

# **REQUEST FOR PROPOSAL**

## **Water and Wastewater Management**

### **City of Bowling Green, Florida**

#### **I. Invitation**

The City of Bowling Green, Florida invites proposals from qualified contractors to provide operation and maintenance services for the water and wastewater systems of the City. All sealed proposals must be submitted to Bowling Green City Hall by 5:00 pm on Thursday, April 30, 2020.

City of Bowling Green

P.O. Box 608

Bowling Green, Florida 33834

All questions concerning this Request for Proposal should be directed to William Lawrence, City Manager, Monday – Friday 9:00am – 5:00pm at (863) 375-3362 or via email to

[wlawrence@bowlinggreenfl.org](mailto:wlawrence@bowlinggreenfl.org)

**Background:** City of Bowling Green located in Hardee County and has a population of 2,900 people. The wastewater and water plants have a flow of 200,000 gallons a day. The wastewater plant was built in 2019 and the water plant has a new Nano Filtration System under construction at this time. Pennoni is the engineer at both plants. The wastewater project was built by Poole & Kent and the Nano System built by Censtate. Tonka is the supplier of the material for the water plant. The city has three lifts stations and one master at the wastewater plant

We currently have 1 fulltime Class C wastewater operator. The needed staffing levels for the wastewater plant M-F for 3 hours a day and one weekend visit by a class C or higher operator. Staffing for the Nano Water Plant M-F 3 hrs. a day and two weekend visits staffed by a Class C or higher operator. We would like to retain our full-time wastewater operator.

Applicants must be in good standing with Florida Department of Environmental Protection.

#### **II. SERVICES**

The Contractor shall obtain all requisite and necessary permits and satisfy all environmental requirements. The Contractor shall develop annual budgets that include operational costs and maintenance costs. The contractor shall develop and implement routine maintenance plans. The Contractor shall furnish all labor and supervision for the operation and maintenance of the water and wastewater facilities of the City. The work shall include treatment and distribution of potable water, collection and treatment of wastewater, corrective and preventive maintenance of City equipment as well as repairs, reports preparation and other services as specified in this statement of work. The contractor shall perform to all standards in the enclosed contract.

### **III. TERM**

The initial term of the Agreement for this work is one (1) year and negotiated afterward. The work will commence within thirty (30) days after the Contractor receives a Notice to Proceed from the City of Bowling Green

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### **IV. CONTINUITY OF SERVICES**

To ensure continuity of essential services, the successful proposer shall be prepared to fully commence work upon Notice to Proceed by the City and should not assume that the employees of the current Contractor will be available to guide, direct or specifically orientate each Contractor employee. Any unforeseen or additional cost borne by the successful Contractor as a result of the start-up activities will strictly be the responsibility of the Contractor and not the City of Bowling Green.

## **V. FORM OF CONTRACT**

The Contract between the City and the Contractor will include all attachments and exhibits thereto (collectively the "Agreement"). The amounts to be paid to the Contractor shall include the cost of the work, plus a fixed overhead and profit, all subject to the Guaranteed Maximum Not-to-Exceed Annual Cost. This will be a full cost disclosure contract requiring the Contractor keep full and detailed records and books of account on the basis of generally accepted accounting principles as of the effective date of this Agreement. The City will have at all time the right to audit and have total access to the books, receipts and records pertaining to this contract. Contractor will preserve such documents and other records without additional compensation for a period of three years, or such longer period as required by law, after final payment. The City shall be entitled to immediate refunds for any excess charges not allowed and therefore excluded under the Agreement.

## **VI. CONTRACTOR PROFILE**

The Principals of the Contractor shall demonstrate extensive experience in efficiently maintaining and operating water and wastewater facilities and equipment and systems similar in complexity as those of the City. The City shall have the sole and absolute discretion with respect to which proposers meet these qualifications.

Each prospective Contractor must respond to the following questions in a clear and comprehensive manner. Any incomplete or inaccurate response will preclude the prospective Contractor from further consideration for work described in this Request for Proposal.

- A. Provide the full name, tax identification number and corporate office address of the entity, which would enter into the contract with the City of Bowling Green.
- B. Identify when the proposed Contractor organized, where incorporated and how many years' principals of the firm have been engaged in the operation services.
- C. Provide a comprehension description of the Contractor's corporate ownership history identifying and explaining if there is any foreign (non-U.S. Based) ownership of the Contractor.
- D. Has the Contractor or Principle ever been terminated, fired or replaced on a project? If so, name the owner with contract information and describe the details.
- E. Has the Contractor or Principle ever been involved in any litigation against or from a client? If so, name the owner with contract information and describe.

## VII. FORM OF PROPOSAL

The proposal must be submitted in two envelopes. The first envelope shall be clearly designated “**Technical/Management Proposal**” and shall contain the following:

- A. Information required in Part VI, parts A-D, as listed above.
- B. Description of operations and maintenance experience to include references of other clients where the proposed Contractor or its Principals have been demonstrated a minimum of five years’ experience in the management of operations and maintenance services of water and wastewater treatment facilities and similar complexity to that of the City of Bowling Green.
- C. Provide a detailed start-up schedule to include a phasing chart of chronological activities required to assure a smooth transition of personnel and equipment to assume operational control of all City facilities upon receipt of the Notice-to- Proceed.
- D. Provide an operating plan which details the Contractor’s approach to the operation of the City of Bowling Green’s facilities as well as the preventative and corrective maintenance of all existing equipment and facilities, which shall be under the contractor’s care in this agreement.
- E. Provide a man-loading chart including all direct and indirect manpower, which shall utilize in the performance of this contract. The project team shall have collective certification in both water and wastewater operations class c or higher sufficient to meet all State and Federal requirements.
- F. Provide the resume of the proposed Project Manager who shall prove they are technically qualified to manage this contract. He/she shall also have demonstrated management experience in both water distribution and sewage collection systems.
- G. List all projects currently operated in the State of Florida with a client contact.
- H. Provide proof of insurance and appropriate documentation including liability limits.
- I. Provide E-Verify documentation of all employee’s to be involved with work on behalf of the City of Bowling Green.

The second envelope shall be clearly designated “**Cost Proposal**” and shall include Exhibit I, Cost Proposal and backup data showing all costs associated with the performance of this Agreement. The cost as presented by the contractor represents a Guaranteed Maximum Not-to-Exceed Annual Cost to be paid by the City and can only be increased under defined conditions in the Contract. The Cost Proposal shall take the following into account:

- A. The project staffing plan with the proposed project manager and salary rates for each position. This includes both project staff and corporate support anticipated to be charged against the project budget.
- B. The labor burden, group insurance cost, bonuses, overtime budget, etc. charged as

a percentage of total salary cost.

C. Other project related direct cost such as fuel, uniforms, training, computer hardware, and software, workmen's compensation and general liability insurance cost, etc. This will be done in sufficient detail by the Contractor to justify the total cost proposed to the City.

D. Other project related costs, i.e. power, chemicals, repair parts, sludge hauling, and tipping fees shall continue to be paid by the City.

The city reserves the right to request additional cost data to the extent determined necessary for the performance of an adequate cost/price analysis. Price is an important factor in awarding this contract. In making the award of this contract, it is the City's intent to evaluate the price proposal base on the following items.

Cost Realism- Proposed costs will be evaluated to determine if any line items are unrealistically high or low in relation to the City's budget.

Support for Technical Approach- Each proposal will be evaluated to determine if the proposed costs support the Technical/Management Proposal. Significant inconsistencies which are not explained raise a fundamental issue of the proposer's understanding of the work required and may be grounds for rejection of the proposal.

Reasonableness- Each proposer's cost proposal will be reviewed to determine if the proposed costs are reasonable and within the competitive range. Each proposal will be reviewed to determine if the labor cost, overhead/ G & A rates, profit rates and other costs are reasonable.

### **VIII. EVALUATION FACTORS FOR AWARD**

All proposals submitted in accordance with the requirements of this request will be reviewed for completeness and responsiveness. The award will be made to the responsible Contractor whose proposal conforms to the solicitation requirements; and based on the evaluation of the **"Technical/Management Proposal"** and the **"Cost Proposal"** demonstrates the following factors:

- A. History of Firms' compliance with environmental regulations
- B. Management organization experience and understanding of the project.
- C. Competitive and realistic price proposal
- D. Past performance checks from all present and former clients within the past five years.

The City of Bowling Green reserves the right to award this contract to the Contractor whose proposal is deemed most advantageous to the City. Any or all proposals may be rejected at the discretion of the City of Bowling Green City Commission. The City of Bowling Green is an Equal Employment Opportunity Employer and a Drug Free Workplace.