

## Request for Proposals

The Tawas Utilities Authority (TUA), East Tawas, Michigan, is seeking Proposals from qualified firms capable of providing full-service operation and maintenance of the TUA's wastewater treatment facility (facility). Operation and maintenance services must be provided in a safe, secure, effective, and efficient manner and must be in full compliance with NPDES Permit requirements of the USEPA, applicable laws of the State of Michigan, and regulations of the Michigan Department of Environment, Great Lakes, and Energy (EGLE). The initial term of the contract is for a period of three (3) years with unlimited three (3)-year renewal periods at the option of the TUA Board.

Copies of the Request for Proposals (RFP) may be obtained from the TUA Secretary Julie Potts, 760 Newman Street, East Tawas, Michigan 48730 or [jpotts@easttawas.com](mailto:jpotts@easttawas.com) during normal business hours.

The TUA is an Affirmative Action/Equal Opportunity Organization.

Operations contractors possessing the necessary qualifications, experience, and technical expertise are invited to submit proposals for operations and maintenance services in accordance with the requirements of this RFP and the proposal submission requirements detailed in the RFP document.

Proposals will be received by the TUA Secretary's office, East Tawas City Hall, 760 Newman Street, East Tawas, Michigan 48730 until 4:00 pm on Monday, November 30, 2020. Proposals received after such time will not be accepted.

The TUA is the awarding authority. The TUA reserves the right to reject any and all bids or to accept any proposal tendered.

The TUA shall cancel the Contract if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year succeeding the first year.

TUA Chair,  
Annge Horning

# REQUEST FOR PROPOSALS

October 2020

Tawas Utilities Authority  
Waste Water Treatment Plant Operations

Due Date: until 4:00 pm on Monday, November 30, 2020

Issued By:

Tawas Utilities Authority  
Attn: Julie Potts, Secretary  
760 Newman Street  
East Tawas, Michigan 48730  
(989) 362-6161 | [jpotts@eastawas.com](mailto:jpotts@eastawas.com)

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## LEGAL NOTICE

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TUA Chair,  
Annge Horning

## INSTRUCTIONS TO PROPOSERS

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The TUA will receive sealed proposals for a three (3)-year, full-service contract for the operation and maintenance of its wastewater treatment facility. Proposals will be received until 4:00 pm, on Monday, November 30, 2020 at which time they will be publicly opened. Proposals received after such time will not be accepted. All proposals will be reviewed for completeness and responsiveness. All proposals not meeting minimum submission requirements as described herein will be rejected.

The TUA is specifically seeking bids for wastewater treatment plant operations and maintenance.

All proposers have the right to correct, modify, or withdraw their proposals prior to the deadline for acceptance. A proposer who wishes to withdraw a proposal must make the request in writing to TUA Secretary Julie Potts, 760 Newman Street, East Tawas, Michigan 48730 or [jpotts@easttawas.com](mailto:jpotts@easttawas.com). Any corrections or modifications must also be submitted in writing in a sealed envelope addressed as described for the proposals but identified as a correction or modification. No corrections or modifications will be accepted after the deadline for acceptance.

Addenda to the RFP, if any, will be emailed to all those on record as having received the RFP. Clarification or interpretations of the RFP will be issued by addenda. Verbal clarifications will be without legal effect. Each proposer shall refer in its proposal to each addendum, if any, number and date issued. Failure to do so may constitute informality in the proposal.

All proposals and contracts with the TUA must be signed by a duly authorized individual within the company proposing on or receiving a contract. In the event that the President or Treasurer of the company does not sign, a vote of the corporate board authorizing the individual submitting the proposal is required.

The TUA reserves the right to reject any or all proposals, to waive informalities or minor irregularities in proposals received, and to award a contract to a responsible proposer whose proposal is deemed in the TUA's opinion to be the most advantageous to the TUA, price and other factors considered.

Work under this contract shall begin on the service commencement date and shall terminate three (3) years from that date. The TUA, at its own discretion and without the concurrence of the contractor, shall have the option of extending or renewing this contract for additional periods of three (3) years for the same conditions as are contained in the contract at the time said option is exercised by the TUA.

Mandatory tours of the facility will be held on October 28 or 29, 2020. Due to Covid-19 related restrictions, tours will be by appointment only by contacting TUA Secretary Julie Potts at (989) 362-6161 or [jpotts@easttawas.com](mailto:jpotts@easttawas.com). At 4:00 pm on Monday, November 9, 2020, the TUA Board will hold a Zoom meeting to respond to questions from those who toured the facility.

## MINIMUM SUBMISSION REQUIREMENTS

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A proposal that includes technical abilities and cost is required. The proposal must be submitted in a sealed envelope and the envelope must be clearly identified as "TUA Operations Proposal" and addressed to TUA Secretary Julie Potts, East Tawas City Hall, 760 Newman Street, East Tawas, Michigan 48730. The sealed envelope must contain one (1) hard copy of the proposal along with an

electronic version in a PDF format.

It is hereby emphasized that all proposers must certify that the proposal was made in good faith and without collusion or fraud by signing the provided Certificate of Non-Collusion in Attachment C to this RFP and including it with their proposals. Proposals that fail to include such affidavit will be rejected.

Each proposal must include a detailed discussion of the proposer's qualifications to perform the services outlined into the Scope of Services and include, at a minimum, the following general topics: corporate history and background, corporate resources, and demonstrated qualifications, capabilities, and experience.

The proposer must provide a client name, contact, address, and phone number of all the wastewater treatment facilities that the firm has operated in the United States over the last five (5) years. The proposer must reveal any performance measures at other facilities (e.g., fines, penalties, regulatory directives, or cost overruns). Additionally, the proposer must provide client names, contacts, addresses and phone numbers for a minimum of three (3) wastewater treatment facilities that the firm currently operates. The proposer must reveal any performance measures at these facilities (e.g., fines, penalties, regulatory directives or cost overruns).

The proposer must list specific individuals who will be assigned to this operation and maintenance contract, their responsibilities and extent of their involvement. Resumes of these individuals must be included and their positions should be identified on an organizational chart of the contractor's firm.

The proposer is required to include a staffing plan which details job titles, certification levels, and a schedule of the coverage for each shift for the proposed work week including weekends and holidays.

Each proposal must include a Plan of Services which shall, at a minimum, be responsive to and satisfy the requirements of the Scope of Services set forth in this RFP. The Plan of Services must comply with all aspects of this RFP and the pertinent requirements of regulatory authorities such as the USEPA and EGLE, including the National Pollutant Discharge Elimination Systems (NPDES) permit number MI0021091, attached as Exhibit A to this RFP.

The proposal must include detail of the firm's years of experience and relationship as it applies to EGLE.

The technical portion of the proposal must contain a project approach, describing the manner in which the contractor proposes to provide the services outlined in this RFP. Any discussion of the project approach must, at a minimum, cover the following general topics: transition, on-site staff, off-site support staff, operation and maintenance, accounting practices, management principles, utilization of existing facility, and proposed innovative operation and maintenance approaches.

## PROPOSAL

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The proposal must identify any and all costs associated with the operations and maintenance of the facility as described herein. The proposal must contain an annual budget, with wastewater treatment components defined separately by dollar amount and percentage increase for each of the three (3) years

of the contract under the following categories:

1. Personnel Services – including, but not limited to, salaries, wages, overtime pay differential, vacation pay, longevity, holiday pay, unemployment compensation, sick leave, medical plans, life insurance, retirement contributions, education assistance and other costs directly related to on-site staff.
2. Outside Services – including, but not limited to, insurance on vehicles, subscriptions, postage, shipping charges, laboratory services, equipment rentals, service agreements for equipment, repair services, maintenance services, temporary and/or part-time help, legal fees, and other professional services.
3. Other – including, but not limited to, liability and insurance coverage (provide details) and any other expense not previously identified.
4. Overhead – including, but not limited to, off-site support staff.
5. Profit – including, but not limited to, annual profit for the duration of the contract. (Net & Gross)
6. Mobilization – including, but not limited to, start-up and transition costs. Such costs must be a one-time cost to be included only in the first-year costs. The transition time is expected to be approximately two (2) months from the time the TUA executes the agreement to the service commencement date.

The following will be the responsibility of the TUA and such expenses will be covered through the budget and purchasing policy:

1. Utilities – including, but not limited to, electricity, natural gas, water, sewer, telephone (including telemetering) and heating fuels.
2. Chemicals – including, but not limited to, all chemicals required to operate the facility in accordance with the contract requirements.
3. Supplies and Materials – including, but not limited to, fuels, and general maintenance supplies for buildings and grounds supplies, laboratory and office supplies, laboratory chemicals and supplies, gasoline, diesel fuel, safety supplies and paint.
4. Preventive and Corrective Maintenance and Repairs – including, but not limited to supplies and consumables, grounds maintenance, service agreements for equipment repairs and maintenance, and maintenance supplies, repair and replacement of equipment, facility maintenance, replacement parts, spare parts, maintenance supplies, etc., exclusive of the contractor's on-site labor. All labor associated with this item must be provided by the contractor.
5. Major Maintenance, Repairs and Capital Improvements – including, but not limited to, major equipment repair, replacement and upgrade outside the scope of normal corrective maintenance and repairs, exclusive of the contractor's on-site labor.

## BACKGROUND

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The TUA is seeking proposals from qualified companies capable of providing full-service operations and maintenance of the TUA's wastewater treatment facility. Operations and maintenance services must be provided in a safe, secure, effective, and efficient manner and must be in full compliance with the NPDES Permit requirements of the USEPA, all applicable laws of the State of Michigan, and all applicable rules and regulations of EGLE. The initial term of the contract is for a period of three (3) years with additional options for three (3) year renewal periods at the option of the TUA Board.

The TUA's current agreement with F & V Operations and Resource Management is due to expire on April 7, 2021.

The facility to be operated and maintained under this contract is briefly described as follows.

## WASTEWATER FACILITY

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Type of Plant: Grit removal, primary clarification, oxidation ditches, secondary clarification, anaerobic digesters, chlorination and dechlorination, land application of biosolids, surface water discharge

NPDES Permit: MI0021091

Current Flows: Design - 2.4 mgd; Actual Flow - 1.1 mgd; Design Max Daily - 7.2 mgd

Other:

- Sludge is removed from the facility in liquid form and land applied to farm fields by subcontractors.
- The TUA is requesting proposals for full-service contract operations and maintenance of the municipal wastewater supply facility. The contractor will assume full responsibility for the proper and satisfactory operations and maintenance of the facility and all systems in accordance with all related permits, laws, regulations, and terms of the contract. TUA will pay all costs related to such services except for staff costs.
- See NPDES permit attached as Exhibit A.
- The TUA is in the process of applying for funding for upgrades to the treatment plant and equipment. Additional information regarding this effort will be covered at the Zoom meeting at 4:00 pm on November 9, 2020 following the mandatory facility inspection.

## FACILITY INSPECTIONS AND ACCESS TO INFORMATION

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Representatives of companies interested in submitting proposals are required to tour the facility in order to become familiar with current operations and maintenance practices and to research plant records. Firms intending to submit proposals must schedule and attend a facility inspection the week of October 28 or 29, 2020. A facility inspection is mandatory. Each proposer may be represented by a maximum of three (3) employees. Attendees will meet at the TUA Wastewater Treatment Facility located at 810 West Franklin Street, East Tawas, Michigan.

Informational documents and data will be available for review on the day of the tour. These may include, but are not limited to:

1. Design criteria, as-built plans, and specifications



2. Operation and maintenance manuals
3. Operating data, including actual data for the previous 24 months such as flow data, laboratory test results, monthly operations reports, and septage records
4. Copies of current permits
5. Copies of any reports, studies, evaluations, etc. relating to design, construction, and O & M of the facility
6. A description of proposed and ongoing capital improvement projects

Failure of any firm to familiarize itself with the facility and information will in no way relieve the firm of its obligation with respect to its proposal.

## SCOPE OF SERVICES

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The selected contractor will provide full-service operations and maintenance, repair management, and laboratory testing services in a safe, secure, effective, and efficient manner and must be in full compliance with all permit requirements of the USEPA and all applicable laws of the State of Michigan and EGLE.

The Contractor must:

1. Provide full service operations and maintenance of the facility in accordance with generally accepted industry principles and practices within the facility design capabilities, producing treated wastewater in full compliance with the current NPDES Permit requirements of the USEPA and all applicable laws, rules and regulations of the State of Michigan and EGLE.
2. Comply with all aspects of the agreement with the TUA and the pertinent requirements of regulatory authorities such as the USEPA and EGLE.
3. Prepare and sign all State Monthly Operation and Maintenance Reports and Monthly Discharge Monitoring Reports. All Monthly Discharge Monitoring Reports must be co-signed by the Contractor and the TUA. Copies of all reports will be sent to the TUA Secretary.
4. Provide a staffing plan that includes job titles and certification levels. A schedule must be provided detailing the coverage for each shift for the proposed work week including weekends and holidays. The proposed staffing plan must be approved by the TUA prior to the award.
5. Provide and maintain well documented records of operations, maintenance, laboratory, personnel, training, safety, process control, daily inspections, materials, alarms, and any other significant events. Proper documentation of the aforementioned subjects must be presented to TUA for review upon request.
6. Develop and implement an organized site-specific safety program as required by MIOSHA.
7. Provide training for personnel in the areas of operation, maintenance, safety, supervisory skills, and laboratory and energy management. This training will include both plant specific and field material.
8. Cooperate with the TUA in enforcing existing equipment warranties and guarantees and maintaining warranties on any new equipment purchases on behalf of the TUA.
9. Provide 24 hours-per-day, seven (7) days per week emergency response and on-call coverage for the facility including full staff coverage during normal work hours as required by the facility.
10. Perform laboratory sampling, testing, analyses, and reporting as necessary for full compliance with all state and federal regulations and the NPDES permit, and provide a QA/QC program.
11. Perform all preventive maintenance for the facility in accordance with the Contractor's

- comprehensive computer-based preventive maintenance program. This program must be implemented by the Contractor within 60 days of the service commencement date of a signed contract.
12. Cooperate with the TUA in making a complete physical inventory of TUA equipment, spare parts, chemicals, tools, fuel, and general supplies and materials immediately upon contract execution.
  13. Provide and maintain computer-based records of all maintenance and repairs to the facility. The TUA will retain title to and have the right to inspect and copy these records during normal business hours.
  14. Perform corrective maintenance and repairs on all equipment in the facility.
  15. Purchase and maintain an inventory of chemicals, fuels, parts, and supplies.
  16. Pay for preventive maintenance and corrective maintenance and repairs within the annual budget, and provide the TUA with the monthly accounting of expenditures for preventive maintenance and corrective maintenance and repairs for reimbursement. Capital expenditures will not be the responsibility of the Contractor.
  17. Provide the TUA written monthly reports of operations and maintenance, both preventive and corrective, and monthly accounting of plant maintenance expenditures. Also, the Contractor will meet with and report to the TUA's board or designated representative on a monthly basis.
  18. Items defined as capital expenditures will not be included within the Scope of Services. Capital expenditures will be subject to approval and funding by the TUA. If such expenditures are necessary to continue operation of the facility in order to provide for public safety and environmental protection (emergency capital expenditure), the Contractor shall make every effort to immediately seek the approval of the TUA. The TUA will reimburse the Contractor for these emergency capital expenditures in a timely manner at actual cost.
  19. Provide 24-hours-per-day access to the facility for TUA officials with advanced notification to the Contractor.
  20. Meet at least once per month with the TUA's board or designated representative to review and discuss operations and maintenance activities, plans, and priorities for the facility.
  21. Provide for a transition of contractors. Such a transition shall begin a minimum of two (2) weeks prior to the service commencement date. The transition team shall be made up of at least three (3) future plant staff, one of which must meet certification requirements of the State of Michigan.
  22. Complete routine and normal repairs and maintenance of plant equipment, buildings, and grounds.
  23. Develop an annual five (5)-year capital improvement budget identifying major repairs and capital expenditures that will be necessary at the facility either to restore, maintain, replace, or upgrade the facility or equipment for efficiency, safety, function and/or compliance with current and anticipated regulatory requirements.
  24. Develop an annual O&M budget for TUA approval as part of the budget process.
  25. Pay any regulatory fines and penalties assessed against the TUA and/or the Contractor for noncompliance resulting from the negligent acts, failure to act, or willful misconduct of the Contractor over the term of the contract.
  26. Provide and maintain at all times the following minimum insurance coverages:
    - a. Workers Compensation Insurance in compliance with the statutes of the State of Michigan for employees engaged in the performance of services for TUA with a limit of five hundred thousand dollars (\$500,000);
    - b. General Liability Insurance with a minimum combined single limit of two million dollars (\$2,000,000), including the board form property damage endorsement; and Automobile
    - c. Liability Insurance (owned, non-owned, or hired units) with a minimum combined single coverage limit of one million dollars (\$1,000,000).

## SELECTION AND SCHEDULE

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Proposals will be reviewed and evaluated by the TUA Board.

The name of each proposer shall be made public on at the regular meeting of the TUA Board on Monday, December 14 at 4:00 pm at East Tawas City Hall, 760 Newman Street, East Tawas, Michigan 48730. Depending on Governor Whitmer's orders and the State of Emergency related to Covid-19, this meeting may be held electronically via Zoom. A register of proposals received will be available for public inspection.

The proposals will be opened publicly. The proposal contents will be made available to competing proposers at the time of proposal opening.

Any proposer who does not meet any of the minimum submission requirements set forth herein will be determined to be nonresponsive and will be eliminated from the evaluation.

The TUA Board will determine which proposal is the most advantageous, taking into consideration the technical capabilities and cost proposal.

It is expected that notification of award will be issued within thirty (30) days of the opening of the proposals. The TUA reserves the right to cancel the Request for Proposals, or to reject any or all proposals.

ATTACHMENT A

PRICE PROPOSAL FOR WASTEWATER FACILITY

<b>Expenditure Item</b>	<b>First Year Annual Cost</b>	<b>Second Year Annual Cost</b>	<b>% Increase</b>	<b>Third Year Annual Cost</b>	<b>% Increase</b>
Personnel Services					
Wages	_____	_____	_____	_____	_____
Benefits (describe)					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Outside Services					
Other					
Overhead (define services)					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Profit					
Mobilization					
ANNUAL FEE					

Contractor's Name \_\_\_\_\_

ATTACHMENT B

SUBCONTRACT STATEMENT

Proposers are required herein to provide information on all prime contractors, subcontractors, and outside contractors and joint venture proposals.

ATTACHMENT C

CERTIFICATE OF NONCOLLUSION

I, the undersigned, do hereby certify under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" means any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

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Signature

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Name/Title of Person Signing Proposal

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Contractor's Name