



## **Request For Proposal Mancelona Area Water & Sewer Authority**

The Mancelona Area Water and Sewer Authority (MAWSA) will be accepting proposals from qualified firms for the operation, and maintenance of its wastewater treatment plant located at 9230 South M-88 Highway, Mancelona, MI 49659.

Proposals are due **March 24, 2016 at 3:00 PM**. Please mark the sealed envelope as "WWTP Contract O&M Proposal". A complete Request for Proposal document may be obtained at the following 2 locations:

1. MAWSA Office  
9610 M-88 Highway  
Mancelona, MI 49659  
ATTN: Jim MacQuarrie, Administrator  
Telephone: (231) 587-0744  
Email: [mancelonawater@yahoo.com](mailto:mancelonawater@yahoo.com)
  
2. Gourdie Fraser  
123 West Front Street  
Traverse City, MI 49684  
ATTN: Jennifer Hodges, P.E.  
Telephone: (231) 946-5874  
Email: [jennifer@gfa.tc](mailto:jennifer@gfa.tc)  
Website: [www.gfa.tc](http://www.gfa.tc)



**Request for Proposals  
For  
Mancelona Area Water & Sewer Authority (MAWSA)  
Wastewater Treatment Plant Contract Operations and Maintenance Program**

**I. General**

The treatment plant has a design capacity of 49,000 gallons per day. It currently provides service to 54 customers and the Bullseye Septage Receiving Facility. The current discharge permit, GW1610056 was re-issued in 2015. The plant is a package plant designed by HTI, Inc. 3104 Logan Valley Road, Ste. 100, Traverse City, MI. It is based on the UCT Modified Extended Aeration Process. Additional equipment was added in 2011 to improve process control. Plans, operating reports and equipment manuals are available for review at the MAWSA office. The WWTP has SCADA that it utilizes for remote monitoring and limited control of the facility. The MAWSA employs Topline Electric (Contact: Greg Decker, 231-590-3155) as their Electrical / Integrator of Record.

Firms submitting shall demonstrate experience operating similar facilities and provide similar services in the State of Michigan. The Firm shall meet all requirements of Federal, State and local laws, regulations, standards, permitting requirements, orders, ordinances, and any and all future amendments thereto.

To be considered for evaluation, written statements must be received no later than March 24, 2016 at 3:00 PM, local time. Proposals received after this deadline will not be considered. Ten (10) bound hard copies and one (1) unbound copy of the Proposal shall be mailed or hand delivered to the following address:

MAWSA Office  
9610 M-88 Highway  
Mancelona, MI 49659  
ATTN: Jim MacQuarrie, Administrator  
Telephone: (231) 587-0744

The outside of the envelope must be clearly marked "WWTP Contract O&M Proposal".

**II. Intent of the Owner**

It is the intent of the MAWSA to investigate the possibility of contracting the O&M of their WWTP. A selection committee will evaluate submittals and make its selection. However the MAWSA reserves the right to terminate this process at any time. The MAWSA reserves the right to accept or reject any proposal and waive any informality in the bid process, and to award the contract to any firm which it feels is in its best interest.

The MAWSA will enter into a single contract with the selected Firm for O&M of the WWTP. The contract period will commence at the anticipated date of May 1, 2016. The WWTP is presently operated and maintained by Gourdie-Fraser. The existing collection and distribution system including pump station are presently operated and maintained by MAWSA and is **NOT** included in the scope of services for this proposal.

**III. Scope of Services**

Provide such staffing as is required to operate and maintain the treatment plant and related equipment in compliance with applicable state and federal requirements. Such requirements to include, but may not be limited to the following:

State of Michigan, Department of Environmental Quality, Groundwater Discharge Permit No. GW160056.



The Firm shall provide a contract operation plan which will address at a minimum the following:

1. Provide a properly certified (Michigan Class B Municipal Wastewater Operator) manager who will be responsible for overseeing Firms' employees and insuring the plant is operated in a safe and efficient manner while maintaining compliance with regulatory agency criteria. Any time operations are not within compliance, the MAWSA Administrator needs to be notified ASAP.
2. Directly employ staff including payment of wages and benefits. No additional payment will be made for holidays, vacations, travel or per diem.
3. Provide a staffing plan that identifies the type and number of proposed employees, the facility manager, any technical support staff, normal working hours and staffing levels, including weekend, holiday and emergency coverage and project specific employee resumes. Firm must provide 24 hour per day, 365 days per year on call availability.
4. Provide all tools necessary for execution of the work.
5. Conduct all influent / effluent sampling as necessary for process control and compliance reporting and immediate submit to MAWSA upon collection for laboratory analysis.
6. Operate the system in compliance with regulatory agency permit requirements. Report to regulatory agencies, submit all forms, reports and notices as may be required. Meet all legal operating and safety requirements of regulatory agencies including state and/or federal permitting and safety agencies.
7. Conduct routine maintenance of facilities and associated equipment included in a preventative maintenance program.
8. Provide monthly operational reports to the MAWSA Administrator that summarizes non-routing activities performed by the Firms' staff, compliance status of all regulatory requirements and a copy of any reports submitted to the State of Michigan..
9. Attend MAWSA Board meetings (held 1<sup>st</sup> Tuesday of every month at 6 PM) as necessary / requested by MAWSA Administrator.
10. Develop standard operating procedures for all major pieces of equipment and functions. Develop procedures for all major pieces of equipment, functions and corrective actions. Ensure efficient operation and maximum equipment life through incorporation of an asset management program that includes preventative maintenance scheduling, corrective maintenance history, and inventory control. Prove and anticipated annual cost for spare parts for the upcoming.
11. Provide the MAWSA Administrator annual operating and capital improvement needs and costs for the upcoming year. Coordinate the procurement of spare parts, repairs, specialized contractors, chemicals and supplies with the MAWSA Administrator. Approval of procurement shall be with the authorization of the MAWSA Administrator prior to purchase in all but emergency situations.
12. Assume all cost for any fines or penalties levied against the MAWSA as a result of improper operations of the WWTP by the Firm.
13. Maintain a clean and organized physical appearance of the facilities and grounds.



#### **IV. Qualifications of Contractor**

The MAWSA has established minimum criteria for experience and financial capabilities required for a Contractor to be considered qualified for this work. The Authority will decide if a Firm meets these requirements based on its own discretion. Contractor must:

1. Have been in the business of providing O&M services for wastewater facilities for at least 3 years.
2. Have existing service contracts for O&M services for wastewater facilities which have been in effect for at least 2 years in the State of Michigan.
3. Have operated comparable facilities in size and complexity to the Authority's system.

#### **V. Owner Responsibilities**

1. Chemicals and Utilities Chemicals and utilities needed for process control such as but not limited to coagulants, precipitates, carbon additives, electricity, heating fuel, water.
2. Analyticals All necessary analytical services for processing and compliance reporting including transportation and laboratory fees. The Firm will be required for bottles, collecting samples and delivery to MAWSA staff only.
3. Treatment Plant Equipment The cost of parts and materials to repair process equipment, and associated buildings and structures.
4. Materials and Supplies Those items necessary for the operation and maintenance of treatment plant process equipment such as lubricants, gaskets, seals, belts, cleaners, fasteners etc.
5. Outside Services Includes but not limited to solid waste, sludge removal and utilization, equipment rentals, service agreements for equipment, repairs and maintenance of specialized equipment such as electronics, electrical distribution, electric motors, SCADA and PLC programming.
6. Routine Maintenance Services MAWSA staff will be provided to assist Firm with routine maintenance tasks such as buildings and grounds maintenance, mowing, snow removal, cleaning and janitorial during regular business hours. Firm shall submit a plan with tasks and a schedule for such activities to the MAWSA Administrator within 30 days of commencing work. Firm and Administrator will negotiate and agree to a final schedule.
7. Customer Service MAWSA staff will provide all the customer billing and collection services and point of contact with all customer and regulatory agency contact
8. Insurance Fire and liability insurance coverage for buildings, equipment, and structures
1. Tools / Data MAWSA will provide use / access to all equipment, tools, and records that are available onsite and pertinent to the operations and maintenance of the WWTP
- 2.

#### **VI. Evaluation and Selection Process**

After the proposals have been received, they will be evaluated by a committee comprised of designated representatives. Said committee, using their sole discretion and judgment, will select one Firm for further consideration based on the following criteria:



Qualification and experience of lead / backup personnel	20 points
Soundness of proposed operating plan	20 points
Similar Experience	15 points
Proposed Price	45 points

**VII. Proposal Content**

Firms submitting proposals shall organize their proposals as follows. Any variance from this organizations shall be considered non-responsive and may cause the selection committee to reject.

**Section 1**

This section is intended to assess the Firm's background, qualifications and experience in the contract operations and in particular within the State of Michigan. Each interested Firm must respond to each of the requests / question in a clear and comprehensive manner.

1. Provide the full name, tax identification number, and main office address of the Firm which would ultimately enter into a contract with MAWSA. Provide the name and contact information of the Contractor representative who is authorized to discuss and negotiate this proposal and final agreement.
1. Identify when the Firm was organized and if incorporated, where incorporated and how many years engaged in providing full service contract operations under that name. Provide a comprehensive description of the Firms' corporate ownership history. Fully identify and explain any changes in corporate ownership and/or operating name.
2. Provide a comprehensive reference list of all facilities in the State of Michigan where the Firm currently provides service. For each facility, provide the name, address, contact person and tile, and the telephone number of the owner and the size/type of facility. Particularly, provide the name, contact information, contract start and completion dates of comparable O&M projects that are representative of this project (see items 1-3 above).
3. Provide a list of any violations within the past five years of any permit, license, regulation or statute that resulted in any notices, fines, censures, punitive awards or similar actions being levied on or taken against the Firm. Identify if the Firm has had any previously or current litigation matters. Including any O&M projects where the Firm has been terminated, fired or replaced. Include the name of the project owner and describe the circumstances.
4. Identify any existing or potential conflicts of interest with the Mancelona Area Water and Sewer Authority, its employees, or representatives.

**Section 2**

Describe your approach to the operation and maintenance for the WWTP. Specifically describe the following:

1. Provide your anticipated staffing level and a justification of that level. State specifically the number employees and associated hours per week of full and/or part time personnel that will be devoted to the project. Provide an organization chart. Provide names and professional profiles for support personnel.
2. A description of your overall program of preventive and corrective maintenance, equipment repair and maintenance, and plan for responses to emergencies. This includes weather related emergencies.



The MAWSA requires twenty-four (24) hour, seven (7) days a week on call status. Provide a description of your response time.

3. A description of your quality assurance/quality control program for your organization and O&M facilities.
4. Describe the health and safety program that the Firm will implement if selected and currently has in place.

### Section 3

The Firm will submit an annual lump sum price proposal in the following format:

1. Personnel: Include all costs associated with Firm's personnel such as, but not limited to, salaries, wages, overtime, pay differential, unemployment compensation, taxes (state, federal or local) medical, dental, eye, life or other insurance plans, retirement programs, compensatory time off, sick leave, disability and any other costs associated with employee wages and benefits.
2. Equipment: All tools, vehicles and associated cost, safety, office, laboratory, communication equipment (not including those to be provided by owner)
3. Current Billing rate sheet shall be included with this section for review and reference.

### **VIII. Sample Contract**

The Firm shall include a proposed sample contract containing at a minimum the Scope of Services described above and the following contract stipulations:

1. Liability for the payment of fines and/or civil penalties levied against the MAWSA or the Firm by any regulatory agency having jurisdiction, as a result of failure to comply the terms and conditions of duly authorized permits, court orders, administrative orders, laws, regulations, statutes, ordinances etc. for reasons resulting from the Firm's negligence during the period of the contract.
2. Compliance with the NPDES Permit and/or Water Quality requirements specifically noting effluent and/or water quality and monitoring/reporting requirements and complete and accurate current and historical records.
3. Provisions of indemnifications and hold harmless MAWSA, its agents, officers assigns, employees, etc. from loss or liability for claims, damages lawsuits, for reasons resulting from the Firm's negligence during the period of the contract. Indemnification shall include indirect, consequential and pollution damages.
4. Provisions of comprehensive liability insurance policies naming Mancelona Area Water and Sewer Authority as additional insured for bodily injury and/or property damage in an amount of not less than Two Million Dollars (\$2,000,000) per occurrence, \$4,000,000 in the aggregate. A certificate of such insurance shall be submitted prior to signing of the contract. Furnish insurance coverage with the following minimum coverage limits:

Property damage and public liability	\$2,000,000 each occurrence \$4,000,000 aggregate
Pollution Liability Coverage	\$2,000,000 each occurrence
Workers Compensation Coverage	Statutory
Auto Liability Coverage	\$500,000



5. Provision of a process for Repair and Maintenance such that the Firm's obligations will be explicit as to maintenance of the Authority's equipment and facilities. A specific method of decision making concerning the use of funds for repair and replacement should be outlined.
6. Provision that the Firm shall be responsible for maintaining all manufacturers warranties on new equipment purchased by the Authority and assist the Authority in enforcing existing equipment warranties and guarantees.
7. Provision the Firm will provide sufficient number of experienced, certified, qualified personnel, including management, administrative, operational, technical and clerical who meet relevant State licensing and other requirements regarding wastewater treatment.
8. Provision that the Firm shall operate all facilities such that odor and noise shall be effectively controlled and that no disruption of adjacent neighborhoods shall result.
9. Provision that all facilities must be operated and maintained over a 24 hour per day, 7 day per week period but that it will only be staffed as determined by the Firm to fulfill the obligations of the service agreement.
10. Provision that the Firm shall provide training for personnel in areas of operation, maintenance, safety, supervisory skills, energy management etc. A proper safety program must be implemented, and all of the program adhered to. Provide all MIOSHA PPE required safety equipment.
11. Provision that the Firm shall assist MAWSA with planning for annual budgets for operation and maintenance and capital expenditures.
12. Provide documentation that preventive maintenance is being performed on all equipment in accordance with manufacturer's recommendations at intervals and in sufficient detail as may be determined by the MAWSA.
13. Provision for contract termination if the level of performance is unsatisfactory.
14. Term of agreement is to be three (3) years with mechanisms for alternatives for annual price adjustments and reconciliation to be described by Firm.

#### **Equal Opportunity Requirements**

The selected Firm, in the performance of all services, will not discriminate on grounds of race, color, religious creed, national origin, age, sex, handicap, height, weight, military status, marital status, genetic information, sexual orientation or any other basis or factor prohibited by law in employment practices, the selection of subcontractors or the procurement of materials and rentals of equipment.