

REQUEST FOR QUALIFICATIONS

RFQ WWTP

The City of Portland is accepting Statement of Qualifications (SOQ) to Manage the Operations and Maintenance of the City's Wastewater Treatment Facilities described as:

The City of Portland Wastewater Treatment Plant and collection system. The Wastewater Treatment Plant is utilized for treatment of wastewater from the City of Portland, with a total population of approximately 4,000. The wastewater collection system has three pumping stations and a separated sanitary collection system.

- 1) The City of Portland WWTP has a Facility Classification of a B level.
- 2) The WWTP utilizes conventional activated sludge, anaerobic digestion, and ultraviolet disinfection for treatment processes. The following narrative describes the treatment process:

Wastewater enters the treatment facility through a 15-inch gravity sewer main to the influent wet well.

Raw sewage is then pumped from the wet well to the Grit & Screening Building for preliminary treatment. The flow is measured by an ABB Mag flow meter after the raw sewage pumps and before the fine screen. The Grit & Screening Building consists of a fine screen and an aerated grit chamber with a grit washer.

Raw sewage flows by gravity from screening and grit removal to the anoxic tank where it is mixed with Return Activated Sludge (RAS). The combined effluent then passes into the aeration basins for biological treatment.

Ferrous chloride is added at the inlet of the second aeration tank for phosphorus removal.

The effluent from the aeration system then flows by gravity to two secondary clarifiers. The settled sludge is collected in the clarifiers and returned to the anoxic tank.

Final effluent flows from the clarifiers to the Ultraviolet (UV) channel for disinfection.

After disinfection, the final effluent flows are metered prior to discharge through the outfall into the Grand River.

Waste Sludge is thickened in a Rotary Drum Thickener then fed to the primary anaerobic digester. Digester supernatant automatically transfers to the secondary digester for settling, dewatering and storage. One in-ground 20,000 gallon Biosolids Storage Tank is available for dewatering and sludge storage. Three drying beds are available during the summer months for additional dewatering. Liquid biosolids are hauled and subsurface injected to farmland according to the City's approved Residual Management Program.

3. The Portland WWTP is currently listed as a Municipal Minor facility. Plant flows currently average less than 1.0 million gallons per day (MGD)
4. The WWTP design flow (actual capacity) of 0.5 MGD with a peak flow of 1.5 MGD.

All SOQ's and Business proposals, regardless of method used for delivery shall be submitted to:

City of Portland
Attn: Tutt Gorman, City Manager
259 Kent Street
Portland, MI 48875

No later than 10:00 a.m. on October 31, 2018

GENERAL CONDITIONS

All Statement of Qualifications, SOQ's and Business proposals submitted for consideration must be in a sealed envelope labeled as follows:

- **REQUEST FOR QUALIFICATIONS TO OPERATE, MAINTAIN, AND MANAGE THE CITY WASTEWATER TREATMENT FACILITIES.**

Submit one original and 5 copies clearly marked RFQ WWTP QUALIFICATIONS PACKAGE.

Submit one separate original and 5 copies clearly marked RFQ WWTP BUSINESS PROPOSAL

If the RFQ is to be express mailed, "RFQ WWTP Documents Enclosed" must be clearly marked on the package.

The City reserves the right to postpone the RFQ opening.

The City reserves the right, at its sole discretion: (1) To accept or reject any or all RFQ's; (2) To waive any irregularity, informalities or errors in the process; (3) To accept the RFQ that is in the best interest of the City; (4) Discontinue negotiations with one Respondent and begin negotiations with another Respondent; and (5) Discontinue this RFQ; discontinue the procurement; and/or issue a new RFQ.

Attention is called to the fact that the vendor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin, in accordance with Executive Order 11246 Equal Employment Opportunity.

I. PURPOSE AND OBJECTIVE:

The purpose of this Request for Qualifications is to find a qualified entity to properly manage the City wastewater treatment facilities cost effectively and efficiently to provide high quality wastewater from the wastewater treatment facility for discharge into the receiving stream and to provide management services for the operation and maintenance of the City's wastewater sanitary collection and pumping system. The City is interested in maximizing benefits for its citizens from this effort.

This RFQ is being published in order to select a qualified Respondents that will then be evaluated on the content of their business proposals for the work outlined in this RFQ. Upon the evaluation of the business proposal, the City and the successful contractor shall enter into a mutually binding operation, maintenance, and management agreement addressing the topics contained in this document, the Statements of Qualifications and the Business Proposal. The City reserves the right to expand the scope of services to include additional responsibilities.

The responses to this solicitation will be evaluated in accordance with criteria established by the City. It is understood that the information contained in the RFQ and the experience, guarantees, and innovative approaches demonstrated therein shall be the general basis for the selection of a Respondent.

II. SCOPE OF SERVICES – GENERAL:

Other than information provided in the RFQ, the Respondent must determine to its own satisfaction all activities necessary to manage the operations and maintenance of the facilities. The Respondent is expected to rely on its experience, expertise, and individual efforts to determine the components of its SOQ.

III. TENTATIVE TIMELINE OF PROCESS:

Following is a tentative schedule of events and a brief explanation of each event:

MANDATORY SITE MEETING TO REVIEW

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|----------------------------------|--|
| SOQ REQUIREMENTS: | October 3 rd -5 th |
| STATEMENT OF QUALIFICATIONS DUE: | Wednesday, October 31 st |
| REVIEW OF SOQ's: | Thursday, November 1 st |
| INTERVIEW PROCESS (if required): | November 9 th -13 th |
| CONTRACT NEGOTIATIONS: | Wednesday, November 14 th |
| AWARD OF CONTRACT: | Tuesday, November 20 th |
| CONTRACT BEGINS: | January 2019 |

IV. SUBMITTAL FORMAT AND CONTENT:

The SOQ's must contain at least the following:

- A. Transmittal Letter
- B. Required Standards
- C. General Information
- D. Additional Qualifications Information
- E. Operating Plan
- F. Business Proposal

A. Transmittal Letter

The transmittal letter is to include at a minimum, a commitment by Respondent, if selected, to provide a pricing proposal. Letter must be signed by an officer of the Respondent firm.

B. Required Standards

This section establishes standards of experience and financial capability that the City requires for a Respondent to be considered qualified. The City, in its sole discretion, will decide if a Respondent meets the standards.

Respondent must:

1. Have been in business of providing management services for operation and maintenance management (O&MM) of Wastewater Treatment Facilities for at least five (5) years. Experience in providing O&MM means providing management of similar facilities, providing a maximum cost, and demonstration in performance in meeting the regulatory agency compliance. Provide background and history of business.

2. Demonstrate staff experience in management of activated sludge and anaerobic digestion wastewater treatment facilities in Michigan.
3. Currently operate at least three municipal wastewater treatment facilities greater than 1 MGD. Two must be activated sludge with anaerobic digestion treatment processes. List locations, client, size of facility, length of service and key client contact information.
4. Furnish liability and property damage insurance for bodily and/or property damage. Proof of coverage must be provided. Requirements are attached.
5. Submit evidence of bonding capability.
6. Have specific State of Michigan experience of providing O&MM services with municipal jurisdictions. List similar contracts Respondent has with municipal jurisdictions for the State of Michigan for the provision of any O&MM services. Name of municipality, scope of services, size of facilities, and length of time services provided and key client information.
7. Have at least five (5) Class B or above certified Michigan Operators
 - a. Provide names and license numbers of the operators.
8. Demonstrate experience with the management of a unionized workforce and provide three (3) specific examples of O&MM projects where city employees are union members.
9. Demonstrate experience with the operations and maintenance of Wastewater treatment facilities in a cold climate.
10. Demonstrate management experience with maintenance management systems.
11. Demonstrate management experience with collection system and lift stations maintenance.

C. General Information:

Each Respondent must respond to each of the following requests/questions in a clear and comprehensive manner. Failure to do so may result in disqualification.

1. Provide the full name, tax identification number and main office address of the responding entity which would ultimately enter into a contract with the City.

Note: Respondent information is to be submitted for the responding entity and not parent company, joint venture partners or other corporate affiliates.
2. Identify when the Respondent was organized and, if a corporation, where incorporated and how many years engaged in providing contract operations and management services under that name.
3. Identification of the firms that the Respondent intends to subcontract or otherwise use to perform work on this project.
4. Demonstrate financial capability and stability to handle this size of project.

D. Additional Qualifications Information:

1. Describe Respondent's depth and resources which would also be available for the benefit of the City.

E. Operating Plan:

The Operating Plan should discuss the following topics:

1. Provide a list of the specific individuals assigned to the Management Team and Technical Support that the Respondent will assign during the transition and operation and provide the background and experience of those individuals. Include resumes and staffing organization chart.
2. Provide an operating plan for the facilities and other responsibilities that indicate how the Respondent will provide operation and maintenance management services.
3. Provide description of any enhancements the Respondent will make in operations and maintenance of the City's facilities.
4. Provide an example contract without fees.

F. Business Proposal:

Discuss Respondent's position on such business issues as fee, assumption of risk, future year's price adjustments, proposed contract agreement. Include as a separate document.

V. PROCESS AFTER QUALIFICATIONS SUBMISSION:

A. SOQ Clarification:

The City may, at its sole discretion, conduct written or verbal discussions with one or more Respondents for the purpose of clarifying any information in their SOQ and assuring that the Respondents fully understood and responded to the RFQ requirements. The City may issue a request for more detailed or specific explanations from one or more Respondents. The City may limit its clarification process to those SOQ's it deems most advantageous. In addition, the City may issue revisions to the RFQ and permit all Respondents to respond to those revisions.

B. Interview:

At the City's option, an interview may be conducted for the purpose of clarification and evaluation of the Respondent and its SOQ.

C. Performance Evaluation:

As part of its evaluation process, the City reserves the right to contact Respondent's clients and former clients, including those projects listed in Respondent's SOQ, for the purpose of evaluating any aspect of the Respondent's performance. By the submission of a SOQ, the Respondent grants the City permission to contact any personnel or former personnel of Respondent's clients and former clients to discuss and evaluate Respondent's performance or any other aspect of Respondent's services, management or business relationship.

D. Selection:

The selection process will take into consideration many factors. Those factors will include without limitation: technical qualifications; financial qualifications; experience; management style; project approach; capabilities and experience with respect to the identified facilities' strategic needs; approach to employees; level of strategic support including emergency response; willingness to accept risk and liability, and extent of performance and financial guarantees and commitments.

INSURANCE REQUIREMENTS

The contractor/subcontractor shall not commence work under this contract until he has obtained the insurance required within this contract. All insurance coverage shall be with issuance carriers acceptable to the City. If any insurance is written with a deductible or self-insured retention, the contractor/subcontractor shall be solely responsible for said deductible or self-insured retention. The purchase of insurance and the furnishing of a certificate of insurance shall not be a satisfaction of the contractor/subcontractor's indemnification of the City. The contractor/subcontractor is responsible to meet all MIOSHA requirements for on-the-job safety. The contractor/subcontractor and his subcontractor/subcontractor shall procure and maintain during the life of this contract for the following coverage:

- a) Workers Compensation Insurance in accordance with all applicable statutes of the State of Michigan. Coverage shall include Employers Liability Coverage.
- b) Commercial General Liability Insurance on an "Occurrence" basis with limits of liability not less than \$1,000,000.00 (as stated above level of hazard) per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage.
- c) Motor Vehicle Liability Coverage, including Michigan No-Fault Coverage with limits of liability not less than \$500,000.00 per occurrence combined single limit bodily injury and property damage for all vehicles used in the performance of the contract. The City reserves the right to require specific limits of coverage if the contract involves the use of a motor vehicle for other than transportation to the work site.
- d) Additional Insured. Commercial General Liability Insurance as described above shall include an endorsement stating the following shall be an additional insured: **"The City, including all elected and appointed officials and employees and all other individuals working on behalf of the City are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City."**
- e) Cancellation Notice. Workers Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance as described above shall include an endorsement stating that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to:

City of Portland
Attn: Tutt Gorman, City Manager
259 Kent Street
Portland, MI 48875