

City of Hastings  
Request for Proposals  
Wastewater Treatment Plant Operation

Proposals Due: July 11<sup>th</sup> by noon

Responses are due on or before July 11, 2022 by noon at the Office of the Deputy Clerk, 201 E. State St, Hastings, MI, 49058 and should be clearly marked, “**Wastewater Operation RFP**”

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The City of Hastings, MI is requesting Proposals from Qualified Operations and Maintenance firms to provide operation and maintenance services for the following system:

Wastewater Treatment Plant utilized for treatment of wastewater from the City of Hastings, a portion of Carlton Township, a portion of Hastings Township, and a portion of Rutland Township with a total number of 7200 customers. The wastewater system is separated from the storm sewer system.

The city is requesting proposals for the operation and maintenance services for the referenced facility. The scope of operations of the agreement would include the following:

**SCOPE OF SERVICES**

Staff the WWTP with an on-site certified operator who has met the Operator Certification Requirements of the State of Michigan for the class required and other staff as necessary to meet NPDES Permit requirements. The WWTP has been classified by EGLE as a Class B facility. Daily operations are 7:00a.m. to 3:00 p.m. Monday through Friday, excluding observed holidays. Availability for emergency response is required.

Coordinate all necessary non-emergency repairs and document any repairs to the City.

Ensure the disposal of screenings and grit to the appropriate disposal sites.

Review and update, as deemed necessary from time to time, the WWTP Operation Maintenance Manual in accordance with EGLE requirements.

Review and update, as deemed necessary, a WWTP safety program and emergency operating plan in accordance with EGLE and OSHA requirements. Submit plans for EGLE approval as required.

Establish a maintenance program/schedule for the Facilities to review and obtain approval by the Utilities Superintendent. Develop standard operating procedures for all major pieces of equipment. Ensure efficient operation and maximum equipment life through incorporation of an asset management program that includes preventive maintenance scheduling, corrective maintenance history, and inventory control. Utilization of a computerized maintenance management system is strongly encouraged.

Prepare all discharge and permit reports required by Federal, State, or local agencies (including Discharge Monitoring Reports and Monthly Reports of Operation) and renewal applications and submit these to the appropriate agencies.

Assume all cost for any fines or penalties levied against the City due to negligence or improper operation of the Facilities by the offeror.

Manage the City's Industrial Pretreatment Program in accordance with the NPDES Permit and other regulatory controls.

Coordinate the removal and disposal of sludge from the wastewater plant.

Review and update, as deemed necessary, a laboratory analysis program with a proper data management and Quality Assurance/Quality Control Plan meeting all EGLE requirements.

Oversee all laboratory testing and analytical services for the plant including laboratory service for wastewater process control, quality assurance/quality control and compliance with regulatory requirements and sampling required by the discharge permit.

Provide a monthly report and meet monthly with the Public Services Director to keep him/her informed of plant operations and other relative tactical issues.

Provide sufficient corporate/managerial resources to meet quarterly with the City staff on managerial and strategic levels to keep them informed of plant operations at a high level, discuss prevailing trends/studies/efforts, and to foster ongoing strategic discussions on how to implement continual operational/capital initiatives and improvements at all Facilities.

Cooperate and assist with the City and any consultants and contractors retained by the City for any planning, design, and construction related to the Facilities. Cooperate with the City and any consultants retained by the City for any performance audits of the project, and provide access to operational cost information during normal business hours.

Document any process upsets caused by industrial discharges and illegal discharges. This is to include documentation of the cause and source of the discharge to be provided to the City for enforcement action.

Perform applicable maintenance activities including, but not limited to, upkeep of all Facility appearance, waste disposal, building maintenance, cleaning, and inventory control.

Serve as the City's liaison and representative in matters related to the operation of facilities and systems including regulatory agencies.

Furnish acceptable insurance in the minimum amounts acceptable to the City, furnish statutory workmen's compensation coverage and provide a hold harmless clause in the contract to the benefit of the City. The City and their agents, officers, elected officials and employees shall be included as additionally named insured with respect to all Insurance Policies herein, which shall be indicated on all applicable certificates of insurance. The insurance certificates shall carry a 30-day notice of cancellation and shall be submitted within ten (10) working days of notification of award and prior to the execution of any work under this contract. It shall be the responsibility of the offeror to ensure that each subcontractor utilized by the offeror (if any) provides evidence that each subcontractor carries insurance in like amounts, prior to the time such subcontractor

proceeds to perform under the contract. Should a subcontractor be unable to provide such evidence, the offeror's indemnity will extend to claims, judgements, losses, liabilities, damages, demands, payments, recoveries, legal proceedings, orders, and decrees that arise that would otherwise be covered by the required insurance. Offeror shall provide evidence of their insurers' acceptance of this liability.

## **CITY PROVIDED ITEMS**

The City will provide the following as a part of the operation and maintenance of the system:

- Pay all utility bills including natural gas, propane, electric, diesel, internet and telephone, etc. (excluding cell phones).
- 5 employees to staff the facility.
- Pay all material/parts bills for major equipment repairs such as pumps, generators, screen brush replacements, motor repairs, etc. unless the damage was caused by negligence of the offeror. It is assumed the offeror will provide labor services and necessary tools for repairs as part of the annual fee, unless otherwise noted to and authorized by the City.
- Provide a building with an office, garage and laboratory room at the WWTP site for use by the offeror.
- Provide all billing and collection services required for the system.
- Complete all collection and distribution system operation and maintenance activities, unless otherwise specifically noted above.
- Pay all bills for chemicals for the treatment Facilities and for sludge disposal at the WWTP.
- Selected offeror access to the necessary City systems.
- Provide lawn/landscaping maintenance and snow plowing of the Facility drives.

## **DISCLAIMER**

The City has made a reasonable effort to assure that the information contained in this RFP is complete and accurate, however, does not guarantee this information. It is the offeror's responsibility to confirm the accuracy and completeness of the data used in developing a response to the RFP. The City will attempt to make all records, plans, and other data related to the RFP available to the potential offerors for inspection.

## **INSTRUCTIONS TO OFFERORS**

### *Examination of Proposal Documents*

Before submitting a proposal, offerors shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations and shall indicate in the proposal the sum to cover the cost of all items to be included.

### *No Pre-Proposal Meeting*

There will be no formal pre-proposal meeting. However, firms are encouraged and welcomed to arrange for up to three (3) independent visits prior to the proposal submission deadline to tour the Facilities and to become acquainted with the conditions related to this engagement. All visits shall be coordinated through Verne Robins, Utilities Supervisor.

### *Qualifications of Offeror*

The City may make such investigation as deemed necessary to determine the ability of an offeror to furnish the required equipment and services, and the offeror will furnish to the City all information and data for this purpose as the City may request. The City reserves the right to reject a proposal if the evidence submitted by, or investigation of, such offeror fails to satisfy the City that such offeror is properly qualified to carry out the obligations of the contract and to deliver the services contemplated herein.

### **SELECTION TIMELINE**

Distribute Requests for Proposals	May 23, 2022
Q&A, Facility Tours	May 31 – June 11, and June 29 – July 8, 2022
Proposals Due	July 11, 2022 by noon
Review of Proposals/Interviews	July 11 – July 22, 2022
Negotiate Contract*	July 25 – August 2, 2022
Recommendation to Council	August 8, 2022
Implement Contract	October 1, 2022

\*Contract Negotiation Note - The City intends to select the most responsive Proposer and to negotiate an Agreement, then final price with this firm. However, should the negotiation with the most responsive Proposer not produce an acceptable contract arrangement, the City will request the next most responsive Proposer to begin negotiations.

### **FACILITY DESCRIPTIONS**

The WWTP consists of a 2.50 MGD conventional activated sludge facility with the following existing components:

- a. Headworks building that includes equipment such as automatic and manual bar screen, grit removal, raw pumps, and wet well.
- b. Two primary clarifiers
- c. Aeration blower building
- d. Six aeration tanks
- e. Four secondary clarifiers
- f. Sludge tank
- g. UV building and post aeration tank
- h. Six drying beds
- i. Sludge processing press
- j. One laboratory building
- k. All other associated appurtenances

There are no significant or chronic SSOs in the municipal sanitary sewer system. The WWTP receives domestic, commercial and limited industrial wastewater.

Contract operators do not currently provide any administrative or billing services on behalf of the City or perform maintenance and repairs of the collection system.

The original Hastings Wastewater Treatment Facility (WWTP) was constructed in 1933. It consisted of primary treatment and chlorine disinfection. Renovations to incorporate secondary treatment were added in 1972. In 1997 the facility was expanded, and ultraviolet disinfection replaced the use of gas chlorine. Ongoing improvements from 2013 through 2022 include a new headworks building for influent wet well and pumps, automatic and manual bar screening and grit removal, emergency generator, turbo blowers for aeration, UV disinfection, post-treatment reaeration, full SCADA, volute thickener, and new RAS, Thickened Sludge, Primary Sludge and Scum pumps as well as major piping revisions to improve process control.

The WWTP is rated for 2.5 MGD, with typical flows averaging 0.850 MGD and ranging from 0.6 to 1.5 MGD. It is a conventional activated sludge facility operating in extended-aeration mode, discharging to the adjacent Thornapple River. The City is currently under an ACO, pending completion of the new Headworks Improvements project and anticipated continued compliance with the NPDES Permit.

## **MINIMUM QUALIFICATIONS FOR OFFERORS**

To be qualified for consideration regarding this RFP, the offeror must substantially meet and demonstrate all of the following conditions:

*Entity* - The offeror must be a legally organized entity authorized to conduct business in the State of Michigan. The entity must possess all licenses and permits which are necessary for the performance of the work required under the terms of this RFP. The entity may be a joint venture.

*Experience* - The offeror must have and demonstrate experience in the United States in operating and maintaining water and wastewater systems of similar size and design to the Facilities. The offeror is to demonstrate its relevant experience in each individual phase of the project, its relevant maintenance experience, and relevant operating experience. "Operating" is defined as:

- (a) providing adequately licensed operator for operational management
- (b) procuring all necessary supplies and services (e.g., chemicals, energy, outside services);
- (c) providing or procuring all routine services needed to repair, renew, and maintain the water and wastewater Facilities and their appurtenances;
- (d) complying with all USEPA, State, and local permits and requirements.

*Ability to Contract* - The offeror must certify that it is not on any Federal, State, or local list of debarred or prohibited contractors.

*Financial Capability* - The offeror must provide proof of financial capability by furnishing audited financial statements for the past three years, and must disclose any pending or potential litigation or claims which could have material financial impact on the offeror.

*Insurance* - The offeror must obtain and keep in effect for the life of the contract the insurance coverages set forth in Section IV of the RFP.

*Safety performance ratings and statistics* – OSHA, EMR, incident rates, etc.

*Violations* - The offeror must disclose for any water or wastewater facilities or systems operated by the offeror, any violations within the past five years of any permit, license or regulation or statute that resulted in any notices, fines, censures, punitive awards or similar actions being levied on or taken against the offeror.

*Terminations* - Identify any contracts for services similar to those proposed by the offeror in response to the RFP for which the contract was terminated by either the offeror, the utility, the municipality, the industry, etc. for cause.

*Equal Opportunity* – The offeror must have a policy of equal opportunity and shall not discriminate on the basis of race, color, national origin, or sex in its employment practices.

## **PROPOSAL SUBMISSION REQUIREMENTS**

*Transmittal Letter* - Signed by an officer authorized to represent, bind and commit and negotiate for the offeror. The transmittal letter should state that the offeror has read and reviewed the RFP's terms and conditions and accepts these terms and conditions. If the offeror takes exception to any of the terms and conditions set forth in this RFP, he/she should so state. The transmittal letter should state that the offeror's proposal is valid for 90 days subsequent to the date of the submission.

*General Information* - Clearly identify the entity submitting the proposal by taxpayer identification number, its legal status and organizational structure, location of principal office, location of office responsible for providing the proposed services, and other related information. If entity is a joint venture, identify the participants and their relative shares of ownership or equity.

*Subcontractors* - Identify any work that the offeror intends to subcontract for this project, including the identity of the subcontractor, the work to be subcontracted, and the management controls to be used to assure the subcontractor's performance.

*Guarantees* - State clearly the areas of the operating and maintenance project that will be guaranteed and provide specific examples of the types of guarantees that will be provided.

*Project Organization and Management* - Identify the key personnel on the offeror's project team and their specific areas of expertise and responsibility. Provide a brief biographical sketch or resume of their professional qualifications and experience, including educational and licensing information. Provide an organizational chart.

*Safety* - Provide a list and explanation for all OSHA and MIOSHA violations for the past five years.

*Transition Strategy* - Describe the firm's plan to transition the management and operation of the Facility to the Offeror's control.

*Price* - Provide an annual price proposal which includes all costs for the scope of services to be provided to the City. Proposals should have an option for a three-year term or a five-year term.

## **RESPONSES**

Three copies of the response are due on or before **July 11, 2022 by noon** at the Office of the Deputy Clerk, 201 E. State St, Hastings, MI, 49058.

Responses should be clearly marked, "Wastewater Operation RFP"

## **QUESTIONS**

If there are any questions or any additional information required regarding this RFP, please contact Verne Robins, Utilities Superintendent:

Verne Robins  
City of Hastings  
201 E. State St., Hastings, MI 49058  
[vrobins@hastingsmi.org](mailto:vrobins@hastingsmi.org)  
269-945-2331