

**PROPOSAL TO  
NEVADA COUNTY PLANNING DEPARTMENT  
IN RESPONSE TO THE  
REQUEST FOR PROPOSALS FOR  
REGIONAL INFRASTRUCTURE PLANNING STUDY  
RFP NO. 160639**

***“SURVEY TO DETERMINE  
THE POTENTIAL FOR INCREASED HOUSING UNITS  
IN THE TSD SERVICE AREA AND SPHERE OF INFLUENCE  
IF THE PUBLIC SEWER WAS EXTENDED TO PROPERTIES  
CURRENTLY USING ONSITE SEPTIC SYSTEMS”***

**SUBMITTED BY  
TRUCKEE SANITARY DISTRICT**

**NOVEMBER 2022**



**BOARD OF DIRECTORS**

Dennis E. Anderson  
Jerry Gilmore  
Brian Kent Smart  
Nelson Van Gundy  
Marcus Waters, DC



**BLAKE R. TRESAN, P.E.**  
General Manager  
Chief Engineer

12304 Joerger Dr. • Truckee, California 96161-3312  
Telephone (530) 587-3804 • Fax (530) 587-1340

Nevada County

Attn: Desiree Belding, CPPO, CPPB

950 Maidu Ave

Nevada City, CA95959

Sent via email: [desiree.belding@nevadacountyca.gov](mailto:desiree.belding@nevadacountyca.gov)

RE: RFP for Regional Infrastructure Planning Study (RFP No. 160639)

The Truckee Sanitary District (TSD) is pleased to submit the attached proposal to the Nevada County Planning Department in response to the Request for Proposals for Regional Infrastructure Planning Study (RFP No. 160639).

TSD is seeking funding through this RFP to conduct a survey of the approximately 3,000 property owners in its service area and sphere of influence that currently utilize on-site septic systems. The survey will determine the level of interest and degree of investment these property owners would have to convert from their on-site septic systems to the public sewer. Additionally, the survey would assess the level of interest these property owners would have in expanding housing if connected to the public sewer system. This information will be helpful in prioritizing the extension of sewer to these areas, assessing the need for TSD to seek grant funding and/or initiate assessments fund sewer expansion, and understand the potential increase in housing opportunities that extending sewer might have on the availability of housing in our region.

The contract person for this proposal is:

Blake R. Tresan, PE

General Manager-Chief Engineer

Truckee Sanitary District

12304 Joerger Drive, Truckee California 96161

[btresan@truckeesan.org](mailto:btresan@truckeesan.org)

General: (530) 587-3804, Direct: (530) 550-3122, Cell: (530) 913-0013

Sincerely,

A handwritten signature in blue ink that reads "Blake R. Tresan". The signature is fluid and cursive, with a long horizontal line extending to the right.

Blake R. Tresan, PE

General Manager-Chief Engineer

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## **TAB A: JURISDICTIONS QUALIFICATIONS**

The Truckee Sanitary District (TSD) is the public agency responsible for the collection and conveyance of wastewater in the greater Truckee area. Formed in 1906, TSD's mission is to protect the public health and environment of the Truckee area while providing its customers with the highest level of service consistent with the prudent use of public funds.

TSD serves a population of approximately 32,000 persons through its 13,000 service connections. TSD owns, operates, and maintains sewer collection and ancillary facilities, including:

- 215 miles of sewer mains
- 16 miles of sewer force mains
- 75 miles of sewer laterals
- 44 sewer pumping stations
- 17 sewer flow metering sites
- 1 Administration Building
- 1 Field Operations Building
- 1 Vehicle Storage Facility
- 1 Vehicle Maintenance Facility
- 36 Fleet Vehicles & Portable Emergency Response Equipment

Much of TSD's current service area and customers were originally served by on-site septic systems. Between the late 1960's and 1990, the neighborhoods surrounding Donner Lake, central Truckee, and Glenshire were converted from septic to the public sewer. These projects were generally performed in response to environmental and/or public health concerns and the capital costs were substantially subsidized through Federal grants.

The properties in the greater Truckee area still served by on-site septic systems do not currently appear to pose public health or environmental concerns (based on communications with the Nevada & Placer County Environmental Health Departments and the Lahontan Regional Water Quality Control Board). Thus extension of the public sewer into these areas is a discretionary decision based on the value of the benefit perceived by the recipients compared to the costs.

TSD conducted a limited survey in portions of the Sierra Meadows neighborhood in 2018 (194 properties) and found a roughly equal distribution of responses in favor of converting to sewer as those opposed.

The purpose of this proposal is to seek funding so that TSD can hire a professional opinion research firm to conduct a comprehensive survey of all properties in TSD's service area and

sphere of influence to assess the level of interest and degree of investment these property owners would have to convert from their on-site septic systems to the public sewer. Additionally, the survey would assess the level of interest these property owners would have in expanding housing if connected to the public sewer system. This information will be helpful in prioritizing TSD's effort on the extension of sewer to these areas, assessing the need for TSD to seek grant funding and/or initiate assessments, and understand the potential increase in housing opportunities that extending sewer might have on the availability of housing in our region.

At present, TSD is considering utilizing Probolsky Research to perform the work. TSD staff will be responsible for helping develop the survey questionnaire and project management. Because a portion of TSD's service area lies within Placer County, TSD will provide matching funds to pay for this portion of the project scope.

## TAB B: STUDY PLAN

### A. Overview of the Request

The purpose of this proposal is to seek funding so that TSD can hire a professional opinion research firm to conduct a comprehensive survey of all properties in TSD’s service area and sphere of influence to assess the level of interest and degree of investment these property owners would have to convert from their on-site septic systems to the public sewer. Additionally, the survey would assess the level of interest these property owners would have in expanding housing if connected to the public sewer system. This information will be helpful in prioritizing TSD’s effort on the extension of sewer to these areas, assessing the need for TSD to seek grant funding and/or initiate assessments, and understand the potential increase in housing opportunities that extending sewer might have on the availability of housing in our region.

At present, TSD is considering utilizing Probolsky Research to perform the work. TSD staff will be responsible for helping develop the survey questionnaire and project management. Because a portion of TSD’s service area lies within Placer County, TSD will provide matching funds to pay for this portion of the project scope.

### B. Area of Focus for the Study

TSD intends to survey all property owners in the TSD service area as well as TSD’s sphere of influence that are not currently provided with access to public sewer. A map showing TSD’s service area and sphere of influence is attached as Exhibit A. Estimated properties to be surveyed can be seen in Table 1.

<b>Area</b>	<b>Est. No. of Properties</b>
TSD Service Area – Nevada County	750
TSD Sphere of Influence – Nevada County	1,300
<b>Total - Nevada County</b>	<b>2,050</b>
TSD Service Area – Placer County	300
<b>Total – Nevada &amp; Placer County</b>	<b>2,350</b>

### C. Potential Additional Housing Units in Focus Area

One purpose of the study is to determine how many additional housing units might be created if properties currently served by septic were to be provided with the public sewer. Many properties served by septic are unable to expand housing options due to the size of their septic system.

#### D. Impact of Study

The results of the study will help TSD determine the interest of the areas served by septic to convert to the public sewer. Depending upon the results, TSD will prioritize expansion of sewer into these areas accordingly. The survey will also help identify the level of investment property owners are willing to make and thus TSD can determine if grant funding will be required and/or how to structure debt financing.

#### E. Project Priority

TSD's mission is to protect public health and the environment. Currently, there does not appear to be a high level of concern about public health or environmental risks associated with septic systems by the Nevada and Placer County Environmental Health Departments or the Lahontan Regional Water Quality Control Board. Therefore, TSD has not made extension of sewer into areas served by septic systems a high priority. However, TSD is a service agency and if there is a clear demand for the public sewer, TSD will prioritize extension of sewer into these areas. TSD has done minor extensions over the past two decades in response to demands.

#### F. Target Project

TSD has performed a hydraulic analysis of its entire service area and sphere of influence and identified those portions of the existing sewer collection system that will require upsizing to accommodate future buildout flows. TSD has also conducted a connection fee study to ensure that future customers pay appropriate connections fees

#### G. Partners

The purpose of the proposed project is to determine if extension of sewer to areas currently served by septic is a priority to those property owners. Information gathered from the study will be valuable to TSD, the property owners, home owner associations (where they exist), the Town of Truckee, Nevada County, and Placer County.

#### H. Expansion of Housing Capacity

The proposed project does not create new or significantly expand housing capacity in itself. It is a first step in determining whether extension of sewer service to areas served by septic would have that benefit.

#### I. Alignment with General Plans

The purpose of the proposed project is consistent with General Plan documents in that the Town of Truckee as well as Nevada and Placer County are looking for ways to expand affordable housing options. The results of the study will help determine the demand and additional housing capacity may be viable if the public sewer is extended to areas served by septic systems.

#### J. Work Schedule

The following is the proposed work schedule for the project.

- November 18 – Submit Proposal
- December 1, 2022 – Notice to Proceed
- December 15, 2022 – Execute Contract with Consultant
- January through March, 2023 – Conduct Survey
- March 31, 2023 – Study Completed
- April 20, 2023 – Present Study Results to TSD Board of Directors and Take Additional Actions as Directed

## **TAB C: COLLABORATION AND COMMUNITY IMPACTS**

### **A. Project Approach**

The purpose of this proposal is to seek funding so that TSD can hire a professional opinion research firm to conduct a comprehensive survey of all properties in TSD's service area and sphere of influence to assess the level of interest and degree of investment these property owners would have to convert from their on-site septic systems to the public sewer. Additionally, the survey would assess the level of interest these property owners would have in expanding housing if connected to the public sewer system.

This information will be helpful in prioritizing TSD's effort on the extension of sewer to these areas, assessing the need for TSD to seek grant funding and/or initiate assessments, and understand the potential increase in housing opportunities that extending sewer might have on the availability of housing in our region.

At present, TSD is considering utilizing Probolsky Research to perform the work. TSD staff will be responsible for helping develop the survey questionnaire and project management. Because a portion of TSD's service area lies within Placer County, TSD will provide matching funds to pay for this portion of the project scope.

Survey modes will include telephone (via landline and mobile phones), email, text-to-web, and mail.

Results of the study will be provided to the TSD Board of Directors at a regularly scheduled Board Meeting. Staff will prepare a press release notifying the public of the agenda item so that interested members of the public can attend the meeting. Additionally, staff will post the results of the study on TSD's website. A link to the study on the website will be included in the press release.

### **B. Public Outreach**

The project involves directly surveying members of the public regarding their interest in having the public sewer extended to their properties, thus the public will be notified of the study effort when participating in the study.

Results of the study will be provided to the TSD Board of Directors at a regularly scheduled Board Meeting. Staff will prepare a press release notifying the public of the agenda item so that interested members of the public can attend the meeting. Additionally, staff will post the

results of the study on TSD's website. A link to the study on the website will be included in the press release.

## **TAB D: REPORTING REQUIREMENTS**

### A. Bi-Weekly Check-Ins

TSD staff will provide bi-weekly reports to County staff on the status of the project as requested.

### B. Monthly Reports

TSD staff will provide monthly reports to the Planning Director regarding the status of the project as requested.

### C. Ongoing Reporting

TSD Staff will attend meetings and respond to phone calls from County staff as necessary.

## **TAB E: LEVERAGING PARTNERSHIPS AND RESOURCES**

TSD has a good track records of working collaboratively with other public agencies, non-profits, and the public. TSD staff frequently participate and help organize community events such as Truckee Day, Truckee River Day, Big Truck Day, Truckee Thursdays, and STEM and job fairs. TSD has also worked collaboratively with other agencies regarding the use of TSD-owned property for community benefits. TSD currently leases approximately 40 acres to the Truckee Donner Recreation and Park District for recreational purposes at the Truckee Regional Park and the Truckee Riverview Sports Park. TSD has worked collaboratively with the Town of Truckee regarding the siting and construction of the Truckee River Legacy Trail, which crosses TSD-owned property. TSD is part of a partnership with 7 other local agencies that jointly fund an aerial survey and GIS mapping project that covers portions of all the agencies properties. TSD is currently working with the local Friends of the Truckee Library non-profit to help site a future library on TSD property.

With respect to the proposed project, TSD does not anticipate partnering with any other public agencies or non-profits. However, because a portion of TSD's service area is located within Placer County, TSD is willing to provide matching funds to cover the additional cost of including Placer County properties in the study.

## **TAB F: REQUIRED STATEMENTS**

See Attached **Exhibit B**

## **TAB G: EXCEPTIONS**

TSD has no exceptions to the requirements associated with this RFP.

## TAB H: PROPOSED BUDGET

See attached Budget Proposal Form, **Exhibit C**.

### A. Total Funding Request

TSD is seeking \$30,000. These funds shall be used to retain a professional market and opinion research firm. The firm will be responsible for assisting the development of the survey questions, identification of the survey target audience, conducting the field survey, and providing a final report summarizing the results of the survey. TSD is not seeking any funds for in-house labor or material associated with the project. The actual cost of retaining the firm will be determined after TSD receives confirmation from the County that it has been awarded the infrastructure planning grant funding.

### B. Matching Funds

TSD will contribute matching funds for that portion of the survey that is located in Placer County. TSD will not seek any County funds for in-house staff labor or materials associated with the project.

# EXHIBIT A

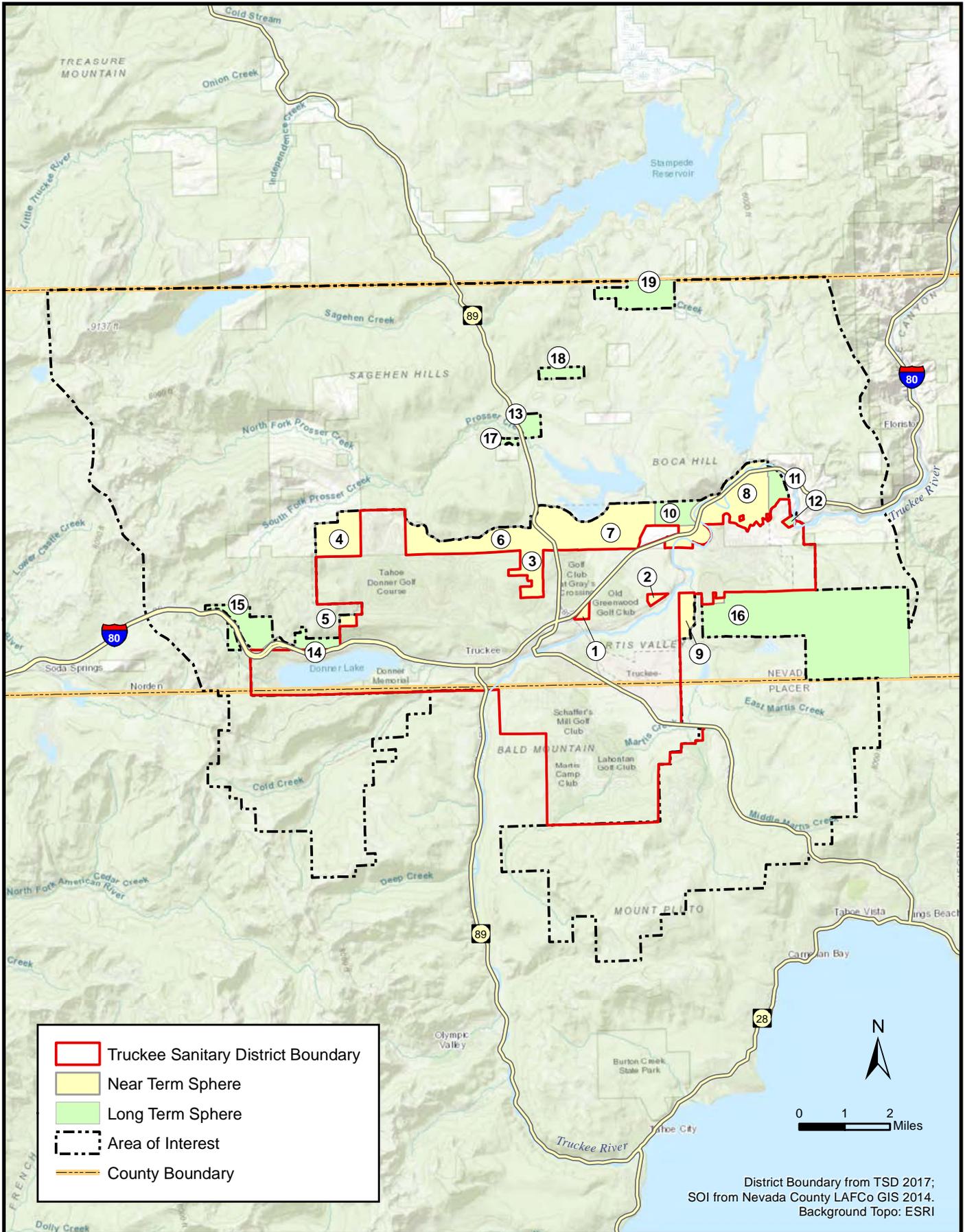


Figure 3 -3

## TRUCKEE SANITARY DISTRICT

# EXHIBIT B

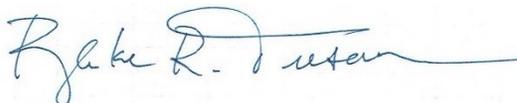
Attachment A  
RFP No. 160639  
Page 1 of 2

## REQUIRED STATEMENTS

This form is provided as a convenience for proposers to respond to the "Required Statements" section of this RFP. You may complete and return this form or include your own statements of assurance which meet the requirements.

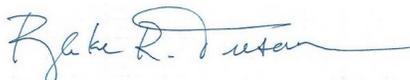
By signature on the cover letter of this submittal and by including this document, I/we attest and agree to the following:

- 2) Scope of Work and Addenda



I/We will perform the services and adhere to the requirements described in this RFP, including the following addenda issued by the County (list the addenda by date and/or number):

- 3) Public Records Act



I/We acknowledge that subsequent to award of this RFP, all of part of this submittal may be released to any person or firm who may request it, as prescribed by the State of California Public Records Act (Govt. Code 6250, et seq), and that:

  X  

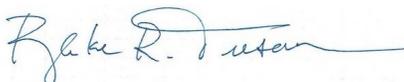
None of this submittal is considered proprietary

OR

           The portions/pages of this submittal identified below are proprietary and/or confidential for the reasons stated (cite the specific exemptions allowed by the California Public Records Act/Government Code):

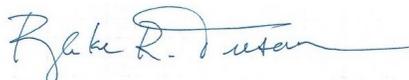
I/We acknowledge that the above statements may be subject to legal review and challenge.

- 4) Non-Substitution of Designated Staff

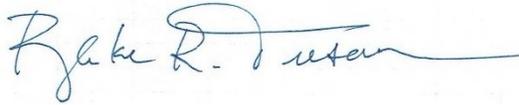


I/We assure that the designated project team, including sub-consultants (if any), is used for this project and that departure or reassignment of, or substitution for, any member of the designated project team or sub-consultant(s) shall not be made without the prior written approval of the County.

- 5) Non-Conflict of Interest



I/We warrant that no official or employee of the County has an interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the County.



6) Non-Collusion

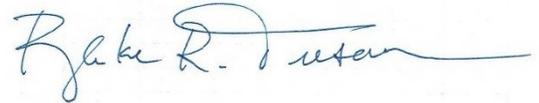
I/We warrant that this offer is made without any previous understanding, agreement or connection with any person, firm or corporation submitting a separate proposal for the same project and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

7) Insurance Requirements



I/We agree to the indemnification and insurance requirements provided in the draft contract attached to the original RFP and that the cost of complying with the insurance requirements is included in our pricing. I/We agree to provide complete and valid insurance certificates within ten (10) days of the County's written request and acknowledge that failure to provide the documents within the time stated may result in the rejection of this proposal.

8) DEBARMENT AND SUSPENSION CERTIFICATION  
TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29

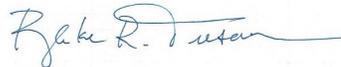


The proposer, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- does not have a proposed debarment pending; and
- has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

NO EXCEPTIONS



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Exceptions will not necessarily result in denial of award but will be considered in determining the firm's responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this document.

# EXHIBIT C

Attachment B  
RFP No. 160639  
Page 1 of 1

## Budget Proposal Form

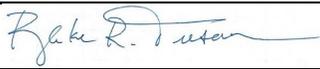
**INSTRUCTIONS:** Using this form, define the following.

- A.** What is your total funding request for this grant? (Applicants should request a grant amount that reflects what is necessary to accomplish project goals. The County reserves the right to recommend an amount more or less than the total requested.)
- B.** Summarizing major expenses and other sources of revenue including matching funds. Be sure to list sources and amounts of matching funds in your budget. (Note: Matching funds are not required but are strongly encouraged, and demonstration of leveraged resources and matching funds will affect score.)

**All cost proposals shall be signed and dated per Section 5.2 of this RFP and shall be submitted in a separate sealed envelope or package.**

DESCRIPTION	COST
TSD will retain a professional market and opinion research firm	\$ 35,000.00
to conduct a survey of property owners in TSD's service area	
and sphere of influence that currently utilize onsite septic systems	
to determine their level of interest in receiving public sewer service	
and, if so, whether they would expand housing on their property.	
Less TSD match for properties located in Placer County	(\$5,000.00)
<b>TOTAL COST:</b>	<b>\$ 30,000.00</b>

Name of Firm: Truckee Sanitary District

Authorized Signature: 

Printed Name and Title: Blake R. Tresan, PE General Manager-Chief Engineer

Date: 11-14-22

