

City of Dade City

**Request for Proposals
for the
Operation, Maintenance and Management
of the
Wastewater Facilities**

Date: June 23, 2010

Request for Proposals

| | | |
|----------|---|-------------------------------------|
| 1 | Introduction | 1 |
| 1.1 | Background and Objectives | 1 |
| 1.2 | Purpose of Solicitation..... | 2 |
| 1.3 | Overview of Services..... | 2 |
| 1.4 | Description of the Facilities..... | 3 |
| 1.4.1 | Wastewater Treatment Plant..... | 3 |
| 1.4.2 | Collection System..... | Error! Bookmark not defined. |
| 1.4.3 | Pumping Stations | 3 |
| 1.4.4 | Storage Tanks | 3 |
| 2 | Description of Procurement Process | 3 |
| 2.1 | Pre-Submission Conference..... | 3 |
| 2.2 | Procurement Process and Schedule | 4 |
| 2.3 | City Rights and Options..... | 4 |
| 2.4 | Expense of Submittal Preparation..... | 4 |
| 2.5 | Information Disclosure to Third Parties | 5 |
| 2.6 | Questions/Clarifications Request..... | 5 |
| 2.7 | Equal Opportunity Requirements | 5 |
| 3 | Submittal of Proposals | 6 |
| 3.1 | General Instructions and Submittal Deadline | 6 |
| 3.2 | Qualifications and Technical Approach..... | 6 |
| 3.2.1 | Cover Letter..... | 6 |
| 3.2.2 | Required Standards..... | 6 |
| 3.2.3 | Qualifications..... | 7 |
| 3.2.4 | Technical Approach..... | 8 |
| 3.3 | Price Proposal | 9 |
| 4 | Review and Evaluation | 10 |
| 4.1 | Evaluation Criteria..... | 11 |
| 4.2 | Evaluation of Proposals | 11 |

1 Introduction

The City of Dade City (City) is issuing this Request for Proposals (RFP) to solicit statements of qualifications, technical approach and pricing from firms capable of providing full service operations, maintenance and management of the wastewater treatment facilities (Facilities) as described in Section 1.4 of this document.

This RFP, issued in accordance with the provisions of the laws of the State of Florida, invites qualified firms to submit proposals describing their technical and financial qualifications to provide the services described. Subject to approval by the City, the contract term under consideration is for three years with two optional two-year renewals.

1.1 Background and Objectives

The City is currently investigating the operational and financial feasibility of contracting the operation of the Facilities with an outside contractor experienced in operating this type of system. The objectives of this potential outsourcing of operations include:

- Managing operating and capital expenses
- Minimizing or eliminating permit excursions
- Providing technical assistance to address the City's existing assets, future capacity and regulatory issues
- Removing the City's day-to-day burden of operating the system

Full service contract operations requires the Contractor to provide all treatment facility operation and maintenance staff and pay all chemical costs. The Contractor will be responsible for:

- All aspects of facility management, operation and maintenance and for all costs including hiring, training and administering all personnel-related issues.
- Furnishing and maintaining vehicles and light duty service trucks to carry on daily operations.
- Maintaining all land, buildings, improvements and permanent equipment. Equipment maintenance shall be performed by the Contractor in accordance with manufacturer's recommendations, and the Contractor will be required to provide proof thereof to the satisfaction of the City.

Required capital expenditures will continue to be the responsibility of the City. Utility costs – including power and water – shall not be included in the scope or associated pricing.

It is understood that the information contained in the RFP and the experience, guarantees, price for the initial service, pricing considerations and related innovative approaches demonstrated by the Contractor shall be the general basis for the selection of a Contractor for the consideration to provide these initial scope of services and future services. Information submitted to the City by each Contractor shall be in two documents:

- Qualifications and Technical Approach
- Price Proposal

The City expects to select the most qualified, responsive, resourceful and experienced Contractor based on the review by the City and its evaluation/selection committee. The overall most responsive firm will be selected at the sole discretion of the City based on the review of and scoring of the Contractors' overall submittals.

Upon selection of the finalist, the City will schedule a pre-award conference with the most responsive Contractor. Should the negotiations fail to result in an executed agreement with the most responsive Contractor, the City may elect to terminate negotiations with the most responsive Contractor and begin negotiations with the second most responsive Contractor (and so on) or cancel the procurement process.

It is understood that each firm interested in providing the services shall evaluate and inspect each facility and review data that the City has available, including construction plans and specifications, design reports, permits, compliance reports and shop drawings, operating budgets, audit reports, and pertinent data. Arrangements for the inspection and/or copying of the documents shall be coordinated through the Public Works Director.

1.2 Purpose of Solicitation

In issuing this RFP, the City is seeking to ensure the overall efficiency and operation of the Facilities by contracting with a firm having the technical and financial resources to perform the required operation, maintenance and management services.

The City's ultimate objectives for operation of the current and future Facilities is to select a Contractor who will provide a strong technical support team, operate in compliance, improve maintenance and provide efficiencies. In addition, the City wants to reduce its exposure to risks from possible operator errors related to compliance and safety.

Price adjustments to reflect process and/or scope modifications will be negotiated after selection for implementation by the City and clarification of the scope of services and terms and conditions of the agreement.

Proposals submitted by firms in response to this RFP will be evaluated in accordance with the criteria outlined in Section 4 of this RFP. Based on the City's evaluation of the RFP, a Contractor will be selected by the City for contract negotiations. A response to this RFP is mandatory for consideration.

1.3 Overview of Services

The City is seeking qualified Contractors capable of providing operation, maintenance, management and other related services for the Facilities. The Contractor ultimately selected from the Contractors pursuant to the City's comprehensive procurement process shall be required to provide various services associated with all or a portion of the Facilities. This may include, but not be limited to, provision of:

- Labor and benefits
- Process chemicals
- Laboratory and analytical services
- Routine maintenance of Facilities and associated equipment
- Reporting to regulatory agencies
- Management of the operations and maintenance
- Operation of Facility during construction projects programmed over the next five years

The Contractor will be responsible for satisfying the State of Florida regulatory requirements and for operating, maintaining and managing the Facilities in compliance with all other applicable local, state and federal laws and regulations. Services for the operation, maintenance and management of the Facilities

shall be provided in a safe, secure, effective and efficient manner.

1.4 Description of the Facilities

1.4.1 Wastewater Treatment Plant

The wastewater treatment plant, located at Irvin Ave., and Delmar St. in Dade City, has a design capacity of 1.5 MGD and currently treats an average daily flow of 0.7 MGD. The wastewater treatment plant is operated under NPDES Permit #FLA 012742 and consists of extended air, activated sludge using the Modified Ludzack-Ettinger (MLE) Process, with biological nutrient removal BNR consisting of a self cleaning 3.0 mgd mechanical bar screen system grit removal a flow splitter box a grit washer an anoxic tank of 0.200 MG, two (2) aeration tanks of 792,806 gallons total volume two 2 secondary clarifiers of 606 000 gallons total volume and total surface area of 5,654 if one (1) chlorine contact chamber of 38,549 gallons total volume one (1) primary sludge holding tank of 107,281 gallons total volume and one (1) secondary sludge holding tank of 200,185 gallons total volume. Flow measurement is by magnetic flow meter. Sludge is dewatered by a belt-filter press and loaded into trailer for disposal. Operation of a north and south reuse water system will be required. This facility is operated to provide secondary treatment with basic disinfection. This facility will be rehabbed in two phases over the next five years with the current rehabilitation addressing the clarifiers, sludge digester, bleach system, some electrical and rehab of the filters.

1.4.2 Reuse Storage Tanks

The following storage tanks are included in the Facilities:

- Rapid Infiltration Basin Site and South Line
- On Site 2 MGD (proposed Reuse Storage Tank Onsite)
- North Line and Booster Station

2 **Description of Procurement Process**

2.1 Pre-Submission Conference

The City will conduct a **mandatory** pre-submission conference and tour of the Facilities on July 13, 2010 starting at 9:00 a.m. at the Dade City WWTP, located at 38303 Irvin St., Dade City FL 33525. The purpose of the pre-submission meeting is to answer questions regarding the Request for Proposals.

2.2 Procurement Process and Schedule

A summary procurement schedule of the major activities associated with this solicitation process is presented below. This schedule is based on the City's intent to enter into an agreement with the selected Contractor by September 15, 2010.

| Activity | Date |
|---|--------------------|
| Issue RFP | June 23, 2010 |
| Mandatory pre-submission conference | July 13, 2010 |
| Receive proposals from Contractors | July 27, 2010 |
| Evaluation of submittals complete | August 10, 2010 |
| Initiate contract negotiations with most qualified Contractor | August 11, 2010 |
| Award contract | September 15, 2010 |

2.3 City Rights and Options

The City, at its sole discretion, reserves the following rights:

- To supplement, add to, delete from and change this solicitation document
- To determine which Contractor, if any, should be selected for negotiations
- To reject any or all proposals or information received pursuant to this RFP
- To supplement, amend, substitute or otherwise modify this RFP at any time
- To cancel this RFP with or without the substitution of another RFP or pre-qualification process
- To request additional data or information after the submittal date, if such data or information is considered pertinent, in the City's sole view, to aid the review and selection process
- To conduct investigations with respect to the qualifications and experience of each Contractor
- To take any action affecting the RFP or the services or facilities subject to this RFP that would be in the best interests of the City
- To require one or more Contractors to supplement, clarify or provide additional information in order for the City to evaluate the RFPs submitted
- To waive any defect or technicality in any RFP received
- To reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals or to re-advertise

2.4 Expense of Submittal Preparation

The City accepts no liability for the costs and expenses incurred by the Contractors in responding to this RFP, preparing responses for clarification, attending interviews, participating in contract development sessions or meeting and presentations required for the contract approval process. Each Contractor that enters into the procurement process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from the City for the costs and expenses associated with the procurement process.

2.5 Information Disclosure to Third Parties

By responding to this RFP, Contractors waive any challenge to the City's decisions in this regard.

If any submittal contains confidential technical, financial or other types of information, the Contractor must clearly label the specific portions sought to be kept confidential and specify the exemption that the Contractor is relying upon. Marking all, or substantially all of, a response as confidential may result in the response being considered non-responsive by the City.

Notwithstanding the foregoing, Contractors recognize and agree that the City will not be responsible or liable in any way for any losses that the Contractor may suffer from the disclosure of information or materials to third parties.

2.6 Questions/Clarifications Request

No interpretation or clarification of the meaning of any part of this RFP will be made orally to any Contractor. Contractors must request such interpretation or clarification in writing from the City.

If any Contractor has questions concerning the proposed project, finds discrepancies or omissions in the solicitation document or otherwise requires clarification, such matters should be submitted in writing no later than 4:30 p.m. local time on July 20, 2010 to:

Joe White
City of Dade City
jwhite@dadecityfl.com
Phone: (352) 523-5051
Fax: (352) 521-1422

Only written or faxed contacts will be acknowledged.

Any and all such interpretations and supplemental instructions will be made in the form of written addenda which will be sent to all recipients of the RFP and shall become part of this RFP. Copies of all questions and answers, and any addenda to supplement the RFP, will be sent by fax and U.S. Mail to each Contractor no later than four days prior to the proposal due date. Only formal written responses to properly submitted questions will be binding.

Contact with City officials (other than Lennie Naeyaert, P.E., Public Works Director) is not allowed and will be considered as grounds for disqualification from the selection process.

2.7 Equal Opportunity Requirements

The selected Contractor, in the performance of all services, will not discriminate on grounds of race, color, religious creed, national origin, age, sex or handicap in employment practices in the selection or retention of subcontractors, or in the procurement of materials and rentals of equipment.

3 Submittal of Proposals

3.1 General Instructions and Submittal Deadline

Contractors are requested to submit one original and four copies of the proposal to:

City Hall, 2nd Floor
Room 208
38020 Meridian Avenue
Dade City, Fl 33526-1355

Proposals are due on July 27, 2010 by 2 p.m. local time. No facsimile copies will be accepted. The package should be clearly labeled "Proposal for the Operation, Maintenance and Management of the Water and Wastewater Facilities."

3.2 Qualifications and Technical Approach

The Qualifications and Technical Approach document must provide the following information and be organized into sections that include at least the following:

- Cover Letter
- Required Standards
- Qualifications
- Technical Approach
- Appendices (primarily for supporting financial information)

Narrative pages are to be 8½x11 inches and all materials shall be bound into one volume. A clear and concise presentation of information is encouraged.

Contractors are required to organize the information requested in this RFP in accordance with the format outlined. Failure of the Contractor to organize the information required by this RFP as outlined may result in the City, at its sole discretion, disqualifying the Contractor from further consideration.

3.2.1 Cover Letter

The proposal must include a letter of transmittal attesting to its accuracy. The cover letter should provide the name, address and telephone and facsimile numbers of the Contractor along with the name, title, address and telephone and facsimile numbers of the executive that has the authority to contract with the City.

3.2.2 Required Standards

This section establishes standards of experience and financial capabilities that the City requires for a Contractor to be considered qualified. The City, at its sole discretion, will decide if a Contractor meets the standards. Full service public-private contracts for operation, maintenance and management means, at a minimum, providing all labor and management, paying all operation and maintenance expenses and guaranteeing performance including regulatory agency compliance.

Contractor must:

- Have been in the business of providing full service public-private contracts for operation, maintenance and management of water and wastewater treatment facilities for at least five years.
- Have existing full service public contracts for operation, maintenance and management of water and wastewater treatment facilities that have been in effect for at least five years.
- Have operated treatment facilities in the State of Florida for at least five years.
- Have operated facilities that are comparable in size and complexity to the City's Facilities.
- Have experience utilizing business systems in full service public-private contracts for operation, maintenance and management of treatment facilities. Describe the systems and cite examples of past and present utilization.
- Have experience in working with engineers to modify treatment systems to improve performance.
- Have experience in successfully transitioning projects and the associated public employees into the private sector. Site specific examples of transition experience that is on a comparable or larger scale to the City's Facilities and provide references.
- Have experience in successfully implementing risk management plans.
- Have experience in successfully implementing emergency response plans. Describe the Contractor's experience in preparing for or responding to emergency situations and in assisting communities to address critical needs in these situations. Identify the number of the Contractor's employees in the region who could supplement the efforts of existing on-site staff should the need arise.
- Have a strong record of health, safety and environmental compliance. Provide the Contractor's current OSHA recordable rate and EMR and information about any health, safety or environmental violations within the last five years. Describe the Contractor's approach to meeting and guaranteeing permit compliance.
- Be able to furnish liability and property damage insurance of not less than \$2,000,000 combined single limits for bodily and/or property damage. Submit evidence of the ability to provide coverage in this amount.
- Be able to secure a performance bond from a surety licensed in the State of Florida in an amount equal to the annual contract value. The Contractor shall provide a letter from surety indicating the ability to secure this bonding.

3.2.3 Qualifications

Contractors shall demonstrate their ability to undertake the City's project by providing the technical qualifications of the Contractor, individual team members and principal subcontractors, if applicable. The City reserves the right to conduct an independent investigation of the Contractor's technical qualifications by contacting project references, accessing public information, inspecting facilities or contacting independent parties. Additional information may be requested during the evaluations of technical qualifications. The Contractor shall provide the following information to demonstrate its technical qualifications:

Corporate Profile:

- Include the full name, tax identification number, main office address and telephone and facsimile numbers of the Contractor and the principal contact person. This shall include a description of the firm or organization (corporation, partnership, joint venture, etc.) that will serve as the contracting party. A project organization chart clearly delineating lines of authority within the organization is required. The history, ownership, organization and background of the Contractor

shall also be provided.

- If the Contractor is a joint venture, the required information shall be submitted for each member of the joint venture firm. The Contractor shall describe the history of the relationships among team members, including a description of past working relationships.
- The proposal shall also identify which portions of the work, if any, will be subcontracted. If subcontractors are proposed, the proposed contractual relationships between the Contractor and all major partners and subcontractors relative to the project shall be outlined in the proposal.
- Identify when the Contractor was organized and, if a corporation, where incorporated and how many years engaged in providing contract operations, maintenance and management services under that name.
- Provide a description of the circumstances, if any, related to any City employee, City Council member or other officer, employee or person who is payable in whole or in part from the City that has or had any direct or indirect personal interest in the Contractor.

Financial Qualifications:

- Submit audited financial statements for the past three fiscal years. The financial statements must include income statements, balance sheets and statements of cash flow.

Relevant Experience and References:

- Provide information about the Contractor's overall experience with operating water and wastewater treatment facilities in the United States. Provide details (size, duration of relationship and processes utilized) on representative treatment facilities the Contractor operates under a private contract operations and maintenance arrangement in the United States.
- Describe the Contractor's experience and capacity to serve communities in the region.
- Provide a complete list of the Contractor's current projects with information about the contracted scope of services, contract start date and client reference.
- Describe the Contractor's experience operating plants during capital upgrades and replacements.

Additional Capabilities:

- Detail the Contractor's capability to provide additional resources to assist in technical troubleshooting and capital planning. Explain how these resources are sourced (i.e., from affiliate companies, subcontractors) and whether these services are provided as part of the services offered under the base operating fee (as opposed to hourly billing).
- Highlight other capabilities of the Contractor that could be brought to bear on this project.

3.2.4 Technical Approach

In this section, Contractors will address their approach to operating, maintaining and managing the Facilities, including:

- Management Team who will be accountable for the project and the technical personnel that will support the project
- Staffing Plan: The successful bidder shall offer employment to all existing in-scope water and wastewater employees and provide equal or better salaries and benefits. This does not preclude successful bidder from reorganizing said operations and restructuring the system and employee performance-based systems.
- Transition Approach

- Operating Plan
- Maintenance

3.3 Price Proposal

A separately sealed Price Proposal shall be provided. The submittal document for complying with the Price Proposal portion of this procurement must contain at least the following topics:

- Summary
- Details of price proposal for operating and maintaining the current scope of services
- Future price adjustments for the additional improvement upgrades to the Facilities and appurtenances
- Concepts of pricing adjustments on an annual basis
- Terms and conditions

The Price Proposal shall be submitted in accordance with the following format and shall be complete in every detail. The price shall identify all appropriate terms and conditions associated with the Price Proposal. All pricing exceptions shall be noted. Failure to do so will be considered cause for disqualification. The following definitions shall be applicable to the price items requested in this section:

- Personnel Services – Includes, but is not limited to, salaries, wages, overtime, pay differential, longevity, unemployment compensation, holiday pay, meal allowance, education assistance, hospital, medical, dental plans, life insurance, retirement contributions, sick leave and other costs directly attributable to employees.
- Chemicals – Includes all chemicals.
- Equipment – Includes, but is not limited to, office equipment, laboratory equipment, safety equipment, tools, communication equipment, maintenance equipment, vehicles, mechanical equipment and manually operated equipment.
- Materials and Supplies – Includes, but is not limited to, gasoline and diesel fuel, vehicle supplies, vehicle accessories, office supplies, duplication and photo supplies, medical supplies, chemicals, laboratory supplies, clothing and uniforms and other materials and supplies.
- Maintenance and Repair Limit Budget – Includes the total of all maintenance and repair expenditures including, but not limited to, repair parts, maintenance equipment, maintenance supplies, outside maintenance services, oil and grease, packing and maintenance equipment rental. Contractor on-site labor shall not be included.
- Other – Includes amortization of contractor-furnished capital and start-up costs and any and all expenses not identified in any other specific category.

Pricing shall be presented using the following format:

Price Proposal for First Full Year of Operation for the Current Scope of Services

| | | |
|--------------------------------|----|---------------------|
| Expenditures | | |
| Personnel Services | \$ | |
| Chemicals | \$ | |
| Equipment | \$ | |
| Materials/Supplies | \$ | |
| Outside Services | \$ | <u> % markup</u> |
| Maintenance and Repair Limit* | \$ | |
| Other (Identify) | \$ | |
| Administration/Overhead/Profit | \$ | |
| Total Price | \$ | |

* Contractor will use an annual cap of \$50,000 for the Maintenance and Repair Limit. Repair and maintenance budget shall include those projects of single cost items that cost less than \$2,000, excluding on-site labor. Capital projects in excess of \$2,000 shall remain the responsibility of the City.

The Contractor should present information in their Price Proposal that defines the general allocation to each proposed contract service area such that the combined individual sub-budgets equal the total price.

4 Review and Evaluation

Submissions received in response to the RFP will be evaluated based on the Contractor’s:

- Corporate capabilities and ability to perform the proposed services
- Experience in providing these and/or similar services
- Financial qualifications
- Technical approach

Each Contractor’s submission will be reviewed for completeness and responsiveness to the RFP requirements. Based on its review and evaluation of the proposals, the City will select the most qualified Contractor to begin negotiations. The selection will be based on the Contractor’s demonstrated ability to technically and financially perform the services outlined in this document. Specifically, proposals will be evaluated based upon the criteria presented in the subsequent paragraphs.

4.1 Evaluation Criteria

In evaluating the RFP, the City will utilize the requirements outlined in this section to identify the Contractor best qualified to perform the services.

| | |
|---|-----|
| Corporate Profile Qualifications – The Contractor will be evaluated based on the breadth of its capabilities, project organization structure and years of experience providing similar services. The Contractor shall demonstrate that the company, either under its current name or its predecessor, has provided similar operation and maintenance services for a minimum of five years. | 10% |
| Experience & Technical Qualifications – The Contractor’s experience will be evaluated based upon its past history (such as number of projects, plant sizes, etc.) of successfully providing operations and maintenance services for similar facilities. The response will be evaluated based on the number of similar facilities operated and maintained under similar scenarios and the number of contracts, duration of the contracts and size of the facilities serviced. References will be contacted in order to verify satisfactory performance on other similar projects. | 20% |
| Financial Qualifications – Financial information will be evaluated to determine the overall capacity of the Contractor to carry out the contractual commitments for the requested services. At a minimum, the Contractor must demonstrate tangible net worth, in each of the past three years, of at least \$3 million. The Contractor also will be evaluated based upon its ability to secure a performance bond in the amount of the annual service fee to provide services in accordance with the agreement. The Contractor shall demonstrate that the company, or any affiliate of the company, has never filed for bankruptcy. | 20% |
| Technical Approach – The Contractor will be evaluated based upon the capability and experience of the proposed management team in operation, maintenance and supervisory positions for projects of a similar nature. Contractor shall also demonstrate its understanding of the Facilities and that it possesses technical resources knowledgeable of key issues related to the Facilities such as process control, laboratory QA/QC, sludge management, system maintenance and capital improvement planning. | 30% |
| Pricing | 20% |

4.2 Evaluation of Proposals

Each proposal will be reviewed against the terms of this RFP to determine if the submittal is complete and responsive and how well the Contractor satisfies the evaluation criteria. The City may reject any submittal found to be incomplete, unresponsive or not in compliance with the format requirements set forth in this RFP. A submittal may be determined to be unresponsive if any aspect is found to be unacceptable or contrary to the best interests of the City.

The City regards the submission of the proposal in response to the RFP as the most important factor in the selection of a Contractor to provide services for the operation, maintenance and management of the current scope of services and their capabilities to provide innovative improvements at a future date. The City reserves the right to reject any all responses to the RFP and is under no obligation to award a contract.

The City intends to select the most responsive Contractor and to negotiate an Agreement, then price with this firm. However, should the negotiation with the most responsive Contractor not produce an acceptable contract arrangement, the City will request the next most responsive Contractor to begin negotiations.

The responsibility for the final selection and negotiation rests solely with the City.

The City shall not be liable to any Contractor for costs associated with responding to the RFP for the Contractor's participation in any oral interview, or for any costs associated with the negotiations.