

# CITY OF GOLD HILL



Request for Qualifications/Proposals  
for the  
**Operation, Maintenance and Management**  
of  
**Wastewater Treatment and Collection**  
**Facilities**

January 2023

## Request for Qualifications/Proposals

	<b>Advertisement</b>	3
<b>1</b>	<b>Introduction</b>	
1.1	Background and Objectives	5
1.2	Purpose of Solicitation	6
1.3	Overview of Services	6
1.3.1	Scope of Work	7
<b>2</b>	<b>Operation, Maintenance, &amp; Management</b>	
2.1	Asset Management Plan	8
2.2	Staffing	10
2.3	Collections	10
2.4	Description of Facilities	10
2.4.1	Gold Hill Wastewater Treatment Facility	10
2.4.2	Gold Hill Wastewater Treatment Facility Inspection & Startup	10
<b>3</b>	<b>Description of Procurement Process</b>	
3.1	Pre-Submission Conference	11
3.2	Procurement Process and Schedule	11
3.3	City Rights and Options	11
3.4	Expense of Submittal Preparation	12
3.5	Information Disclosure to Third Parties	12
3.6	Questions/Clarifications Request	12
3.7	Equal Opportunity Requirements	13
<b>4</b>	<b>Submittal of Proposals</b>	
4.1	General Instructions and Submittal Deadline	13
4.2	Qualifications and Technical Approach	13
4.2.1	Cover Letter	14
4.2.2	Minimum Operational Requirements	14
4.2.3	Qualifications	14
4.2.3.1	Corporate Profile	15
4.2.3.2	Corporate Core Values	15
4.2.3.3	Financial Qualifications	15
4.2.3.4	Relevant Experience and References	16
4.2.3.5	O&M Experience and Existing Client Satisfaction	16
4.2.3.6	Additional Capabilities	16
4.3	Technical Approach	16
4.4	Price Proposal	18
<b>5</b>	<b>Review and Evaluation</b>	
5.1	Evaluation Criteria	19
5.1.1	Project Staffing	19
5.1.2	Project Experience	20
5.1.3	Proposal Approach	20
5.1.4	Scheduling Approach	20
5.1.5	Project Fee Component	20
5.2	Evaluation of Proposal	21
5.3	References	22

## REQUEST FOR QUALIFICATIONS/PROPOSALS

### City of Gold Hill OPERATION, MAINTENANCE AND MANAGEMENT OF WASTEWATER TREATMENT FACILITIES

City of Gold Hill invites qualified Contractors to submit proposals describing their technical and financial qualifications to provide full-service operations, maintenance, and management of wastewater treatment facilities. Subject to approval by the City Council, the contract term under consideration is for 6 (6) years with two (2) optional 3-year renewals. Proposals for **Operation, Maintenance, and Management of Gold Hill Wastewater Treatment Facilities** for the City of Gold Hill will be received by the City of Gold Hill, Office of the City Manager, at 420 6<sup>th</sup> Ave., Gold Hill, OR 97525, until **2:00 P.M. on February 22, 2023**. The outside envelope should be labeled "Proposal for the Operation, Maintenance, and Management of the WWTF." The Gold Hill WWTF includes the Gold Hill Wastewater Treatment Facility and wastewater collection system.

The Gold Hill Wastewater Treatment Facility (GHWTF), located at 2177 2nd Ave, Gold Hill, Oregon, 97525 is operated by Rogue Valley Sewer Services (RVSS) and consists of a CAS facility with a present design capacity of 0.35 million gallons per day (MGD). Proposals will also include operations and maintenance of the collections system.

The full-service contract operation requires the Contractor to provide all GHWTF operational costs and maintenance staff.

The Contractor will be responsible for:

- All aspects of facility management, personnel, operation and maintenance, and for all costs, including hiring, training, and administering all personal-related issues.
- Dewatering, hauling, and disposal of grit and bio-solids.
- Furnishing and maintaining vehicles and light-duty service trucks to carry on daily operations.
- Maintaining all land, buildings, improvements, and permanent equipment in association with the GHWTF. Equipment maintenance shall be performed by the Contractor in accordance with the manufacturer's recommendations, and the Contractor will be required to provide proof therefore to the satisfaction of the City.
- Meeting all regulatory requirements and for operating, maintaining, and managing the GHWTF in compliance with all other applicable local, state, and federal laws and regulations.
- Laboratory and analytical services shall be included in the scope and associated pricing.

The City will be responsible for:

- Required capital expenditures
- Utility cost, including electric, water, and gas
- Network and WIFI connectivity.

The Contractor will be required to submit an annual budget request for approval that includes all of the City cost items listed above.

The City will conduct a **mandatory** pre-submission conference and tour of the facilities on February 1, 2023, starting at 10:00 am at City Hall located at 420 6<sup>th</sup> Ave., Gold Hill, Oregon 97525.

The information requested is to be organized in accordance with the format outlined in the Request for Qualifications/Proposals (RFQP) document and is to be bound into one (1) volume. Each proposal should respond to all information requested in the RFQP document. A proposal may be rejected by the City if the proposal is not completed in its entirety and/or is not organized as outlined in the RFQP document.

Any Proposal received after the time and date specified shall not be considered.

Questions pertaining to this Request for Qualifications/Proposals must be submitted to the City's contract Engineer, Daniel Scalas, P.E. in writing by email to [dscalas@adkingengineering.com](mailto:dscalas@adkingengineering.com) **no later than 2:00 pm on February 17, 2023**. Questions not received in writing by that deadline shall be forever waived.

Digital Bidding Documents of the Request for Qualifications/Proposals may be obtained from QuestCDN's website: <http://www.QuestCDN.com> beginning **01/13/2023**. The digital Bidding Documents may be downloaded for a non-refundable fee of \$25.00 by inputting QuestCDN eBidDoc Number **8351738**. Assistance with free QuestCDN membership registration, document downloading, and working with the digital Project information may be obtained at QuestCDN.com, 952-233-1632, or via e-mail at [infor@questcdn.com](mailto:infor@questcdn.com).

The REQUEST FOR PROPOSAL DOCUMENT may be reviewed at the following locations:

City of Gold Hill ([www.cityofgoldhill.com](http://www.cityofgoldhill.com)) 420 6<sup>th</sup> Avenue, Gold Hill, OR 97525

Medford Builders Exchange (<https://medfordbuilders.com>) 2330 Crater Lake Ave., Medford, OR 97504

Klamath Builders Exchange ([www.facebook.com/KlamathBuilders/](http://www.facebook.com/KlamathBuilders/)) 724 Main Street, Klamath Falls, OR 97601

Douglas Plan Center ([www.dcplancenter.com](http://www.dcplancenter.com)) 3086 NE Diamond Lake Blvd., Ste. D, Roseburg, OR 97470

Eugene Builders Exchange ([www.ebe.org](http://www.ebe.org)) 2640 11<sup>th</sup> Ave., Eugene, OR 97402

Premier Builders Exchange ([www.plansonfile.com](http://www.plansonfile.com)) 1902 NE 4<sup>th</sup> St., Bend, OR 97701



CITY OF GOLD HILL  
Adam Hanks  
Interim City Manager

## 1. Introduction

The City of Gold Hill (hereinafter referred to as the "City") is issuing this Request for Qualifications/Proposals (RFQP) to solicit statements of qualifications, technical approach, and pricing from Contractors capable of providing full-service operations, maintenance and management of the GHWWTF as described in this document.

This RFQP, issued in accordance with the provisions of the laws of the State of Oregon, invites qualified Contractors 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 six years with two (2) optional three-year renewal.

- The City Wastewater GHWWTF is a 0.35 MGD conventional activated sludge (CAS) wastewater treatment GHWWTF that consists of:
  - Four (4) Influent pumps
  - One (1) grit chamber
  - Two (2) comminutors
  - One (1) manual bar screen
  - Two (2) Davco package CAS treatment systems
  - One (1) river outfall
  - Associated yard piping and all appurtenances.
- Bio-solids are processed in the secondary treatment tanks within the Davco plants. Initial hauling and disposal shall be completed via tanker truck transported to the Medford RWRP.
- There are no significant or chronic SSOs in the municipal separate sanitary sewer system.
- Approximately 100% of the City is sewered.
- The WWTF will receive domestic/commercial wastewater.
- The WWTF includes some industrial users of the City Wastewater System.
- Contract operators do not provide any administrative or billing services on behalf of the City.

### 1.1 Background and Objectives

The objectives of outsourcing of operations include:

- Managing operating and capital expenses
- Minimizing or eliminating permit violations
- Providing technical assistance to address the City's existing assets, future capacity, and regulatory issues
- Removing day-to-day system operation and oversight requirements by the City.

It is understood that the information contained in the RFQP 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 scope of services and future facility 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 Contractor 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 begin scope clarifications, draft agreement revisions, and final price negotiations with the selected Contractor. Should the negotiations fail to result in an executed agreement with the selected Contractor, the City may elect to terminate negotiations with the selected Contractor and begin negotiations with the next most preferred Contractor (and so on) or cancel the procurement process.

It is understood that each Contractor interested in providing the services shall evaluate and inspect the 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 other pertinent data. Arrangements for the inspection and/or copying of the documents shall be coordinated through the Project Coordinator.

## **1.2 Purpose of Solicitation**

In issuing this RFQP, the City is seeking to ensure the optimal operation of the facilities by contracting with a Contractor having the technical and financial resources to perform the required operation, maintenance, and management services. The City's ultimate objectives for the operation of the current and future facilities is to select a contractor who will provide a strong technical support team, operate safely and in compliance with all regulatory requirements, implement sustainable and effective maintenance programs, and provide efficiencies in labor and materials, and partner with the City by effectively communicating operational issues, compliance reporting, capital needs and other pertinent information to the City Engineer and City Manager.

Proposals submitted by Contractors in response to this RFQP will be evaluated in accordance with the criteria outlined in Section 5 of this RFQP. Based on the City's evaluation of the RFQP, a Contractor will be selected by the City for contract negotiations. A response to this RFQP 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
- Laboratory and analytical services
- Routine maintenance of facilities and associated equipment
- Reporting to regulatory agencies
- Management of the operations and maintenance
- Hauling and disposing of bio-solids (including grit)

The Contractor will be responsible for satisfying the State of Oregon 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. Workplace safety shall be maintained at all such facilities according to best practices in these types of facilities nationwide.

Contractor shall be liable for those fines or civil penalties which may be imposed by a regulatory agency for violations of the effluent quality requirements that are a result of Contractor's negligent operation.

Contractor shall be liable for all judgments, liabilities, damages, claims, and other costs (including, but not limited to, City attorney fees) associated with any suits precipitated by violations of the GHWTF's

wastewater discharge permit, caused by Contractor's negligence. Should City be assessed fines as a result of Contractor negligence in performance of its contractual obligations, Contractor will reimburse City for such fines.

The Contractor is responsible for training of its employees. City will provide guidance during the transition between current employees and Contractor, as needed.

Contractor will use applicable City and State of Oregon public purchasing rules to purchase all maintenance and operating supplies, including chemical acquisition used at the GHWWTf, unless the Contractor can procure the item at better total price to City through its own sources, or an emergency situation necessitates the use of other methods of procurement.

Each year, the Contractor shall create a capital budget and an operations and maintenance cost (including chemicals and utilities) budget to be incorporated into the City's budgeting process.

Contract laboratories utilized for DMR required analysis are subject to auditing by City. Any change in laboratories used by the City for treatment analysis or DMR submissions must be approved by City prior to the change.

### **1.3.1 Scope of Work**

- A. The contractor is responsible for GHWWTf operations and maintenance in compliance with OR DEQ permit, applicable DEQ MAO, and all applicable Federal, State, and Local regulations as follows:
- O&M of GHWWTf
  - The GHWWTf is to be staffed in accordance with OR DEQ requirements, but at no time less than a minimum eight hours per day seven days per week, 365 days per year.
  - Permanent on-site staffing at a minimum shall be in accordance with the OR DEQ minimum staffing requirements for operations, maintenance, and management personnel.
  - The contractor, at a minimum, must employ personnel with the following qualifications:
    - Contractor's principal-in-charge must have substantial experience in wastewater operation and maintenance and possess either a Grade II Wastewater Operator's license and Grade II Collections System license or equivalent from another state with reciprocity or a Professional Engineers license in Oregon or in another state with eligibility to obtain an Oregon license within 6 months of Contract execution. The principal-in-charge must attend all meetings required to update City officials of the operation of the facility. The principal-in-charge must be responsible for contract administration and operation and maintenance overview.
    - Contractor's full time on-site GHWWTf manager/superintendent must have at least ten (10) years of experience in wastewater treatment including significant experience with the CAS operations and possess a Grade II Wastewater Operator's License.
    - Contractor must employ full time in-house repair and maintenance personnel with expertise in the areas of:
      - Pumps
      - Valves
      - Instrumentation
      - All monitoring and sampling required by Federal, State, and local regulations, or as operating conditions may require.
      - Effluent priority pollutants
      - Bioassays
      - Discharge Monitoring Report Influent and Effluent compliance monitoring
      - Sludge Processing and disposal

- B. The Contractor is responsible for:
- Sampling programs required by consent agreements above and beyond the discharge permit requirements.
  - Influent troubleshooting of process upsets as necessary.

The City's testing account to be used by the contractor to pay for analytical costs as a pass-through, as approved by the City.

- C. The contractor is responsible for sludge collection, any analysis or monitoring necessary, and hauling off-site. The contractor is responsible for scheduling and coordinating the sludge hauling to the Medford RWRP.
- D. Contractor is expected to submit monthly reports to the City
- Discharge monitoring reports (DMR) and monthly operation and maintenance reports (MOR) as submitted to OR DEQ.
  - Wastewater verification and monitoring report.
  - Maintenance account report.
  - Executive summary including contract parameters and electrical usage.
  - Cost of all utilities, including water and electricity for GHWWTF
  - Cost of all fuels for generators and other equipment
  - Cost of all process chemicals and supplies
  - Cost of SCADA and alarm communication services
- E. The contractor shall provide necessary insurance for liability coverage for environmental fines and liability as well as any costs resulting from negligent operations that result in GHWWTF upsets or equipment failures, and be able to describe specifically how that coverage would apply to the City projects within the design capacity and capability to operate the project so that the requirements of the City's NPDES, MAO and subsequent modifications are met. The successful proposer shall be responsible for meeting the requirements of City's NPDES permits.
- F. The City is responsible for:
- Capital repair/replacement costs as identified in the annual capital replacement budget.
  - Repair and maintenance costs in excess of a \$10,000.00 contract minimum.
  - Utility costs, including electric, water, and gas
  - Network and WIFI connectivity

*It is understood that the City cannot list every generally accepted practice that should be associated with a scope of work of this magnitude. As such the City has an expectation that the selected contractor perform the necessary scoping items that are reasonable and rational. The City does not expect to receive out of scope change orders because a single specific item was not discussed in this scope. The contractor is encouraged to seek clarity from the City and the City's engineer about expectations.*

## **2. Operation, Maintenance, & Management**

### **2.1 Asset Management Plan**

- Provide and document all preventive maintenance and corrective maintenance for the GHWWTF and collection system with approved computerized maintenance management system (CMMS), or City approved equivalent electronic database.
- Provide and document all repairs; the total repair amounts shall be approved and budgeted for each fiscal year and based anticipated needs of the system. This amount shall be remitted to the



Contractor as part of the yearly Contract payment. City authorized repairs and related expenses above the approved amount will be paid for by City. Any amount that is remaining at the end of the fiscal year shall be entirely refunded to the City.

- Provide City with a detailed accounting of repairs on a monthly basis.
- Provide the City access to all laboratory testing and sampling.
- Conduct "repair versus replace" analyses for repair activities and coordinate with the City on their recommendation prior to final determination.
- Pay all direct costs incurred in normal project operations, and provide City, on a monthly basis, a report of direct costs in a mutually agreeable format identified.
- Calculate and report the flows and loadings for the GHWWTF.
- Responsible to administer all safety programs, inspections, training, safety equipment repair, and preventive maintenance required to comply with OSHA and State of Oregon regulations.
- Prepare all NPDES permit reports pertaining to the services in a timely manner to City, DEQ, and other appropriate regulatory agencies
- Bio-solids Management - Contractor shall prepare, implement, monitor, and report information for the Bio-solids Management Plan required by the City. This can include but is not limited to:
  - Responsible for treating, transporting, and disposing (land fill or RWRF) of all solids (including screenings, grit, and bio-solids) generated at wastewater treatment GHWWTFs including, but not limited to, obtaining a landfill contract, site specific preparation cost/logistics and permits necessary
  - Prepare and submit annual bio-solids handling reports. All bio-solids records must be retained and updated accordingly by successful proposer. The successful proposer shall provide copies of all reports to the City.
- Provide City with updated operations and maintenance standard operating procedures for both treatment and collections which shall be reviewed and updated annually.
- Provide City with updated emergency operating plan for the wastewater system which shall be reviewed and updated annually
- Be onsite to call-outs 24-hours/day and within 30 minutes of notification.
- In coordination with the City maintain aesthetics of all facilities associated with this RFQP to include but not limited, landscaping, exterior painting, etc.
- Provide access for periodic inspection of all facilities and allow for intermittent City participation in daily staff assignment meetings.
- Operate all processes and facilities in such a manner that odor problems are minimized including odors from grit, grease, scum, and other odor sources.
- Comply with DEQ and EPA requirements regarding GHWWTF operations and maintenance, and provide City with reports and other information regarding potential or actual violations involving the project.
- Comply with regulatory reporting requirements, including directly notifying regulatory agencies regarding potential or actual violations.
- Annually provide City with a Capital Improvement Purchase list for values greater than \$5,000. The list shall include items necessary for the GHWWTF, lift stations, any other applicable equipment, etc.
- Utilizing the facility plans and master plans as a baseline, conduct and prepare a facilities assessment report which will evaluate the condition of GHWWTF and major equipment in detail. This report will be re-evaluated at the midway point of the contract's duration. This report will be utilized to submit a Capital Improvement Forecasting Plan which shall be in the form of a 3-year plan to be updated annually.
- Maintain site vehicle cleanliness and appearance to the standard identified by the City.
- Provide an annual presentation of O&M services status to City Council, in coordination with City Manager and City Engineer.

- Coordinate and work with City to explore alternative delivery methods to implement capital improvements in the most cost-effective manner.
- Make regular, routine purchases of new and replacement equipment, other than capital equipment.
- Cooperate and assist with City and any consultants and contractors retained by City for any planning, design, and construction related to the GHWWTF, and any other facilities, vehicles or project equipment. Cooperate with City and any consultants retained by City for any performance audits of the project, and provide access to operational cost information during normal business hours.
- Responsible for rodent and other vector control at all facilities as needed.

## **2.2 Staffing**

Staff the project with employees who have met the certification requirements of the State of Oregon, and possess the skills and ability to perform routine maintenance and repairs on site and conduct ongoing training programs for all personnel to ensure proper operation and maintenance of all systems. On an annual basis, provide the City with a list of staff members and the certifications.

- Due to the small nature of the staff, it is essential that all staff be cross trained. For example, this can include but is not limited to: operators being trained at the GHWWTF and being familiar with the lift stations tributary to each, having a working knowledge of the instrumentation and the software associated, staff having flagger training, crew trained on transportation of bio-solids, crew trained on bio-solids reporting, etc.

## **2.3 Collections**

Clean and maintain collection system.

- Provide routine operation and maintenance of the sanitary sewer collection system to include:
  - CCTV inspection of all gravity sanitary sewer lines except service laterals, on a 5-year cycle
  - Clean all gravity sanitary sewer lines except service laterals, on a 3-year cycle.
  - Maintain one STEP pump system and one E-One grinder pump.
- Be available to respond to callouts 24-hours/day and within 30 minutes of notification during work hours and within 60 minutes outside work hours (work hours are 8:00am to 5:00pm, Monday through Friday).

## **2.4 Description of Facilities**

### **2.4.1 Gold Hill Wastewater Treatment Facility**

The wastewater treatment GHWWTF, located at Gold Hill, Oregon is operated under NPDES 102494 and consists of a CAS facility with a present design capacity of 0.35 million gallons per day (MGD). It is anticipated that the GHWWTF will be replaced with a new CAS plant within the next 5 years. It is expected that the Contractor will provide input on the new plant during the design process and operate the existing plant while the new plant is under construction at the same location. The treatment plant operator will be expected to coordinate construction and operations with the construction contractor.

### **2.4.2 Current Treatment Plant Operator**

(RVSS) currently operates and maintains the GHWWTF. The current contract with RVSS is set to expire March 30, 2023, with a 90-day transition period following contract termination. It is expected that the new contractor will work with RVSS over a portion of the 90-day transition period. Overlap of operations will occur during this period in which RVSS, the new Contractor, City staff and City Engineer will develop a plan to transition between certified operators.

### 3 Description of Procurement Process

#### 3.1 Pre-Submission Conference

The City will conduct a **mandatory** pre-submission conference and be available to tour any facilities on February 1, 2023 starting at 10:00 am at the City Hall, located at 420 6<sup>th</sup> Avenue, Gold Hill, Oregon 97525.

The purpose of the pre-submission meeting is to answer questions regarding the Request for Qualifications/Proposals (RFQP) and the form the Technical Approach should take. All Contractors interested in submitting a proposal must contact the City Manager's office (contact Adam Hanks at [adam.hanks@cityofgoldhill.com](mailto:adam.hanks@cityofgoldhill.com) or (541) 855-1525, no later than 4:00 pm on January 25<sup>th</sup>, 2023. to indicate their intent to attend the pre-submission conference. Each interested Contractor should ensure that they meet or exceed the Minimum Operational Requirements set forth in this document.

At the meeting there will be a presentation of the project and a question-and-answer session. The meeting will adjourn and break for lunch. At 1:00 p.m. there will be a tour of the treatment GHWWTF currently under construction and major lift stations. All of the questions and answers will be documented and provided online for review. **This will be your only opportunity to tour the GHWWTF.** Attendance to this meeting is mandatory. Submittals will not be accepted from contractors that did not attend the required meeting.

The City will make copies of certain pertinent materials available on the day of the pre-submission conference and tour. This pertinent information should be sufficient for the Contractor to submit a proposal and develop an understanding of the wastewater operations, maintenance, and management. Copies of materials that may be provided to potential Contractors will include but are not limited to: compliance reports, recent inspection reports, daily operating records, wastewater facility plan, construction plans and other pertinent data.

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 that will begin on April 7, 2023 with the sole operating responsibility on June 1, 2023.

<b>Activity</b>	<b>Date</b>
Issue RFQP	January 17, 2023
Mandatory pre-submission conference	February 1, 2023
Last day for RFI's	February 17, 2023
Last day for addendums	February 20, 2023
Receive proposals from Contractors	February 22, 2023
Evaluation of submittals complete	March 8, 2023
Initiate contract negotiations with most qualified Contractor	March 14, 2023
Award contract	March 27, 2023
Contract Start Date	April 7, 2023

#### 3.2 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 received pursuant to this RFQP
- To supplement, amend, substitute or otherwise modify this RFQP at any time

- To cancel this RFQP with or without the substitution of another RFQP or pre-qualification process
- To request additional data or information after the submittal date, if such data or information are 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 RFQP or the services or facilities subject to this RFQP 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 RFQPs submitted
- To waive any defect or technicality in any RFQP 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
- To renegotiate the terms of the agreement, executed subsequent to this RFQP, after the commissioning of the proposed new CAS treatment plant.

### **3.3 Expense of Submittal Preparation**

The City accepts no liability for the costs and expenses incurred by the Contractors in responding to this RFQP, preparing responses for clarification, attending interviews, participating in contract development sessions or meetings 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.

### **3.4 Information Disclosure to Third Parties**

The public disclosure of the contents of each proposal submitted in response to this RFQP is generally governed by state law. By responding to this RFQP, 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.

### **3.5 Questions/Clarifications Request**

No interpretation or clarification of the meaning of any part of this RFQP 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 by email no later than 2:00 pm local time on February 17, 2023:

Dan Scalas, P.E., City Engineer  
 Adkins Engineering & Surveying  
 City of Gold Hill  
 Gold Hill, OR 97525  
 Office: (541) 855-1525  
 Adkins Office: (541) 884-4666  
 Email: [dscalas@adkinsengineering.com](mailto:dscalas@adkinsengineering.com)

Only emailed contacts will be acknowledged.

Any and all such interpretations, responses to questions/clarifications, and supplemental instructions will be made in the form of written addenda, which will be sent to all recipients of the RFQP and shall become part of this RFQP. Copies of all questions and answers, and any addenda to supplement the RFQP, will be sent through QuestCDN to all Contractors listed on the Plan Holders List no later than two (2) days prior to the proposal due date. Only formal written responses to properly submitted questions will be binding.

Any Contact with City officials or staff during the RFPQ process must be approved by the Interim City Manager, Adam Hanks. Failure to abide by this criterion will be grounds for disqualification from the selection process.

### **3.6 Equal Opportunity Requirements**

The selected Contractor, in the performance of all services, will not discriminate on the 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.

*The successful proposer shall enter into a standard professional services contract with the City.*

## **4 Submittal of Proposals**

Any Proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawal to the issuing office. A duly authorized representative of the agency shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new Proposal.

### **4.1 General Instructions and Submittal Deadline**

Contractors are requested to submit one original and ten (10) copies of the proposal to:

City Manager  
City of Gold 420 6<sup>th</sup> Ave. / PO Box 308  
Gold Hill, OR 97525

Proposals are due on February 22, 2023, by 2 pm local time. No facsimile copies will be accepted. The package should be clearly labeled "Proposal for the Operation, Maintenance, and Management of the Gold Hill Wastewater Treatment Facilities."

### **4.2 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
- Minimum Operational Requirements
- Qualifications
- Technical approach of operation for both treatment plant and collections system
- Technical biological understanding of an CAS plant
- Technical approach on bio-solids treatment and dewatering within an CAS plant
- Price proposal – including phasing and scope breakdown (i.e. inspection, start-up, O&M)
- Appendices (primarily for supporting financial information)
- Subcontracting structure, qualifications and contractual relationship with prime contractor

Narrative pages are to be 8-1/2 x 11 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 RFQP in accordance with the format outlined. Failure of the Contractor to organize the information required by this RFQP as outlined may result in the City, at its sole discretion, disqualifying the Contractor from further consideration.

#### **4.2.1 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.

#### **4.2.2 Minimum Operational Requirements**

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 wastewater treatment facilities for at least five (5) years.
- Have existing full-service public-private contracts for operation, maintenance, and management of wastewater treatment facilities that have been in effect for at least three (3) years.
- Have operated treatment facilities in the State of Oregon for at least three (3) 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 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 record of health, safety, and environmental compliance. Provide the Contractor's information about any health, safety, or environmental violations within the last three (3) 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 Oregon an amount equal to the annual contract value. The Contractor shall provide a letter from a surety, indicating the ability to secure this bonding.

#### **4.2.3 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:

**4.2.3.1 Corporate Profile:**

- Include the full name, tax identification number, main office address, telephone and facsimile numbers, and email addresses of the Contractor and the principal contact person. This shall include a description of the Contractor 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 Contractor. 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.

**4.2.3.2 Corporate Core Values**

- Describe your Contractor's overall organizational structure, including relationships with parent companies and subsidiaries. Include a history of your company's ownership over the last five years.
- Describe your senior management structure and its turnover history in the last five years, specifically with respect to your contract operations Contractor and your parent company. Write a brief summary of your corporate senior management structure and the number of years each of the senior management personnel have been in their positions.
- Provide any Corporate Policies/commitment statement concerning Safety, Health and Environment (SHE).
- Describe the impact of SHE performance upon the compensation of management and the employee
- List the awards and recognition your Contractor has received in the past 5 years within the state of Oregon. Discuss additional relevant awards and recognitions for quality, business leadership and operations standardization. You may provide a more comprehensive list of awards in other geographic areas as a supplement or appendix to your submittal.
- Provide current wage and benefit structure.

**4.2.3.3 Financial Qualifications:**

- Submit audited financial statements for the past three (3) fiscal years. The financial statements must include income statements, balance sheets, and statements of cash flow.

#### **4.2.3.4 Relevant Experience and References:**

- Provide information about the Contractor's overall experience with operating 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 with complete contact information.
- Describe the Contractor's experience operating plants during capital upgrades and replacements.
- Describe any Contractor operating permit violations for facilities within Oregon. Include an explanation of the cause(s) and the means/timeframe required to resolve them.

#### **4.2.3.5 O&M Experience and Existing Client Satisfaction**

- Present a history of your operation and maintenance business for utility service projects, preferably in Oregon and in similar size to that of City, including your growth history, current business volume, number of Municipal sites, a map and list of sites operated, and focus of that business service. Also, provide references for at least three (3) of the municipal sites.
- Define your mix of business between government facilities, municipal facilities and municipal facilities with respect to operation.
- Provide an overview of your Contractor's experience in managing the operation and maintenance of municipal wastewater treatment facilities. Include a summary of the number of sites currently under management and the experience in operating facilities similar to or more complex than the City sites in size and technical description. Pictures of treatment facilities are recommended.
- Present a summary of your existing client base, your renewal rate and any problems that you have had with past clients. Also, describe the average life of your existing contracts with these clients.
- Provide the percent of Contractor's revenue received from O&M contract operations.
- Detail your company's bonding capacity and capability
- Provide your company's 3-Year profit trend (as% year over year).
- Describe your use of any quality management system for optimizing delivery of O&M projects.
- Provide your companywide O&M employee turnover rate and average longevity per employee.

#### **4.2.3.6 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).
- Detail the Contractor's capability to conduct the Oregon Department of Environmental Quality approved operator training/recertification classes for the City personnel.
- Highlight other capabilities of the Contractor that could be brought to bear on this project.

### **4.3 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
- The proposal shall identify individuals for Key Positions. Personnel changes in Key Positions will require City prior approval.
- Staffing Plan
- Transition Approach
- Operating Plan
- Maintenance
- Weekly operations reporting
- Monthly and yearly reporting applicable to local, state, and federal laws and regulations.
- Describe your training and certification programs for operations and maintenance personnel of sewer systems. Summarize your current percentage of certified operators and provide the certification levels/class. How many of these are certified in Oregon?
- Describe your plan for ongoing recruiting, training and development of operation and maintenance and operations personnel. Provide resumes of key staff that would manage and operate the City treatment plant and collection system, and discuss your management plan for overseeing the ongoing operation of the facilities
- Provide examples of successful programs or ideas your company has implemented at municipal wastewater treatment facilities you operate and indicate resultant capital or cost savings/efficiency improvements.
- Provide examples of pollution prevention or source reduction ideas you initiated at municipal wastewater treatment facilities.
- Provide examples of energy and cost saving measure that your company has implemented at municipal wastewater treatment facilities.
- Provide information and technical abilities and experience of your proposed plant manager and their immediate supervisor.
- Provide details about your liability coverage for environmental fines and liability as well as any costs resulting from negligent operations that resulted in plant upsets or equipment failures. Describe specifically how that coverage would apply to the City projects.
- List your Experience Modification Rate (EMR) for each of the last three years for your contract operations organization only.
- Summarize your Total Incident Rate (TIR) from your OSHA 200 log and the results of any OSHA audits over the last five years for your contract operations and maintenance organization only.
- Describe any legal actions or litigation on financial, legal, community actions or safety issues, environmental, which are pending or have been settled in the last ten years.
- Discuss how they might impact your ability to fulfill your obligations under the City/contractor contract.
- Provide any information regarding local, state, or federal environmental violations or enforcement activity that your company has been involved with.
- Summarize your Contractor's performance track record for wastewater treatment and collection facilities, which you have operated. Describe the number of agency audits during the past 3 years that have occurred for your operations and the fines and violations that have occurred at these facilities. Explain why the violations occurred and what your Contractor did in response to the violations.
- Describe your plan and audit method to achieve excellence in safety, health and environmental performance. Provide any additional details that will assist City in understanding your approach and commitment to maintaining environmental compliance at the facility.
- Describe how you maintain competence and current understanding of environmental regulatory statutes.
- Describe potential opportunities where scope of work efforts may be shared with non-certified City

staff.

#### 4.4 Price Proposal

A 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
- Estimated, future price adjustments for the additional improvement upgrades to the Facilities and appurtenances as outlined in the most recent Wastewater Facility Plan
- Basis for determining annual pricing adjustments
- 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:

- The successful proposer will be responsible to provide the City with an initial Direct Cost.
- The Direct Cost includes both labor and non-labor costs.
- Non-labor costs are repairs, office supplies, copy machines, computers, petroleum, insurance, etc.

For the purposes of this scope, the proposer must provide labor costs (benefits included) for the assumed FTEs that are requested in this RFP. Additionally, if the proposer feels that the FTE assumption can be adjusted, either higher or lower, an additional cost can be provided. It is the responsibility of the proposer, if an additional cost is provided, to clearly state what each change is from the assumed FTE and clearly state a justification for each change. It is not the responsibility of the City to interpret the assumptions of the proposer. If the additional costs are not clear and concise they will be rejected and not reviewed and evaluated with the overall proposal. The assumed FTEs are as follows:

- 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.
- 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**

Operations and Maintenance (GHWTF & Collections)	
Personnel Services	\$
Equipment	\$
Materials/Supplies	\$
Outside Services	\$
Dewatered Bio-solids Hauling/Disposal	\$
Maintenance and Repair Limit*	\$
Other (Identify)	\$
Administration/Overhead/Profit	\$
<b>Total Year 1 Contract Price</b>	\$

*\*Contractor will use an annual cap of \$45,000 for the Maintenance and Repair Limit unless approved by the City Manager. A repair budget (repairs less than \$10,000 each) will be negotiated annually.*

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.

**5 Review and Evaluation**

Submissions received in response to the RFQP 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
- Price proposal

Each Contractor's submission will be reviewed for completeness and responsiveness to the RFQP requirements. Based on its review and evaluation of the proposals, the City will select a Contractor to begin negotiations 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.

**5.1 Evaluation Criteria**

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

The City will follow a selection procedure that involves the review of all qualified proposals, the evaluation and ranking of proposals, negotiation of fees, and award of contract is based upon our local and state procurement requirements. The previous section titled; submittal of proposals describes the minimum information required in the proposal. Contractor selection will be performed by the evaluation committee and will be based on the proposal package requirements and the following criteria.

**5.1.1 Project Staffing**

- Is the principal-in-charge qualified to manage all phases of the project?
- Does principal-in-charge have experience in managing a bio-solids program (hauling,

disposing, reporting, monitoring, etc.)?

- Does the principal-in-charge have experience with operating treatment WWTFs in similar size and type as City?
- Does the principal-in-charge have experience with operating and managing a sewer collection system?
- Does the principal-in-charge have sufficient credentials that meet NPDES permit requirement (Wastewater Operator Certification in Collection and Treatment)?
- Does the support staff have sufficient experience with related work?
- Does support staff have Wastewater Operator Certifications in Collection and Treatment? Does the support staff have sufficient experience with related work?
- Are all required disciplines represented in this scope of work?
- Have key personnel worked successfully together on past projects?
- If sub consultants are proposed, have they worked with the key personnel before?
- Have all team members had similar experiences regarding project scope and magnitude?

#### **5.1.2 Project Experience**

- Are similar and current projects submitted as examples?
- Does the reference confirm a “job well done”?
- Are references current and accessible?
- Does Contractor show experience working successfully with public agencies and under the public contracting statutes and requirements?
- Does Contractor show experience with O&M projects in public sector?
- Was a detailed listing of any ongoing claims provided?

#### **5.1.3 Proposal Approach**

- Does proposal present all required material in a clear and professional manner?
- Does proposal address all required information?
- Is a clear understanding of the project stated and demonstrated throughout?
- Is the scope detailed and comprehensive?
- Is the scope consistent with the teaming and staffing levels?
- Is Contractor’s overall O&M plan for the project clear and concise?
- Does the approach at a minimum address the following:
  - Indicate the resources available to provide operation maintenance and management services for the sewer system.
  - Indicate the in-house resources and identify resources outside of organization.
  - Discuss approach and experience interfacing with municipalities and stakeholders.
  - Describe project tracking and cost control within the established budget throughout project.

#### **5.1.4 Scheduling Approach**

- Describe how your Contractor will ensure the City’s schedules are met. Specifically, how will your Contractor organize your work, staffing, and coordinate team members in order to ensure that all schedule milestones are achieved?
- How will delays be mitigated? How will Contractor report progress?
- How will you ensure that the NPDES and bio-solids permits monitoring and reporting requirements are met, corrective and preventative maintenance occurs to all lift stations, and timely disposal of bio-solids occurs?

#### **5.1.5 Project Fee Component**

The fee component will be evaluated on clarity of the cost breakdown, the cost itself, and what is

included or excluded in the breakdown of cost.

## 5.2 Evaluation of Proposals

Each proposal will be reviewed against the terms of this RFQP 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 RFQP. 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 technical approach portion of the proposal in response to the RFQP 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 add to or eliminate any portion of the listed services that are in the best interests of the City. The City reserves the right to reject any all responses to the RFQP and is under no obligation to award a contract.

The City intends to select the most responsive and qualified Contractor and to negotiate the terms of an Agreement, then the price with this Contractor. 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 RFQP for the Contractor's participation in any oral interview, or for any costs associated with the negotiations.

RFQP scoring parameters are as follows:

<b>Corporate Profile Qualifications</b> - 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 three (3) years.	10%
<b>Experience &amp; Technical Qualifications</b> - The Contractor's experience will be evaluated based upon its past history (such as the number of projects and GHWTF sizes) 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%
<b>Financial Qualifications</b> - 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 (3) 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.	15%

<p><b>Technical Approach</b> - 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, biosolids management, system maintenance, and capital improvement planning.</p>	<p>40%</p>
<p><b>O&amp;M Cost</b></p>	<p>15%</p>

**5.3 References**

All proposal packages must include the following information related to the references and qualifications relative to the scope of work associated with this proposal.

- List of government jurisdictions along with contact name and number, your Contractor is currently providing operation, maintenance, and management services for sewer plants and collections systems (including plants that incorporate Conventional Activation Sludge (CASs) treatment) within the last 10 years.
- Relevant Project Summary/Profile Sheets completed within the last 10 years. At a minimum, the sheets shall provide a brief description of the project, provide length of time that they have provided services for, size of collection system, size and type of treatment plant. Identify any claims associated with the project. Provide owner information and contact person.
- Additionally, the sheets should also include the following information:
  - Provide references. Indicate the project involved and the individual’s role. Provide contact information for the reference.
  - Revenue and expense budget.
  - Description of computer systems utilized and the extent of automations systems at this facility.
  - Duration of contract.