

RFQ for wastewater

Responses to this RFQ must be received no later than _____ at 2:00 p.m. (CST). Please state "Request for Qualification Statements for Operations, Maintenance, and Management Services for Crossville Wastewater Facilities".

PART ONE: SCOPE OF SERVICES

The City of Crossville, Tennessee requests Statements of Qualifications from firms for the operation of wastewater and related treatment facilities, including the operation of an industrial user pretreatment program, and provides services for the collection system maintenance and rehabilitation, and bio-solids processing and disposal.

The Crossville WTP has a design capacity of 3.5 MGD with a 15.0 MGD peak pumping capacity. The wastewater collection system covers three major drainage basins with 144 miles of sewer lines, approximately 2,000 manholes, 22 pump stations. The collection system includes both 60% gravity and 40% low pressure. The industrial user pretreatment program has five major industries permitted (4 with pretreatment) (1 federal categorical). The City currently has a EPA Class A-Exceptional Quality (EQ) bio-solids program producing in excess of 2,600 tons with land application through 14 local participants.

PART TWO: REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title "Request for Qualification Statements for Operations, Maintenance and Management Services for Crossville Wastewater Facilities":

1. Name of Respondent
2. Respondent Address
3. Respondent telephone number
4. Respondent federal tax identification number
5. Name, title, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

Contents of RFQ

Respondents should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit RFQs that contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications

1. Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response should include:

- A. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- B. A confirmation that the Respondent meets the appropriate state licensing requirements to perform the necessary services;
- C. A confirmation that the Respondent has not had a record of substandard work within the last five years.
- D. A confirmation that the Respondent has not engaged in any unethical practices within the last five years
- E. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract;
- F. Any other information that the Respondent feels appropriate;
- G. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ.

2. Background and Experience

Respondents should:

- A. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- B. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with operations, maintenance and management services of municipal wastewater treatment facilities. Respondents should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cities in this section.
- C. Describe the firm's workload and current capacity to accomplish the requested services.
- D. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the requested services.
- E. Furnish documentation that the firm has been in business for five (5) years and has successfully completed five (5) contract years each with one (1) or more systems of comparable size and complexity with the City's system. Furnish the client (s) name, contact person and phone number for these projects. This does not include consulting contracts nor the operation and maintenance of a portion of a treatment facility.
- F. Provide documentation that the firm currently operates and maintains at least three (3) comparable municipal wastewater treatment facilities.

G. Furnish as a minimum, all staffing for each facility, client name, contact, address, phone number and a description of each facility in terms of size and treatment processes. All facilities shall be located in the United States or its possessions and shall be under the jurisdiction of the US EPA and the appropriate State regulatory agency. Facilities that are owned and operated by the contractor will not be considered.

H. Provide a listing of all full service contract operations and management contracts which the contractor has currently, including gross annual amount of each contract; the contract start date; the anticipated completion date; the name, address, contact person and telephone number of the owner; and the size and type of facility.

Organize the listing such that current contracts providing such services in the State of Tennessee are listed first and other states in US EPA Region IV listed second. Other current contracts for facilities outside US EPA Region IV should be listed third.

3. Specialized Knowledge

Respondents should:

A. Describe their knowledge and experience in this particular type of requested services described in Part One.

4. Personnel/Professional Qualifications

A. Include resumes or curriculum vitae of staff members involved in the on-site oversight of the requested services.

B. Estimate the number of persons to be assigned to this project, and the current state licensure they hold.

PART THREE: SELECTION CRITERIA

The City of Crossville shall evaluate each potential contractor in terms of its:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required;
3. Capacity to accomplish the work in the required time;
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;
5. Location in the general geographical area of the project and knowledge of the locality of the project.

Suggested Rating Points

Respondents will be evaluated on the basis of the written materials submitted and according to the following factors:*

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|----|---|-----------|
| 1. | Experience of the firm with this particular type of request | 35 Points |
| 2. | Experience of the firm with state & federal regulatory agencies | 25 Points |
| 3. | Current capacity to accomplish the work in the required time | 20 Points |
| 4. | Reference from other clients attesting to firms: | |
| | A. Quality of Work | 10 Points |
| | B. Compliance with performance schedules | 10 Points |

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the City of Crossville will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to David Rutherford, City Manager at 931-484-7060. Responses to this RFQ should be delivered to: Sally Oglesby, City Clerk at 392 North Main Street, Crossville, TN 38555.