts Of Interest:**

The laboratory must be aware of and comply with conflict rules included in the California Political Reform Act and Section 1990 et. seq. of the Government Code. The Political Reform Act requires City Officers to file statements of interest and abide by a Conflict of Interest Code. Section 1090 limits or prohibits a public official from contracting with a body of which an official is a member. Section 1090 applies even where the officer only reviews the contract for the approving body.

**All City Employees Ineligible to Bid:**

Proposers are advised that under Government Code Section 1126 all employees of the City of Merced are **not eligible** to submit responses on City contracts, to provide services or supplies to the City, or to enter into a lease or other agreements with the City. Any proposal submitted by a City employee, either individually or through a partnership, corporation, or other form of business entity or association, will be rejected and may subject the employee to discipline under the City’s Personnel Rules, Article XIX Section 19.02.

**WATER QUALITY CONTROL DIVISION RESPONSIBILITIES**

Collecting and preserving samples in conformance with regulatory protocols.

Chain of Custody protocol is observed.

Correct methods are requested.

Maintain communication with laboratory to inform of sampling schedule.



## **METHOD OF COMPENSATION**

The laboratory is to submit a price schedule for the specified analyses for the term of July 1, 2016 through June 30, 2019. Invoices for individual samples and groups of samples will be processed for payment per the fee schedule as the City receives the analytical reports.

## **FORM AND CONTENTS OF FULL PROPOSAL**

The Proposal shall include:

- 1) Proof of Laboratory Certification and qualifications of personnel to perform all tests.
- 2) A price quotation for the *specified analyses and methods*, which may include or be expressed as volume discounts keyed to a detailed fee schedule.
- 3) Specification of turnaround time for routine samples.
- 4) Time frame for reporting drinking water results to SWRCB.
- 5) Statement of policy regarding submission of travel and field blanks, to include volume allowance and explicit instructions on how such blanks may be processed at no charge to the City.
- 6) Statement of policy on reporting tentatively identifiable organic compounds, to include information on library search capability and how such an effort can be pursued.
- 7) EPA approved letter to perform UCMR4 testing.
- 8) Statement of policy on timely communication of analytical abnormalities to the City.
- 9) List of other services provided and fee schedules.
- 10) Proof of insurance coverage.
- 11) References.

Proposals shall be submitted in writing. Any exceptions to the requirements stated herein may result in the proposal being deemed non-responsive. The Laboratory Director shall sign the proposal. Please send two (2) copies of the proposal in a sealed envelope with closing date and proposer's name marked on the outside to:

**Lorraine M. Carrasquillo, Water Quality Control Supervisor**  
**City of Merced, Water Quality Control Division**  
**1776 Grogan Avenue**  
**Merced, CA 95341**

Phone: 209.385.6204

## **SELECTION PROCEDURE/CRITERIA**

Public Works Department representatives will review proposals submitted for completeness and qualifications. Public Works staff will present a recommendation to the City Council. The City Council will determine the final award.

Cost of services, while an important consideration, shall not be the sole determining factor in awarding this contract. Proposals will be reviewed for responsiveness to items specified in the Scope of Services section found on page 2 and the Contents of the Proposal section found on page 7 of this Request for Proposal. Competing laboratories will also be evaluated for the following qualities:

- Proximity to Merced;
- Professional reputation, inquiries to regulatory agencies and other customers may be made;
- Ability to demonstrate a clear understanding of the sampling protocols and analytical methods required under the various environmental statutes;
- Commitment to customer service, particularly in terms of stated policy on timely communication to the City of any analytical problems such as elevated detection limits or failed samples. Time sensitive compliance issues cause this to be an essential feature of laboratory contract.

Proposals must be received by 5:00 p.m. on Monday February 29, 2016. The City of Merced Public Works Department will review proposals. Incomplete proposals may be rejected as non-responsive. The City reserves the right to waive any irregularities in the proposals.

Respectfully,

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Lorraine M. Carrasquillo  
Water Quality Control Supervisor

cc: Bill Osmer, PW Manager – Waste Water  
Pamela Whala, Buyer

Attachments:

- A. Blank Contract
- B. Terms & Conditions for Services and Public Works Contracts
- C. Administrative Policy A-19