



City of Aberdeen

RFP Cover Sheet

RFP Information

Title: Class B Biosolids Beneficial Use

Issue Date: March 28, 2019

Closing Date: April 18, 2019

City Contact

Contact: Kyle Scott, Waste Water Systems Chief Operator (WWSCO)

Phone: 360-537-3285

Email: kscott@aberdeenwa.gov

Vendor Information

Firm Name: _____

Contact Name: _____

Address: _____

City: _____ State _____ Zip _____

Return Proposals by 4:00pm, April 18, 2019 in a sealed envelope to:

City of Aberdeen Engineering Department

200 East Market Street

Aberdeen, WA 98520

Phone: 360-537-3215

****Class B Biosolids Beneficial Use****

SCOPE OF SERVICES:

The scope of services includes the acceptance, storage, land application, and performance of required regulatory agency permitting and reporting associated with land application of biosolids originating from the City of Aberdeen Wastewater Treatment Plant (Aberdeen WWTP) located at 1205 W. State St., Aberdeen, Washington.

The Aberdeen WWTP dewater biosolids using a screw press. Biosolids are conveyed into a City owned trailer. The trailer is equipped with a cover. The trailer is hauled by a vendor to the land application/storage site. The estimated quantity of biosolids is 2000 wet tons per year. The distribution of loads is consistent by month and averages 27.5 wet tons per trailer. This quantity information is provided to give a general guideline for bidding and represents the best estimate of the Aberdeen WWTP's projected biosolids rates. The Contractor understands and agrees that the Aberdeen WWTP is under no obligation to the Contractor to buy any amount of services as a result of having provided these estimates or of having any normal or otherwise measurable quantities in the past. The Contractor further understands that the Aberdeen WWTP may require work in excess of the estimated contract amount and that such excess shall not give rise to any claim for compensation other than the unit costs in this contract.

During the Contract Term, the Contractor will furnish all of the items or work described in this solicitation. All permits, materials, equipment, and labor necessary for performing all work shall be the responsibility of the Contractor.

All applicable permits for biosolids land application and storage shall also be the responsibility of the Contractor. A listing of all applicable permits denoting Aberdeen WWTP biosolids as approved for land application and storage should be submitted at the time of submission of the proposal. Include permit number, issuing agency, issue data, and expiration date. Also include permits for additional storage facilities.

SPECIFIC REQUIREMENTS CONCERNING PROPOSED SERVICES

In support of the Scope of Services listed above, the selected Contractor must meet the following minimum requirements:

- Ongoing permit coverage – Contractor (or Contractor's Beneficial Use Facility) must possess and maintain applicable coverage under the Washington State General Permit for Biosolids Management, and must possess and maintain approved land application plans for all receiving sites (if applicable). Contractor must provide all appropriate permits, plans, equipment, facilities and personnel necessary to accept, store and beneficially use Class B biosolids in a manner consistent with all applicable state, federal and local requirements. Contractor must appropriately document biosolids utilization as required by law and must produce such records as requested by the City.
- Operations in good standing – Contractor and/or Contractor's Beneficial Use Facility shall have in effect no current enforcement actions against their statewide biosolids permit coverage. Contractor shall maintain good regulatory standing for the duration of this contract. This includes but is not limited to notices of violation, orders, penalties or other enforcement actions restricting permitted activities.
 - Adequate land application equipment – All equipment supplied and/or utilized under this contract must be of adequate design and condition to safely, satisfactorily and legally accept, and deposit biosolids, as appropriate.
 - Adequate facilities, site improvements and onsite haul roads that would allow for delivery of biosolids to the site (by others) on a year round (12 month) basis.
 - Year-round availability – Contractor must be able to accept and store or utilize biosolids on a year-round (12-month) basis.

BIOSOLDS QUALITY ASSURANCE

Aberdeen WWTP biosolids are Class B. The Pathogen Reduction and Vector Attraction Provisions will be met by the following methods:

- Pathogen Reduction – Alternative 2 – Class B – Anaerobic Digestion
- Vector Attraction Reduction – Alternative 1 – Volatile Solids Reduction – 38%

The Aberdeen WWTP certifies that it will not knowingly combine or mix hazardous waste, or any other material, with the material provided under this contract.

The dewatered biosolids percent solids will generally range from 18% to 25%.

CONTRACT PERIOD

This contract will be for an initial term of three (3) base years. The initial term shall cover a period from May 1, 2019 through April 30, 2022 or an equivalent period depending upon date of contract award. The contract shall be renewed for three (3) additional one (1) year terms, unless either party gives notice of non-renewal not less than ninety (90) days prior to the expiration of any one (1) year term.

SUBMITTAL REQUIREMENTS

Three (3) copies of the Project Proposal should be submitted in the following format with all the requested information and documentation.

A. Executive Summary

The proposal should include a brief introduction describing the experience, size, and services provided by the firm along with the following information:

1. Name, address, telephone number of main office and any branch off which will be involved in any way with the resulting contract.
2. Basic overview of the proposed program
3. Process for monitoring subcontractors

B. Key Personnel

The following information should be furnished for each key member of the project team that will be responsible for coordinating efforts that may affect the Aberdeen WWTP's operations:

1. Relevant experience record including involvement with regulatory agencies.
2. Provide a description of the responsibilities the individual will assume.

C. Ability to Provide Scope of Work

Offeror should describe, in detail, their capability to meet the demands of the Scope of Work and any proposed modifications or additions to the Scope of Work. Information should include:

1. Management and Operations Plan – The plan should describe the offeror's goals, address administrative procedures, regulatory compliance procedures, monitoring, record keeping and reporting procedures, public acceptance, public notice procedures prior to site application and other appropriate information. The Plan should also provide the following:

- A description of storage that will be provided by the contractor to include location, type of facility, and capacity available for temporary storage of the Aberdeen WWTP's biosolids.

- A description of the mechanisms used to assure that billings are accurate and timely.
 - A description of the types of information to be provided with the billings to document performance.
2. Schedules – Provide proposed schedule for start-up of the project including the dates for initiating on-site application of product. If a site will require renewal of a permit or cannot be used for any reason pending approval by a regulatory body, provide a detailed explanation and schedule for obtaining the needed approval.
 3. Quality Assurance and Control Program- Describe the quality assurance and control programs for your firm’s biosolids operations. Supply a copy of the plan and program including personnel, equipment, regulatory program monitoring and compliance.
 4. Odor Management – Describe the techniques used to control odors. Describe any odor problems that have developed in the past at the sites to be used and how they were resolved.
 5. Surface Water Protection- Describe the measures taken to protect local surface waters and drainage courses associated with the various sites to be used for this project.
 6. Groundwater Protection – Describe the measures take to prevent groundwater contamination from site operations. Discuss the specific measures and/or operational practices that are taken to protect groundwater.
 7. Crop Management – Describe the agronomic practices used and crops grown for the sites proposed for use. Discuss crop management and rotation, harvesting, and how application rates are monitored.
 8. Public Acceptance – Sites shall be operated in consideration of the public and as a good neighbor. In consideration of this, describe the programs and efforts undertaken to gain public acceptance of the project.
 9. Worker Health and Safety – Describe safety programs in place for employees, including subcontractors that handle and apply biosolids.
 10. References - Provide the contact information for at least two biosolids generators currently using similar services.

D. Summary of Application Sites:

A spreadsheet listing all approved sites with regulatory permits by number

E. Regulatory Compliance

Include a detailed description of how your operation will meet the requirements of the EPA Part 503 Sewage Sludge Regulations, the Washington State Biosolids Use Regulations and other applicable state and local regulations and the anticipated role of the Aberdeen WWTP with regard to testing, monitoring, and record keeping requirements.

BID INSTRUCTIONS:

A. Base Bid – Storage and Land Application

The Proposal is for storing and land applying approximately 2000 wet tons per year of dewatered Class B biosolids from the Aberdeen WWTP on permitted sites in accordance with all applicable biosolids use regulations. Bidder shall demonstrate they have sufficient storage and permitted land to dispose of the biosolids cited herein. Include a

list of all necessary authorizations and permits from the Washington Department of Ecology and Grays Harbor County.

B. Responsiveness

Failure to follow the requirements in this section or to provide the information requested in the section *Submittal Requirements*, may make the Bid non-responsive.

C. Required Documents

In addition to all information requested in the section *Submittal Requirements*, a Bid may be deemed non-responsive if the following documents are not complete and included with the Bid Package.

- RFP Cover Sheet (City supplied document)
- Non-Collusion & Debarment Affidavit – Attachment A (City supplied document)
- Proposal Signature Page – Attachment B (City supplied document)
- Proposal Pricing Form – Attachment C (City supplied document)

Proposals are considered complete when all required information has been added and the documents are signed in ink by an authorized individual of the Firm that is empowered to act in that capacity. All proposals must be sealed in an envelope or appropriate packaging and addressed as requested on the *RFP Cover Sheet*. Any proposal or modification received after the hour and date specified may be returned unopened.

All documents, reports, proposals, submittals, working papers, or other materials prepared by the Contractor pursuant to this proposal shall become the sole and exclusive property of the City, and the public domain, and not the property of the Contractor. The Contractor shall not copyright, or cause to be copyrighted, any portion of said items submitted to the City because of this solicitation.

D. Questions

All requests for information or clarification must be submitted to the City Waste Water Systems Chief Operator a minimum of five (5) days prior to the scheduled bid opening. Questions submitted after that date will not be addressed. The City reserves the right to change the date of the bid openings at its own discretion regardless of questions from prospective bidders.

ADDITIONAL INFORMATION FOR CONTRACTOR:

1. Americans with Disabilities Act (ADA) Information:

The contractor will be held to the City's ADA language. The City of Aberdeen in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act commits to nondiscrimination on the basis of disability in all of its programs and activities. This RFQ can be made available in an alternate format by contacting the listed project contact by e-mail or by calling collect.

2. EQUAL EMPLOYMENT OPPORTUNITY:

- 1. Upon execution of this contract, the Contractor shall comply with the Equal Employment Opportunity requirements set forth below. The Contractor shall not violate any of the terms of Chapter 49.60 of the Revised Code of Washington, Title VII of the Civil Rights Act of 1964, or any other applicable federal, state, or local law or regulation regarding nondiscrimination.**
- 2. No person or firm employed by the Contractor shall be subject to retaliation for opposing any practice made unlawful by Title VII of the Civil Rights Act, the Age Discrimination in Employment Act (29 U.S.C. 621 et seq.), the Equal Pay Act (29 U.S.C. 206(d), the Rehabilitation Act (29 U.S.C. 791 et seq.), the Americans**

with Disabilities Act of 1990, or for participating in any stage of administrative or judicial proceedings under those statutes.

3. The Contractor shall take all reasonable steps to ensure that qualified applicants and employees shall have an equal opportunity to compete for advertised or in-house positions for employment. Applicants and employees shall be treated fairly without regard to race, color, religion, sex, age, disability, or national origin. Equitable treatment shall include, but not be limited to employment, upgrading or promotion, rates of pay increases or other forms of compensation, and selection for training or enrollment in apprenticeship programs.

3. Payments

Payments will be made for all biosolids hauled at the end of each month during which biosolids were hauled. Payment will be determined by multiplying the unit contract price by the actual quantity of biosolids removed. Quantities shall be determined by actual weights determined by scale and verified by scale ticket. Payment for services will be by electronic transfer or check.

4. Evaluation Criteria

Low bid, while a key factor, shall not be the sole factor in determination of the successful contractor. Costs associated with hauling and the ability of the successful contractor to meet the qualifications as outlined in the scope of work will also be considered. Hauling costs shall be determined by City staff.

Possible Points	Criteria	Submittal requirements
30	<p>Approach, Qualifications, & Experience – Does the Contractor have the appropriate knowledge and demonstrate a history of success, reliability and good regulatory standing? Does the Contractor demonstrate future viability? How do the qualifications of the Contractor and key staff meet the City’s needs? Does the proposal comply with applicable regulations?</p>	<p>Proposal describing how the Contractor will provide the services listed in the RFP.</p> <ul style="list-style-type: none"> • Description of past success and future viability. • Description of biosolids end-users. • Names and roles of key personnel assigned to the contract. • Contact information for at least two biosolids generators currently using similar services. • Evidence of permit coverage and good regulatory standing. • Description of Beneficial Use Facility • Proof of permit coverage.
30	<p>Capacity & Availability – Does the Contractor have the facilities, equipment, resources, and commitment to provide timely services to meet the City’s needs? Does the Contractor demonstrate sufficient capacity to accept the quantity of biosolids associated with this contract?</p>	<p>Proposal describing how the Contractor will provide the services listed in the RFP. Assurance of capacity. Equipment specifications. Description of biosolids end-users and beneficial use practices.</p>
20	<p>Pricing – Is pricing appropriate and a good value to the City? How does pricing allow for certainty and/or flexibility?</p>	<p>Complete attached pricing form</p>
20	<p>Hauling Costs – Is the facility of reasonable distance from the WWTP? How do hauling charges affect the total per ton cost of biosolids land application?</p>	<p>Complete attached pricing form which will allow the City to determine hauling costs borne by the City by analyzing mileage and time requirements to and from the facility.</p>

Attachment A – Non-Collusion & Debarment Affidavit

State of Washington, County of _____

As an authorized representative of the firm of _____, I do hereby certify that said person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.

I further certify that, except as noted below, the firm, association or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of eligibility by any federal agency; has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years; does not have a proposed debarment pending; and has not been indicted, convicted or had a civil judgment rendered against said person, firm, association or corporation by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

I further acknowledge that by signing the signature page of the proposal, I am deemed to have signed and have agreed to the provisions of this affidavit.

Note: Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate above to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

"A suspending or debarring official may grant an exception permitting a debarred, suspended, or excluded person to participate in a particular transaction upon a written determination by such official stating the reason(s) for deviating from the Presidential policy established by Executive Order 12549..." (49CFR Part 29 Section 29.215)

The undersigned hereby agrees to pay labor not less than the prevailing rates of wages in accordance with the requirements of the special provisions for this project.

BY: _____ SIGNATURE: _____

TITLE: _____ DATE: _____

THIS PAGE MUST BE COMPLETED AND RETURNED WITH THE PROPOSAL.

Attachment B – Proposal Signature Page

I, the undersigned, having carefully examined the Request for Proposals, propose to furnish services in accordance therewith as set forth in the attached proposal.

I further agree that this proposal will remain in effect for not less than sixty (90) calendar days from the date that proposals are due, and that this proposal may not be withdrawn or modified during that time.

STATE OF _____ COUNTY OF _____

In order to induce the City to consider this proposal, the proposer irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to the City of Aberdeen, and proposer further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to the City of Aberdeen.

Signature

Subscribed and sworn before me this _____ day of _____, 2019 .

Printed Name

Notary Public in and for the State of _____
residing at _____.

Firm

My commission expires _____.

Address

UBI No: _____

(Area Code) Phone

THIS PAGE MUST BE SIGNED, NOTARIZED, AND RETURNED WITH THE PROPOSAL

Attachment C – Proposal Pricing Form

Vendor Information

Firm Name: _____

Contact Name: _____

Address: _____

City: _____ State _____ Zip _____

Distance to land use facility from the City of Aberdeen WWTP _____ Miles (Each Way)

	Unit Price (Per Ton)	Estimated Quantity (Tons)	Estimated Contract Total
Acceptance, storage and land application of Class B biosolids delivered to the Contractors facility by the City of Aberdeen WWTP	\$	6000 Tons (3 Years @ 2000 Tons per year)	\$
		Tax (8.93%)	\$
		Total	\$

THIS PAGE MUST BE COMPLETED AND RETURNED WITH THE PROPOSAL