



**Website:**

[www.ci.beaumont.ca.us](http://www.ci.beaumont.ca.us)

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Beaumont, CA 92223

**Phone:**

951.769.8520

# Request for Proposal For Laboratory Testing Services for the Wastewater Treatment Plant (WWTP)

## CRITICAL DUE DATES

**Questions due by:** 2:00 pm on May 22, 2024

**Proposals due by:** 2:00 pm on May 29, 2024

**Contact:**

Thaxton Van Belle  
Director of Water Reclamation  
[tvanbelle@beaumontca.gov](mailto:tvanbelle@beaumontca.gov)

**RFP Available:**

[www.publicpurchase.com](http://www.publicpurchase.com)

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## Introduction

The City of Beaumont (City) is seeking proposals from qualified firms (Consultants) interested in providing Laboratory Testing Services for the City of Beaumont Wastewater Treatment Plant (WWTP) located at 715 W 4<sup>th</sup> Street. The WWTP requires daily testing and analysis to meet state permit reporting requirements. This service requires a consultant to provide sample bottles/containers, pick up collected samples from the WWTP 365 days per year and perform laboratory testing as required in the NPDES permit. The laboratory must be ELAP certified to perform EPA or State Water Resource Control Board approved methods in order to provide the service to the City.

All services provided by the Consultants shall be performed by individuals who meet the qualifications, education, and certification/licensing requirements for the position. The successful Consultants shall also have the resources to provide cost-effective and timely services to the City.

Qualified firms that submit a proposal will be evaluated in accordance with the requirements defined within this RFP. Upon successful negotiations with the City, the selected firm(s) will provide Laboratory Testing Services for the WWTP as described in this RFP.

## Background

The City of Beaumont was incorporated in November 1912. The City is located in the western portion of Riverside County and is bounded on the west by Calimesa and unincorporated areas, on the north by the unincorporated County areas (Cherry Valley), on the south by unincorporated County areas and the City of San Jacinto, and on the east by the City of Banning. The land area within the City's boundaries is approximately 26 square miles. The City recently upgraded and expanded the WWTP to a 6 MGD MBR facility with RO followed by UV disinfection.

## Scope of Services

Water Quality sampling and testing for the City's WWTP, biosolids, on site storm water system, and field collected Ground and Surface water samples as prescribed in the NPDES permit (attached). Attachment E of the permit defines the parameters of the Monitoring and Reporting Program (MRP) and states: All laboratory analyses shall be performed in accordance with test procedures under 40 CFR 136 "Guidelines Establishing Test Procedures for the Analysis of Pollutants," promulgated by the United States Environmental Protection Agency (U. S. EPA), unless otherwise specified in the MRP. In addition, the Santa Ana Water Board and/or U. S. EPA, at their discretion, may specify test methods that are more sensitive than those specified in 40 CFR 136. For priority pollutants, the test methods must meet the lowest minimum levels (MLs) specified in Attachment H of this Order and achievable by an Environmental Laboratory

Accreditation Program (ELAP) certified commercial laboratory (or laboratories); where no methods/MLs are specified in Attachment I, then monitoring is to be conducted in accordance with methods/MLs approved by the Santa Ana Water Board or the State Water Resources Control Board (State Water Board) consistent with the State Water Board's Quality Assurance (QA) Program.

Chemical, bacteriological, and bioassay analyses shall be conducted at a laboratory certified for such analyses by the State Water Board's Division of Drinking Water in accordance with the provision of Water Code section 13176, or conducted at a laboratory certified for such analyses by the U.S. EPA or at laboratories approved by the Santa Ana Water Board's Executive Officer.

#### A. Sample Transport:

The Consultant must be able to provide sample transport service and chain of custody documentation for all samples, including travel blanks and spike samples to and from the City of Beaumont. The qualified firm must be able to transport and preserve samples in accordance with the current edition of "*Standard Methods for the Examination of Water and Wastewater*" or 40 CFR 136 "Guidelines Establishing Test Procedures for the Analysis of Pollutants," promulgated by the United States Environmental Protection Agency (U.S. EPA). The firm must be able to provide sample transport service during the week and emergency situations (i.e. storm events, sewer spill overflows, etc.).

#### B. Sample Matrix Schedule and Containers:

The Consultant must demonstrate to the City that it has a reliable sample matrix schedule system for the scheduling of sample pickup, delivery, and holding times for analysis. The qualified laboratory's sample matrix schedule system shall assist the City in its sampling requirements. The sample matrix schedule shall also help the qualified firm to provide City, in a timely manner, the correct number and type of sample containers, coolers, and ice chest for the analyses.

#### C. Quality Control and Quality Assurance:

The Consultant must demonstrate Quality Control (QC) and Quality Assurance (QA) of all laboratory analyses. Lab shall remain solely responsible for the quality of its Laboratory Testing Services and shall render such services in accordance with generally accepted analytical and environmental laboratory practice, EPA guidance documents for the Quality Control and Assurance of laboratory handling of samples and methodological care in analyzing such samples, and professionally recognized standards relating to the furnishing of laboratory services, consistent with Exhibit A and QA/QC requirements specified therein. The qualified firm must include QC and QA results when submitting results to the City.

#### D. Analyses Results:

The Consultant must have the capability to submit regulatory results to California Department of Health Services Electronic Data Tracker (EDT). The qualified firm must be able to submit results to the City in a timely manner (i.e., at least five business days) prior to the regulatory reporting due dates.

#### E. Rush Analyses:

The Consultant must be able to provide detail services for rush analyses. The qualified firm must provide a fixed percent cost increase or premium based on the rush service request.

The scope of laboratory testing is described in more detail in the Table of Laboratory Tests (Exhibit A).

## Additional Responsibilities

The Consultant shall be responsible for completing the specified services in accordance with the City's Professional Services Agreement (Exhibit B).

## Term

The term of the agreement shall be determined upon need of services and consistent with the City's policies. The initial period of the contract is for three years, with two 1-year extensions as may be approved by City Council, subject to agreement terms and the City of Beaumont Municipal Code.

## Proposal Requirements

The proposal shall clearly address all of the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized and contain all information as specified below.

- A. Cover Letter: Maximum of two pages serving as an Executive Summary which shall include an understanding of the scope of services. The RFP shall be transmitted with a cover letter that must be signed by an official authorized to bind the consultant contractually. That letter accompanying the RFP shall also provide the name, title, address, and telephone number of individuals with the authority to negotiate and contractually bind the consultant. The cover letter constitutes certification by the consultant, under penalty of perjury, that the consultant complies with nondiscrimination requirements of the State and Federal Government. An unsigned proposal or one signed by an individual unauthorized to bind the consultant may be rejected.
- B. Introduction/Information: Introduction of the service proposal, including a statement of understanding for the types of services contemplated. Provide a discussion on how the objectives of the scope of services will be accomplished. Provide the name of the firm submitting the proposal, its mailing address, telephone number, and the name of the individual to contact if further information is required. Any participating firms and proposed sub-consultants shall be identified and

included in the proposal (all sub-consultants must be approved by City prior to signing the agreement with City).

- C. **Approach:** The firm's approach to delivering the scope of services. Provide a description of the firm's approach to communicating effectively with City staff and officials, other jurisdictional stakeholders, and the public, to facilitate successful delivery of assigned tasks.
- D. **Firm Profile:** Provide a description of the firm, including number of professional personnel, years in business, office location(s), organizational structure (e.g., corporation, partnership, sole practitioner, etc.), areas of particular expertise, etc.
- E. **Location:** Location of principal office that will be responsible for the implementation of this contract.
- F. **Key Personnel:** Provide a summary description of the key personnel, their roles and responsibilities, and their relevant experience. The proposal must name a project manager. In addition to this summary, full resumes should be provided.
- G. **References:** Three to five references to include: name, address, contact person and phone number of the company, length of time services were provided, and a description of the services provided.
- H. **Scope of Services:** Provide a detailed description of the tasks, sub-tasks, and deliverables that will be provided including a list of tests to be performed. The Scope of Work Program should be presented in a logical format that can be easily attached to the Professional Services Agreement.
- I. **Cost proposal:** The cost proposal (including unit rate for each test) shall be submitted in a separate sealed envelope. This should include a fee schedule including an all-in unit price per test, the fixed percent cost increase for rush service, and hourly billable costs for any other testing services as may be directed by the City.
- J. **Additional Information:** Any other information which should be considered, such as any special services or customer service philosophy which define your firm's practice.
- K. **Insurance:** The firm will be required to have professional liability insurance including liability at a minimum of one million per occurrence, worker's compensation, and business auto coverage of one million per accident naming the City of Beaumont as additional insured. The proposal shall state whether such insurances will be in force at time of contract execution.

## Submittal

One (1) color digital PDF copy of the proposal must be submitted no later than 2:00pm, May 29, 2024. Postmarks and faxes are not acceptable. Proposal must be titled "RFP for Laboratory Services for the Wastewater Treatment Plant (WWTP)". Proposals and questions regarding this RFP shall be directed in writing to:

Thaxton Van Belle  
Director of Water Reclamation  
City of Beaumont  
550 E. 6th Street  
Beaumont, CA 92223  
tvanbelle@beaumontca.gov

Once submitted, proposals, including the composition of the consulting staff, cannot be altered without prior written consent of the City. All costs associated with preparation of any proposal shall be the sole responsibility of the proposer. Each proposal shall be limited to a maximum of 30 pages (not including resumes), using minimum 12-point font size.

**\*DUE DATE FOR QUESTIONS IS May 22, 2024, AT 2:00 PM.**

All questions and answers will be posted on Public Purchase within one week of the question due date.

## Confidentiality

Prior to the proposal submittal deadline, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After the proposal submittal deadline, all responses will be regarded as public record and will be subject to review by the public. Any language purported to render confidential all or portions of the proposals will be regarded as non-effective and will be disregarded.

## Amendments to Request for Proposals

The City reserves the right to amend the RFP by addendum prior to the final proposal submittal date.

## Non-Commitment to City

The City reserves the right to reject any and all proposals and to waive informalities and minor irregularities in any proposal reviewed. The City may reject any proposal that does not conform to the instructions provided in this RFP. Additionally, the City reserves the right to negotiate all final terms and conditions of any proposal received before entering into final contract.

## Conflict of Interest

The Consultant shall disclose any personal or professional financial, business, or other relationships with the City that may have an impact on the outcome of this contract or any resulting project. The consultant shall also list current clients who may have a financial interest in the outcome of this contract.

## Proposal Evaluation/Selection

The City intends to engage the most qualified consultant available that demonstrates a thorough understanding of the City’s needs and can provide all the required laboratory testing. Nevertheless, the City reserves the right to make awards to multiple consultants in response to this RFP depending on services offered by each qualified consultant and to make an award to any qualified consultant for a particular laboratory test or tests based on evaluation of each of the proposals. City staff will use the following criteria to evaluate the proposals:

Criteria	Points
Understanding of the Scope of Services	15
Demonstrated Professional Skill and Credentials	15
Related Experience	10
Approach to Performing this Type of Service	10
Familiarity with City, County & RWQCB Reporting	10
Cost proposal	40
<b>Total</b>	<b>100</b>

The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking. This selection will be conducted according to the City’s adopted procedures.

## Exhibits

- A. Scope of Services for Laboratory Testing
- B. Sample Professional Services Agreement

----- END OF REQUEST FOR PROPOSAL -----

**EXHIBITS TO FOLLOW**



**EXHIBIT A**  
**Routine Laboratory Testing/Pricing**

**EXHIBIT B**  
**Sample Professional Services Agreement**

**Exhibit C**  
**NPDES Permit**