



REQUEST FOR PROPOSALS

for

WASTEWATER TREATMENT PLANT CONTRACT OPERATIONS TERTIARY PLANT CONTRACT OPERATIONS

RFP ISSUE DATE: APRIL 8, 2021

MANDATORY PRE-PROPOSAL FACILITIES REVIEW: APRIL 23, 2021 at 10:00 AM

RESPONSES DUE: NO LATER THAN FRIDAY MAY 14, 2021 at 4:00PM

City of Ione

1 E. Main St.

PO Box 398

Ione, Calif. 95640

INQUIRIES: Direct questions or request for clarifications of RFP documents to:

Lori McGraw, Interim City Manager/Finance Director

(209) 274-2412 x101

lmcgraw@ione-ca.com

Request for Proposals
Wastewater Treatment Plant Contract Operations
Tertiary Plant Contract Operations
City of Ione

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Section 1 - INTRODUCTION

The City has operated its wastewater treatment plant (WWTP) through contract operations since 2009. The City of Lone plans to begin maintaining the sewer collection system, including pump stations, and plans to provide these services with City personnel. The current operations contract for the WWTP and Tertiary Plant Operations will expire on June 30, 2021. The City would like to receive proposals from well-qualified proposers to continue to successfully operate the plants through contract-operations. The City requests professional, qualified firms submit a proposal as described herein. To be seriously considered, respondents and their team members should have successful experience in contract operations of advanced, California municipal wastewater treatment plants.

Section 2 - BACKGROUND

The City of Lone was incorporated in 1953, it is located in Amador County, California 40 miles southeast of Sacramento and 30 miles northeast of Stockton. It has a five member council and City Manager form of government. Council meeting are held on the first and third Tuesday of each month.

The City has a Treatment Facility and a Tertiary Plant. The Waste Water Treatment Plant is permitted by the State of California through the Central Valley Regional Water Quality Control Board (RWQCB)

The Plant is currently classified as a Class I facility, as defined in the California Code of Regulations, Title 23, Division 3, Chapter 26, section 3675 and 3680. The most recent permit was issued by the RWQCB in 2012 for average dry weather flow capacity of .355 million gallons per day, it is permitted for a maximum plant flow of 1.2 million gallons per day. The Plant discharges via the nearby agricultural fields

The Tertiary Plant permitted by the State of California through the Central Valley Regional Water Quality Control Board (RWQCB) The Plant is currently classified as a Class IV facility, as defined in the California Code of Regulations, Title 23, Division 3, Chapter 26, section 3675. The most recent permit was issued by the RWQCB in 2012. This facility operates on average seven months per year and discharges to the Castle Oaks Golf Course for landscape irrigation.

Section 3 – SCOPE OF SERVICES TO BE PROVIDED

The consultant shall provide all necessary wastewater operations and maintenance services to the City. It is the intention of the City to possibly contract with a contractor for these services. No subcontractors shall be utilized without prior authorization by the City. The duration of this agreement with the qualified contractor shall be a period of three (3) years from the date of the City of Lone's City Council approval, with a possible option to renew.

The Consultant is representing itself as a qualified wastewater operations and maintenance service, which included all day to day operations of the waste water treatment facility and the Tertiary Plant; therefore, it is acceptable to submit recommendations and comments for consideration of format, process, schedule, and additional content of providing the services. The City will consider comments and recommendations; however, the City is not required to incorporate any of the recommendations or comments.

Contractor agrees to perform all wastewater operations and maintenance services as follows:

Supply appropriately certified, highly qualified and professional staff.

Operate the City's wastewater treatment plant (WWTP) in compliance with all applicable state and federal requirements, including the Permit.

Respond with qualified and certified staff within 45 minutes of notification or realization of operational interference, upset, power outage, regulatory inspection, or other emergency, 24 hours/day, 365 days/year.

Maintain inventories for all chemicals and materials required for plant operations including, but not limited to, sodium hypochlorite, sodium bisulfite, and laboratory chemicals. Provide City with a detailed list of supplies needed at least three weeks prior to requiring them.

Maintain the WWTP and associated facilities as required to keep the facility and all existing equipment in excellent working condition.

Perform all field and laboratory analyses required by the Permit in conformance with State requirements for laboratory quality assurance, quality control, detection levels, and certifications/licenses

Present technical reports to the RWQCB and City staff quarterly

Provide technical expertise on various plant performance, operation, and compliance issues as may be required for operation in compliance with Permit. Notify City in writing of any recommended changes in operating equipment or operating procedures for required approval.

Assist in representing the City before the RWQCB and their staff during inspections and meetings.

Perform equipment maintenance activities at the WWTP and Tertiary Plant.

Sample, test and report on storm water samples.

Maintain required records on site for inspection by City staff and State regulators. Complete and submit all reports described in the Permit in a timely manner.

Notify and provide written reports to State regulators and City officials as requested in the event of Permit violation.

Represent the City professionally while dealing with the public and regulators.

Conduct routine operations including all daily, weekly and monthly sampling as required in the City's permits or compliance plans;

Report any sewer spill in compliance with the City's sewer backup response plan and federal and state law or regulations;

Maintain wastewater treatment facilities and maintain tertiary facility as needed to treat secondary effluent from ARSA system for application to Castle Oaks Golf Course;

Create and maintain daily operations manual for WWTP and Tertiary Plant

Create maintenance schedule for WWTP, COWRP; Develop and maintain Capital Improvement Plan (CIP) for WWTP and COWRP;

Assist with developing and implementing Report of Waste Discharge;

Assist with development of Wastewater Master Plan and required Environmental Impact Report (EIR);

Develop budget for WWTP, and Tertiary Plant

Review and develop reporting procedures for spills, problem sites, and backups;

Assist City Manager, City Engineer, Sewer Engineer, and City Council with understanding compliance issues and making recommendations on permit issues or cease and desist orders;

Prepare annual reports, quarterly reports, compliance status reports, and wastewater discharge reports as needed;

Review current operations, identify and report inefficiencies of all facilities to the City Manager.

Provide the necessary on-call services for after hours issues.

Section - CONTRACT TERM

The City intends to contract for a base-term of (3) three years with a provision for extension of additional mutually agreed terms.

Section 5 - SUBMITTAL REQUIREMENTS

To be considered, respondents' proposal shall include the following items:

Transmittal Letter – Proposals shall include a transmittal letter, not exceeding two-pages which provides an overview of their proposal, their team members, their experience/qualifications, and any other information relevant to the solicitation. All relevant licenses and certifications shall be presented in the submittal.

Proposal shall include two clearly labeled options:

#1 Provides operations of both the WWTP and Tertiary Plant. Tertiary plant operates seven months/year

#2 Provides operations to only the WWTP. Tertiary Plant may reduce/cease operations at the end of the agreement between the City of Lone, CDCR and ARSA on June 30, 2022.

Approach - The proposal should provide a narrative describing the anticipated approach to the elements described in the Scope of Services section of this request. The proposal should be presented in sufficient detail to convey a clear understanding of the tasks and services included.

Work Plan - Proposals shall include a work plan that outlines the services proposed and contains the staffing levels, positions and responsibilities for each member of the proposed team. The work plan should identify all tasks to be performed by the team members and the relative time each would be expected to spend on various tasks. The work plan must also identify any/all services anticipated to be provided by third-party vendors.

Cost Proposal - While proposals will be evaluated based on their overall value, the cost of the services will be a major factor in determining the preferred Contract Operator. Proposals shall contain the respondent's best-price offer to provide the requested contract services for both contract options.

Through the term of an operations contract, additional fees may be negotiated for services required outside the scope described herein. The proposal must include a rate sheet for all professional and technical personnel and any associated services that may be utilized in the course of providing additional contract operation services. Any mark-ups on subcontracted services shall also be included. The rates submitted are intended to be attached to the contract and used as a basis to negotiate fees for work which may be performed outside the scope of the work originally agreed.

Experience - Proposals shall include an overview of the experience of the company and the proposed team providing the requested services. This shall include the identification of all sub consultants/subcontractors and the respondents experience working with each of these subs. Resumes and other material may be included as an attachment to the proposal, however the page limit for such items related to experience shall be limited to a maximum of twelve pages.

Respondents should demonstrate knowledge and experience in the following areas to be considered qualified:

- Understanding of wastewater treatment processes and technologies, Wastewater treatment process control, analysis, and management, NPDES permit compliance,
- Federal and State environmental quality and wastewater regulations, Operation of similar wastewater treatment plants,
- Wastewater sampling, monitoring, analysis, and reporting,
- Laboratory practices, quality assurance, quality control, and detection level requirements.

References - Proposals shall include references. The name, position, contact information, and relationship with each reference shall be included. At minimum, three references shall be provided for each of the following:

Corporate references - Municipal wastewater treatment clients with small, advanced treatment and surface water discharge, preferably in California.

Proposed Plant Manager/Chief Plant Operator - References should be from independent clients and for the position of CPO if possible.

Proposed Shift Supervisor - References should be from independent clients and for the position of shift supervisor if possible.

Exceptions - Proposals shall include an identification of any and all exceptions taken to this RFP and/or the contract language, including insurance provisions. All exceptions should be explained and propose alternative language for the City's consideration. The City reserves the right to reject any proposals which contains exceptions.

Responsibility- Each proposal must contain the following questions and clear, concise responses:

- a) Have you ever defaulted on a contract? If yes, please provide the year(s), entity(s), and reasons.
- b) In the past five years, has any claim or legal action been filed in court or arbitration against your company by a client you have provided similar services to? If yes, please explain.
- c) Has your firm ever been suspended or debarred by any government agency? If yes, please explain.

Financial Information - Proposals shall include a current credit rating from Dun & Bradstreet, Supplier Qualifier Report.

Section 6 - SUBMITTAL, SELECTION PROCESS AND DATES

Proposals shall conform to the requirements of this RFQ&P, with special attention given to the requirements of Sections 4 and 5. The proposal shall be signed by someone authorized by the proposer to execute a contract between the City and proposer. Proposal packages shall consist of:

- One signed, unbound original,
- One electronic version (in PDF format), and
- Three (3) bound copies of the proposal.

Proposals must be received and date-stamped by the City no later than **4:00 pm, Friday, May 14, 2021**. Proposals shall be clearly marked "Request for Qualifications and Proposals, Wastewater Contract Operations, City of Ione" and submitted to:

City of Ione

Lori McGraw, Interim City Manager

1 E. Main Street

PO Box 398

Ione, California 95640

Submittals received after 4:00pm May 14, 2021 will not be considered.

Section 7 - EVALUATION OF PROPOSALS

It is the City's intent to enter into an agreement with a single firm to perform the services described in this RFQ&P. Submittals will be evaluated by a panel appointed by the City Manager. Evaluators will review each submittal independently and rank them in consideration of the following criteria:

- Completeness and responsiveness of the submittal package,
- Demonstrated understanding of the services required,
- Quality, experience and ability of the proposed staff,
- Understanding of discharge, monitoring, and reporting requirements included in the Permit,
- Ability and experience of the company and team operating similar municipal facilities,
- Fee for services,
- Expertise evaluating wastewater treatment and disposal options and costs,
- Demonstrated success transitioning into and out of contract plant operations,
- Knowledge of wastewater/environmental regulations,
- Success communicating with governmental agencies and general public,

It is the intent of the City to contract with the firm that, in the City's opinion, best meets the needs of the community at the lowest cost. Though the fee to perform the work is very important, it is not required for the City to contract with the firm having the lowest fee. The work described in this RFQ&P requires certain expertise and qualifications which will be considered in addition to the cost of services.

Once submittal evaluation has been completed, the City may invite the highest- ranking firm or firms to interview with the panel and present their proposal and qualifications. Final ranking by the evaluation panel may be made upon completion of the interview process, if any.

City staff will recommend to the City Council that the City enter into an agreement for contract services with the highest ranked firm. The successful firm may be asked to present their qualifications and proposal to the City Council when the recommendation is made. The final selection will be made by the City Council. If an agreement with the first ranked firm cannot be finalized, the City may elect to proceed to negotiate an agreement with the next highest ranked firm.

This RFQ&P does not commit the City to award a contract, to enter into an agreement, or to pay any cost incurred in the preparation of a proposal from any respondent. The City reserves the right, at its sole discretion, to reject any and all responses to this RFQ&P for any reason and to waive irregularities.

Please note that in order to have their proposal considered, each respondent must have an employee of the firm submitting the proposal attend the mandatory pre-proposal meeting and review outlined in Section 10 below and sign the attendance sheet.

Section 8 - GENERAL TERMS AND CONDITIONS

Limitation - The RFP does not commit the City to award a contract, to pay any cost incurred in the preparation of the Consultant's proposal, or to procure or contract for services or supplies. The City is not responsible for proposals that are delinquent, lost, mis-marked, and sent to an address other than that given above, or sent by mail or courier service. The City reserves the right to accept or reject any or all RFP responses received as a result of this request or to cancel all or part of this RFP.

Public Records - All proposals shall become the property of the City and will become public records and, as such, may be subject to public review.

Contract Agreement - The contents of the submitted proposal will be relied upon by the City and may be and incorporated into the awarded contract and, if so, shall become a contractual obligation. Failure of the Consultant to agree to include the proposal as part of the contractual agreement will result in cancellation of the award. The City reserves the right to reject those parts that do not meet with the approval of the City, or to modify the Scope of Services, as agreed by Consultant, in the final negotiated contract.

Compliance with Applicable Laws - All services provided under this proposal shall comply with all applicable laws and regulations, including current safety orders of the California Department of Industrial Relations and CAL/0.S.H.A.

Insurance - Contractors providing services to the City are required to furnish evidence of insurance coverage.

Section 9 - COMMUNICATION AND QUESTIONS

Any questions regarding this RFQ&P shall be directed to Lori McGraw, Interim City Manager/Finance Director lmcgraw@ione-ca.com, PO Box 398, Lone, CA 95640, 209-274-2412 x101. All questions shall be made in writing via letter or email. All questions must be received no later than May 5, 2021 to be considered. Responses to questions, if any, will be made by posting to the City's website no later than 7 days before the posted submittal deadline.

Section 10 - MANDATORY PRE-PROPOSAL REVIEW OF FACILITIES

In order to have their proposal considered, all respondents must have an employee of the firm submitting the proposal attend the Mandatory Pre-Proposal Review of Facilities and sign in the attendance sheet provided at the review. The review will be held at the Lone Waste Water Plant at 10:00 a.m. on Friday April 23, 2021. The purpose of this site review is to allow respondents to examine the site and facilities. Please note that the City does not have staff with background wastewater operations or experience operating the facilities. Therefore, attendees should not expect the City to answer operational questions related to the facility. The City's current contract operator will not be available to answer any questions from attendees. All attendees will be responsible for supplying their own COVID-19 related personal protective equipment if/as required by the Amador County Health Department. Also, all attendees who wish to tour the treatment plant will be required to have Cal-OSHA approved hard hats and vests.