



East Palo Alto Sanitary District  
A Subsidiary of the City of East Palo Alto



## **REQUEST FOR PROPOSAL (RFP)**

**For**

# **Consulting Services for the Design of New Sewer Mains in the East Palo Alto Sanitation District: CIP 1.1 & 1.2**

East Palo Alto Sanitation District  
901 Weeks St.  
East Palo Alto, CA 94303

Issued: April 14<sup>th</sup>, 2026  
Due: May 5<sup>th</sup>, 2026

Contact: Matt Vining, Utility Manager  
[mvining@cityofepa.org](mailto:mvining@cityofepa.org)  
650-853-3117

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## **ATTACHMENTS**

- Exhibit A – CIP 1.1 Project Location Map
- Exhibit B – CIP 1.2 Project Location Map
- Exhibit C -- Sample Cost Proposal

## **I. GENERAL INFORMATION**

East Palo Alto Sanitary District (EPASD) is soliciting proposals for the design of several new sewer main installations for its capital improvement program, Projects 1.1 and 1.2. It is the Respondent's responsibility to read the entire RFP and to comply with all requirements herein.

The purpose of this RFP is to invite pre-qualified professional civil engineering firms to provide professional services for the design and preparation of bid documents and construction support for EPASD CIP 1.1 and 1.2. The scope of work generally includes preparation of preliminary design, design documents, and engineering support during bidding and construction.

### **Background:**

East Palo Alto is located in the southeast portion of the San Francisco Peninsula, approximately 30 miles southeast of San Francisco and 18 miles northwest of San Jose. US Highway 101 crosses through the southeast of East Palo Alto. The City is bordered to the south of Palo Alto and to the west and north by Menlo Park. The San Francisco Bay forms the city's eastern boundary.

The proposed project sites are located within the City of East Palo Alto (See Exhibit A & B, Project Location Maps). EPASD CIP 1.1 is located along sections of Menalto Avenue, Elliot Drive, Poplar Avenue, and Ralmar Avenue. EPASD CIP 1.2 is located along sections of Larkspur Drive, Gardenia Avenue, Beech St., and a major section of the Bay Creek Trail Trunk Line.

### **Project Goal**

The primary goal of implementing the Projects is to meet current and future wastewater flow demands, upgrade aging infrastructure, and address flow requirements for developments as required by the East Palo Alto Sanitary District Sewer System Master Plan. Construction of a new sewer main will improve system reliability, increase flow, and increase capacity for future development.

All questions and communications, whether of a substantive nature or otherwise, regarding this Request for Proposal (RFP) must be submitted via email with the subject line "RFP for Consulting Services for the Design of EPASD 1.1 & 1.2." Inquiries must be submitted via email to Matt Vining, Utility Manager at [mvining@cityofepa.org](mailto:mvining@cityofepa.org).

The District reserves the right to waive technicalities or to accept or reject any proposal or combination of proposals based upon the District's determination of its best interest.

### CIP Project 1.1 by Street and Diameter\*

Street	Length 8" Pipe	Length 10" Pipe	Length 12" Pipe	Total
	(LF)	(LF)	(LF)	(LF)
Menalto Ave	-	1,453	1,388	2,841
Poplar Ave	501	-	-	501
Bay Rd	-	-	277	277
Elliot Dr**	449	-	-	449
E Bayshore Rd	-	265	-	265
Ralmar Ave	-	500	-	500
<b>Total</b>	<b>950</b>	<b>2,218</b>	<b>1,665</b>	<b>4,833</b>

*\*All pipe is DR 17 HDPE Pipe unless specified otherwise*

*\*\*Elliot Dr. is within Menlo Park City limits. All appropriate plans and permit applications must be submitted to the City of Menlo Park, as well as coordination with their Engineering, Public Works, and Utility Departments as required.*

### CIP Project 1.2 Description by Street and Diameter\*

Street	Length 8" Pipe	Length 12" Pipe	Length 16" Pipe	Length 30" Pipe	Total
	(LF)	(LF)	(LF)	(LF)	(LF)
Larkspur Dr	272	-	533	-	805
Gardenia Wy	-	179	-	-	179
Trunk Line	-	-	-	1,441	1441
Beech St**	-	-	-	243	243
<b>Total</b>	<b>272</b>	<b>179</b>	<b>533</b>	<b>1,684</b>	<b>2668</b>

*\*All pipe is DR 17 HDPE Pipe unless specified otherwise*

*\*\*There is an underground conflict with a large diameter PGE transmission on Beech St. **Project coordination for this portion of the project will be needed with PGE, including settling agreements on project variances or relocating of PGE lines.***

## II. SCOPE OF WORK

The East Palo Alto Sanitary District ("District") is seeking proposals for professional services from Civil Engineering consulting firms (Consultant) for consulting services for the design of the proposed EPASD Capital Improvement Projects 1.1 & 1.2. The qualified Consultant will be responsible for preliminary design, including survey and potholing, underground utility investigation, preparation of Plans, Specifications, and Estimates (PS&E) package, and bidding/construction support.

The proposed projects consist of installing approximately 4,833 feet (DR 17 HDPE) of sewer main and 19 manholes for CIP 1.1, and 2,668 feet (DR 17 HDPE) of sewer main and 14 manholes for CIP 2.2. The consultant will perform all engineering and project management-related work necessary to prepare plans and specifications suitable for

Public Works bidding. Consultant services shall include, but are not limited to: Project management, Preliminary design (survey and potholing), design development, bidding and construction support services, environmental and permitting, as further detailed below. Any project innovations are to be discussed during the preliminary design phase prior to the submittal of the 50% plans.

❖ **Task 1: Project Management**

Perform general project management tasks to plan, direct, coordinate, and report progress of the work. This task includes but is not limited to: monitoring the project progress in conformance to the schedule and budget, report project progress, coordination with inter-agencies or stakeholders, monitor and coordinate the work of sub-consultants, prepare progress reports and invoices, communicate any project updates to the District, attend an initial kick-off meeting and subsequently bi-weekly project meetings to review project progress or stakeholder's meetings, and prepare meeting notes and action items.

❖ **Task 2: Survey**

The preliminary design phase shall include a field or topographic survey to properly lay out the sewer line.

❖ **Task 3: Potholing**

The consultant should survey and pothole existing utility elevations prior to design and construction of the water main profile, which will go above or below the existing utilities. Consultant shall include an allowance of up to 30 (30) potholes during the preliminary design phase. Potholing should also include necessary soil testing for construction off-hauling to landfill and existing pavement thickness information. The potholing data shall be included on the plans.

❖ **Task 4: Design Development**

A. 50% Plan Set Submittal: Prepare 50% plan set, specification, and engineering estimate for City review.

*Deliverable:* (2) 24" x 36" plan sets and Electronic Copy

B. 100% PS&E

After the review of the 50% plan set by the City, the Consultant shall submit

a 100% plan set along with the 100% specifications and the engineer's estimate.

*Deliverables:* (2) 24" x 36" plan sets, (1) Printed Set of Specifications, Electronic Copy of the Plan Set and Specifications, and Engineer's Estimate

### C. Bid Package

The bid package shall be finalized upon incorporation of the District's final comments from the 100% submittal. After final approval of the plan sets, an original set of stamped and signed plans, along with the final engineer's estimate, specifications, and construction schedule, will be submitted to the District for its use in soliciting Bids. The Consultant will also provide the quantity schedule necessary to administer the bids and contract. Additionally, the plan set and specifications shall include a staged construction plan and traffic control plan.

*Deliverables:* (2) 24" x 36" plan sets, (1) Printed Set of Specifications, Electronic (CAD and pdf) Copy of the Plan Set and Specifications, Engineer's Estimate, Bid Schedule, and Construction Schedule

#### ❖ **Task 5: Bid Support and Construction Support**

The consultant shall provide assistance before and during the bid advertisement, which includes preparation of final bid quantities, the engineer's estimate, responding to bidders' questions, and preparation of addenda.

The consultant shall assist the District during construction by providing responses to RFI's, field inspection and meetings (as necessary), final inspection, review of change orders, and preparation of punch list items.

Nothing in this RFP shall obligate the City to select a Consultant or enter into any agreement with a Consultant. Projects shall be contingent on a mutually agreed scope of work, a fee proposal, and the availability of budgeted funds.

Reimbursables shall have a "not to exceed" allowance of \$1000 per task.

### III. SCHEDULE

Responses to the RFP must be submitted to the East Palo Alto Sanitary District as outlined in this section.

Responses are due no later than  
**Thursday, May 5<sup>th</sup>, 2026, 3:00 p.m.**

Responses received after this date and time will not be considered

<b>PROPOSED SCHEDULE FOR THE REVIEW AND SELECTION PROCESS AND DESIRED TIMELINES FOR DELIVERABLES</b>
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<b>MILESTONE</b>	<b>DATE</b>
Release RFP	April 14, 2026
Deadline for questions, clarifications/addenda	April 28, 2026
Proposal due date	May 5, 2026, 3:00 p.m.
Review and scoring of submittals	May 27, 2026
Award of contract	June 2026
Kickoff meeting	July 2026
Final Design	November 2026
Bid Advertisement	January 2027
Construction Contract Award	March 2027
Start Construction	April 2027
Construction Completion	December 2027

The District reserves the right to modify the schedule at its sole discretion.

To be considered for selection, submittals must arrive at 901 Weeks Street by the date and time specified in the RFP. Proposers who mail packages should allow ample delivery time to ensure timely arrival. Submittals shall be placed in a clearly marked envelope, titled "RFP for Consulting Services for the Design of EPASD CIP 1.1 & 1.2" and hand-delivered or mailed to:

East Palo Alto Sanitary District  
Attention: Matt Vining, Utility Manager  
901 Weeks Street  
East Palo Alto, CA 94303

#### **IV. PROPOSAL REQUIREMENT AND FORMAT**

If interested in this RFP, please notify Utility Manager, Matt Vining, by email at [mvining@cityofepa.org](mailto:mvining@cityofepa.org). All submittals must follow the format described in this section. Respondents are encouraged to submit clear and concise responses to the RFP. The East Palo Alto Sanitary District reserves the right to reject all proposals or include or exclude any part of the submittals in the final agreement with the selected consultant.

Email submission is acceptable. If submitting a hard copy, deliver:

One hard copy of the submittal, one (1) unbound, reproducible must be submitted. Each submittal shall contain no more than 10 (ten) 8½" x 11" total pages (not counting dividers, exhibits, and any relevant appendices). Font shall be no less than 12pt. All pages shall be numbered.

It is the sole responsibility of the Proposer to ensure timely delivery. Late proposals shall not be considered. Proposals will not be accepted at any other location other than the address specified above. Faxed or emailed proposals without hard copies will not be accepted. Submittals must include the following components in the order listed below:

- Part 1: Cover Letter/Executive Summary (10 points)
  - Name of key members of the team, contact information, and qualifications
- Part 2: Experience and Qualifications of Consultant/Team Members (35 points)
  - Detailed experience of staff assigned in delivering similar projects
- Part 3: Project understanding, Approach, and Innovations (35 points)
  - Brief outline of proposed implementation plan to accomplish tasksWork is expected to be billed monthly based on actual work performed.
- Part 4: Delivery Schedule and Timeline (15 points)
  - Outline the delivery schedule and timeline of each task
- Part 5: Reference Review (5 points)
- Total Possible: 100 points
  - Please include three references of similar or related work