

REQUEST FOR PROPOSALS
CITY OF KEY COLONY BEACH, FL

Wastewater System Operation
Addendum #1 ~ January 17, 2019

RFP 2019 WWTPS –

NOTES:

- Changes are ~~struck through~~ (deleted) or **highlighted in blue** (new language)
- The Addendum only shows the RFP Changes from the original RFP. Please remember to include all required parts/sections from the “original” RFP and this addendum.

The City will receive proposals at the location stated below until **3:00 p.m. on Monday, January 21, Tuesday January 22, 2019** at which time they will be opened and read aloud publically. Submittals received after this deadline will not be considered.

3.0 RFP RESPONSE REQUIREMENTS:

- A. Requesting the RFP document: To receive RFP documents, please download the documents directly from the City of Key Colony Beach’s website www.keycolonybeach.net or contact Chris Moonis, City Administrator at (305) 849-0273 or cmoonis@keycolonybeach.net . **Addendum #1 posting dated January 17, 2019.**
- D. Proposal Delivery:
Proposals are due no later than **3:00 p.m. on Monday, January 21 Tuesday, January 22, 2019.** The complete submittal, consisting of **1 original, 1 copy and 1 color pdf** (cd or thumb drive) of the proposal must be delivered to City Hall in a sealed package, clearly marked on the outside **RFP 2019 WWTPS** and addressed to:

4.0 MINIMUM RFP RESPONSE REQUIREMENTS:

- d. Provide a statement of the firm’s current bonding capabilities **capacity**, Certificate(s) of Liability insurance and Workers Compensation.

Guidance for the Bidder:

Bonding capacity is an important issue for contractors as their capacity will determine which projects they can pursue. A company’s bonding capacity is generally a single and an aggregate limit. Bonds are issued on a per job basis and the single limit is the per job amount a contractor is allowed for any one contract and bond. The aggregate is the maximum a contractor can have at any one time. Typically the aggregate amount will include all contracts, both bonded and unbonded, as this is an indication by the surety as to how much work they feel the contractor can undertake without being overextended. It is important to note that all lines of bond capacity are conditional. A bond can be declined

for various reasons, even if it falls within the contractors single and aggregate capacity limits. The type of work being performed, the breakdown on the costs, the bid spread, the bond forms being used, and the form of the contract to be bonded are all items reviewed by the surety each time a contractor requests a bid or performance bond.

Option 1: The Owner desires to engage successful proposer as an independent contractor to operate and maintain the *Domestic Wastewater Treatment facility and the Sewage Lift Station facilities* (the “Facilities”) within the System.

Management Fee. Owner shall during the term of this Agreement pay Agent for the performance of its management and administrative duties hereunder a management, and administrative duties fee (the “Management Fee”) of \$ [REDACTED] in twelve (12) monthly installments of \$ [REDACTED].

Note: Compensation for services shall be adjusted annually in accordance with the percentage change in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) in the Miami – Ft. Lauderdale Florida area and shall be based on the annual average CPI-W computation from January 1 through December 31 of the previous year. Annual adjustments shall be made on the anniversary date each year of contract execution.

Additional Services at Additional Cost. In the event Owner requests any services not otherwise included within the responsibilities of Agent under the Agreement, including without limitation, periodic testing of treated effluent for Seawater Intrusion, perform monthly meter reading services, sludge removal, and items identified in “Attachment A1”, Agent shall perform additional non-routine services at an additional cost to Owner equal to the rates identified in “Attachment C” plus charges for materials and equipment and the reimbursable costs, incurred in the performance of such additional services.

A1: ROUTINE OPERATIONS, MAINTENANCE, AND REPAIRS

- A. Regular and daily inspections of the treatment plant, pumps, lift stations to assure Owner of efficient operations and provide Owner with recommendations deemed necessary for continued efficient operation. Such recommendations shall be in writing on a monthly report to Owner. Emergency needs shall be reported verbally and immediately to Owner.
- B. Daily cleaning of screening baskets, tanks, and the removal of scum build up throughout.
- C. Replace worn, frayed, or broken belts supplied by Owner on all equipment as needed. Weekly oil and/or lubricate and degrease all mechanical components as per manufacturer’s specifications and requirements.
- D. Remove any floating debris from all tanks as needed.
- E. Perform all test and complete all forms for monthly operational reports required by all regulatory agencies having jurisdiction over the Owners Property and System. Testing shall be done in accordance with specifications of government regulatory agencies having jurisdiction over the Owners Property and System.
- F. Submit all written reports, including test results to government regulatory agencies requiring same and maintain a file copy of each on the Owners Property.
- G. Maintain a plant log containing all daily and monthly test results. Such logs and the copies of reports listed in H shall be the property of the Owner.

- H. Not less than twice weekly perform all tests necessary to obtain the best operational results.
- I. Submit monthly report to Owner regarding the wastewater treatment plant system conditions including recommendations for replacement and repairs and inventory requirements of materials and supplies to be maintained in a system warehouse to insure a continuing operation. Make a semi-annual inventory of all Owner Property, equipment, and supplies with the Owner and provide a report thereon.
- J. Recommend work to be done by outside maintenance and repair contractors and review billing and recommend any adjustments for work completed.
- K. Attend Utility Board meeting prepared to discuss all reports and the general condition of the Property and System and attend any other meeting at the request of the Owner.
- L. Place requisitions for chemicals, equipment, and other supplies through the utility board clerk and recommend sources for same. Agent will submit a requisition order for each item to be purchased and Owner will pay the vendor directly.

B1: NON-ROUTINE OPERATIONS, MAINTENANCE, AND REPAIRS

- A. Perform or supervise the repair and/or replacement work or direct such work to be performed by others as may be contracted by the Owner to a third party contractor or in case of emergency need, which in the opinion of the Agent; requires such emergency attention to maintain the function of the Facilities; supervision of work by others or emergency work shall be considered over and above the normal scope of the Agent's regular obligation and the Owner shall compensate Agent for its services based on the time expended by its personnel (at the rates identified in **Attachment C**) and the Agents charge for materials and equipment and other reimbursable costs incurred in the performance of such emergency duties.
- B. Removal of sludge for the Property and from the Property premises.
- C. Replacement or installation of pumps, blowers, chlorinator, or other major pieces of equipment or machinery. The need for such replacement or installations shall be immediately reported by the agent to Owner and confirmed in writing.
- D. Painting or coating of Property.
- E. Pump down on Property or System.
- F. Yard maintenance of Facilities.
- G. Any change in Agent's cost due to change in regulations, change in law, modifications to existing permit at the time of signing this Agreement, or other similar events which would warrant additional services of Agent pursuant to those changes.
- H. Any work requested by the Owner related to the System or Property that is not part of the Facilities and work related to the Facilities that extend beyond the duties described in Attachment A1.
- I. Any and all pre-approved time spent on the Property and System of Owner greater than time required in Article II will be billed at the rates identified in **Attachment C**.

C1: SCHEDULE OF PRICES

Option 1: The Owner desires to engage successful proposer as an independent contractor to operate and maintain the *Domestic Wastewater Treatment facility and the Sewage Lift Station facilities* (the “Facilities”) within the System.

<u>CATEGORY</u>	<u>RATE</u>	<u>OT Rate*</u>	<u>UNIT</u>
Plant Operator	\$ _____	\$ _____	per / Hour
Mechanical Labor	\$ _____	\$ _____	per / Hour
Electrical Technician Labor	\$ _____	\$ _____	per / Hour
Laborer/Support Services	\$ _____	\$ _____	per / Hour
Compliance Sampling	\$ _____	\$ _____	per / Month
Reuse Sampling TSS	\$ _____	\$ _____	per / Sample
Reuse Sampling Fecal Coliform	\$ _____	\$ _____	per / Sample
Giardia/Cryptosporidium Sampling (One Sample Every Five Years)	\$ _____	\$ _____	per / Sample
Engineer	\$ _____	\$ _____	per / Hour
Project Manager	\$ _____	\$ _____	per / Hour
Instrumentation/control technician	\$ _____	\$ _____	per / Hour
Administrative support	\$ _____	\$ _____	per / Hour

*OT = Overtime Rate. If the Weekend Rate or Holiday Rate of Pay differs from the OT rate, please indicate here by circling the following:

Weekend rate (circle one) = 1x pay, 1.5x pay, 2x pay, Other _____ x pay.

Holiday rate (circle one) = 1x pay, 1.5x pay, 2x pay, Other _____ x pay.

Additional: Sludge removal costs under this contract are \$ _____ per ton and \$ _____ per gallon units

PRICE PROPOSAL FORM OPTION 2:

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Option 2: The Owner desires to engage successful proposer as an independent contractor to operate and maintain the **Domestic Wastewater Treatment facility and the entire “System” as defined above (Section 2.0)**. Agent desires to accept such engagement, all subject to the terms and conditions of an Agreement.

Management Fee. Owner shall during the term of this Agreement pay Agent for the performance of its management and administrative duties hereunder a management, and administrative duties fee (the “Management Fee”) of \$ [REDACTED] in twelve (12) monthly installments of \$ [REDACTED].

Note: Compensation for services shall be adjusted annually in accordance with the percentage change in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) in the Miami – Ft. Lauderdale Florida area and shall be based on the annual average CPI-W computation from January 1 through December 31 of the previous year. Annual adjustments shall be made on the anniversary date each year of contract execution.

Additional Services at Additional Cost. In the event Owner requests any services not otherwise included within the responsibilities of Agent under the Agreement, including without limitation, periodic testing of treated effluent for Seawater Intrusion, perform monthly meter reading services, sludge removal, and items identified in “**Attachment A1**”, Agent shall perform additional non-routine services at an additional cost to Owner equal to the rates identified in “**Attachment C**” plus charges for materials and equipment and the reimbursable costs, incurred in the performance of such additional services.

A2: ROUTINE OPERATIONS, MAINTENANCE, AND REPAIRS

- M.** Regular and daily inspections of the treatment plant, pumps, lift stations to assure Owner of efficient operations and provide Owner with recommendations deemed necessary for continued efficient operation. Such recommendations shall be in writing on a monthly report to Owner. Emergency needs shall be reported verbally and immediately to Owner.
- N.** Daily cleaning of screening baskets, tanks, and the removal of scum build up throughout.
- O.** Replace worn, frayed, or broken belts supplied by Owner on all equipment as needed. Weekly oil and/or lubricate and degrease all mechanical components as per manufacturer’s specifications and requirements.
- P.** Remove any floating debris from all tanks as needed.
- Q.** Perform all test and complete all forms for monthly operational reports required by all regulatory agencies having jurisdiction over the Owners Property and System. Testing shall be done in accordance with specifications of government regulatory agencies having jurisdiction over the Owners Property and System.
- R.** Submit all written reports, including test results to government regulatory agencies requiring same and maintain a file copy of each on the Owners Property.

- S. Maintain a plant log containing all daily and monthly test results. Such logs and the copies of reports listed in H shall be the property of the Owner.
- T. Not less than twice weekly perform all tests necessary to obtain the best operational results.
- U. Submit monthly report to Owner regarding the wastewater treatment plant system conditions including recommendations for replacement and repairs and inventory requirements of materials and supplies to be maintained in a system warehouse to insure a continuing operation. Make a semi-annual inventory of all Owner Property, equipment, and supplies with the Owner and provide a report thereon.
- V. Recommend work to be done by outside maintenance and repair contractors and review billing and recommend any adjustments for work completed.
- W. Attend Utility Board meeting prepared to discuss all reports and the general condition of the Property and System and attend any other meeting at the request of the Owner.
- X. Place requisitions for chemicals, equipment, and other supplies through the utility board clerk and recommend sources for same. Agent will submit a requisition order for each item to be purchased and Owner will pay the vendor directly.

B2: NON-ROUTINE OPERATIONS, MAINTENANCE, AND REPAIRS

- J. Perform or supervise the repair and/or replacement work or direct such work to be performed by others as may be contracted by the Owner to a third party contractor or in case of emergency need, which in the opinion of the Agent; requires such emergency attention to maintain the function of the Facilities; supervision of work by others or emergency work shall be considered over and above the normal scope of the Agent's regular obligation and the Owner shall compensate Agent for its services based on the time expended by its personnel (at the rates identified in **Attachment C**) and the Agents charge for materials and equipment and other reimbursable costs incurred in the performance of such emergency duties.
- K. Removal of sludge for the Property and from the Property premises.
- L. Replacement or installation of pumps, blowers, chlorinator, or other major pieces of equipment or machinery. The need for such replacement or installations shall be immediately reported by the agent to Owner and confirmed in writing.
- M. Painting or coating of Property.
- N. Pump down of Property or System.
- O. Yard maintenance of Facilities.
- P. Any change in Agent's cost due to change in regulations, change in law, modifications to existing permit at the time of signing this Agreement, or other similar events which would warrant additional services of Agent pursuant to those changes.
- Q. Any work requested by the Owner related to the System or Property that is not part of the Facilities and work related to the Facilities that extend beyond the duties described in Attachment A1.
- R. Any and all pre-approved time spent on the Property and System of Owner greater than time required in Article II will be billed at the rates identified in **Attachment C**.

PRICE PROPOSAL FORM OPTION 2:

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C2: SCHEDULE OF PRICES

Option 2: The Owner desires to engage successful proposer as an independent contractor to operate and maintain the *Domestic Wastewater Treatment facility and the entire “System” as defined above (Section 2.0)*. Agent desires to accept such engagement, all subject to the terms and conditions of an Agreement.

<u>CATEGORY</u>	<u>RATE</u>	<u>OT Rate*</u>	<u>UNIT</u>
Plant Operator	\$ _____	\$ _____	per / Hour
Mechanical Labor	\$ _____	\$ _____	per / Hour
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Laborer/Support Services	\$ _____	\$ _____	per / Hour
Compliance Sampling	\$ _____	\$ _____	per / Month
Reuse Sampling TSS	\$ _____	\$ _____	per / Sample
Reuse Sampling Fecal Coliform	\$ _____	\$ _____	per / Sample
Giardia/Cryptosporidium Sampling (One Sample Every Five Years)	\$ _____	\$ _____	per / Sample
Engineer	\$ _____	\$ _____	per / Hour
Project Manager	\$ _____	\$ _____	per / Hour
Instrumentation/control technician	\$ _____	\$ _____	per / Hour
Administrative support	\$ _____	\$ _____	per / Hour

*OT = Overtime Rate. If the Weekend Rate or Holiday Rate of Pay differs from the OT rate, please indicate here by circling the following:

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Holiday rate (circle one) = 1x pay, 1.5x pay, 2x pay, Other _____ x pay.

Additional: Sludge removal costs under this contract are \$ _____ per ton and \$ _____ per gallon units