

## REQUEST FOR PROPOSALS

The City of Marine City hereby invites firms interested in providing complete Contract Operation, Management and Maintenance of the City's Water and Wastewater Treatment Facilities and Sewage Pumping Station, to submit proposals stating price and qualifications.

Proposals shall be due May 20, 2019 at 3:00 p.m. Please mark the sealed envelope as "Waste/Water Treatment Contract O&M Proposals". A complete Request for Proposal document may be obtained at:

City of Marine City  
ATTN: Elaine Leven, City Manager  
303 S Water Street  
Marine City, MI 48039  
Telephone: 810-765-0513  
E-Mail address: [eleven@marinecity-mi.org](mailto:eleven@marinecity-mi.org)

Or go to our web page at [www.cityofmarinecity.org](http://www.cityofmarinecity.org)

# City of Marine City

## Request for Proposals

for

Full-Service Water and Wastewater Treatment Contract  
Operations and Maintenance Program  
(including sewage pumping station)

### I. GENERAL

The City of Marine City (the City) is seeking Proposals from firms (the Firm) capable of operating and maintaining its water and wastewater treatment facility and sewage pumping station. The scope of work includes full service contract operations and maintenance (O&M) of the following:

#### Water Plant

Requires a minimum F-2 license to oversee the operations at the water plant, all operators must have an F license. The Firm will be responsible for the following:

1. Daily operations, including inspection/maintenance of equipment and pumps
2. Monthly reporting to the State
3. Lead and copper testing along with sample points (we will work with them on sample points).
4. Weekly chlorine testing of the distribution system
5. Hazard reporting to the State
6. Quarterly TTHM sampling
7. Annual consumers confident report
8. Building maintenance/housekeeping
9. Write all permits needed, including any permits we need from the State for any changes at the plant
10. Basic repairs of pumps, motors, and check valves
11. Coordinate with the D.P.W. on corrective actions that are in excess of basic repair or safety issues
12. Weekly testing of generator

#### Waste Water Plant

Requires a minimum B operator license to oversee the plant operations, all other operators must have a minimum D license. The Firm will be responsible for the following:

1. Daily operations, including inspection/maintenance of equipment and pumps
2. All reporting to the State
3. Quarterly testing of heavy metals in the sewer system and plant, and sent out to an independent lab
4. Hazard reporting to the State
5. Weekly monitoring and recording of Cottrellville pump station
6. Write all permits needed, including any permits we need from the State for any changes at the plant
7. Basic repairs of pumps and motors

8. Building maintenance/housekeeping
9. Coordinate with the D.P.W. on corrective actions that are in excess of basic repair or safety issue
10. Weekly testing of generator

Belle River Pump Station/King Road Pump Station

The Firm will be responsible for the following:

1. Daily inspection of Belle River Pump Station
2. Monthly inspection of King Road Pump Station
3. Basic repairs of pumps and motors
4. Building maintenance/housekeeping
5. Coordinate with the D.P.W. on corrective actions that are in excess of basic repair or safety issue
6. Weekly testing of generator

To be considered for evaluation, written statements must be received by May 20, 2019 at 3:00 p.m. local time. The outside of the envelope must be clearly marked "Waste/Water Treatment Contract O&M Proposals". Proposals received after this deadline will not be considered. Ten (10) copies of the proposals shall be mailed or hand delivered to the following address:

City of Marine City  
ATTN: Elaine Leven, City Manager  
303 S Water Street  
Marine City, MI 48039  
Telephone: 810-765-0513

There will be a mandatory pre-proposal conference held at 10:00 a.m. on April 29, 2019 at the Guy Center, located at 303 S. Water Street, Marine City, Michigan for the purpose of addressing this proposal and answering any questions which you may have about the project or process. Following the conference, there will be an opportunity to tour the facilities. Facilities site plans, one year of monthly operational and maintenance reports, annual budgets, and access to plant drawings will be provided at the conference.

## **II. INTENT OF OWNER**

It is the intent of the City to enter into a five (5) year contract with the selected firm for the operation and maintenance of the City's water and wastewater treatment system. The City reserves the right to terminate this process at any time, and no guarantee is expressed or implied that obligates the City to contract operation of said facilities.

The Firm shall meet all the requirements of federal, state, and local laws, regulations, standards, permitting requirements, orders, ordinances, and any and all future amendments thereto.

The City will enter into a single contract with the selected firm for all systems. The contract period will commence effective July 1, 2019 unless agreed otherwise by the City.

### **III. SCOPE OF SERVICES**

The scope of services includes all operation, maintenance and analysis activities required to operate the water treatment plant, wastewater treatment plant, and sewage pumping stations. The scope of services includes, but is not limited to, the following:

1. Provide all staff for the operation, maintenance and management of the water treatment plant, wastewater treatment plant, and sewage pumping stations.
2. Provide 24 hour per day on-call availability, 365 days per year.
3. Prepare all periodic reports required by the Federal, State and local agencies including monthly operating reports and discharge monitoring reports.
4. Provide the City with a monthly report that summarizes non-routine activities performed by the Firm's staff, compliance status of all regulatory requirements, and the discharge monitoring report.
5. Provide all monitoring, testing and analytical services for the plant including laboratory service for wastewater process control, quality assurance/quality control and compliance with regulatory requirements.
6. Coordinate the removal and disposal of sludge from the wastewater treatment plant.
7. Maintain standard operating procedures for all major pieces of equipment including corrective and preventative maintenance on all facilities and equipment. Prepare an annual preventative maintenance program for review and approval by the City including routine maintenance of lift stations. Ensure efficient operation and maximum equipment life through incorporation of a maintenance management scheduling system that includes preventative and corrective maintenance, inventory control and equipment repair history. Provide an anticipated annual cost for spare parts for the upcoming year to the City.
8. Maintain a clean and organized physical appearance of the facilities and grounds.
9. Serve as the City's liaison and representative in matters related to the operation of facilities and systems including regulatory agencies. Attend "start up" of new equipment and provide the City with a written "punch list" of items observed to be not in accordance with the City's standards.
10. Manage the City's Industrial Pretreatment Program in accordance with the NPDES Permit and other regulatory controls.
11. Comply with all Local, State, and Federal regulations.
12. Provide the City with a monthly and an annual report containing a summary of the monthly and yearly activity.
13. Assume all cost for any fines or penalties levied against the City for improper operation of the plants and pumping stations caused by the Firm.

14. Provide insurance coverage for the General and Public Liability, Property Damage, and Workman's Compensation insurance per requirements of the State of Michigan.
15. Operate and maintain the facilities in a manner to maintain compliance with all regulatory requirements.

#### **IV. CITY'S RESPONSIBILITIES**

1. Provide appropriate Fire and Liability Insurance coverage for buildings, equipment, and structures.
2. Provide access to all facilities associated with the projects operation.
3. Operate and maintain the water distribution system, cross connection program, wastewater and storm water collection system, with the exception of the pumping stations, which are the responsibility of the Firm.
4. Provide, for the Firm's use, equipment and tools currently owned by the City and associated with the operation of the facilities.
5. Provide the Firm access to historical utility operational and maintenance records.
6. Telephone, electrical, and natural gas service, chemicals required for process operations, and spare parts.
7. Obtain and maintain easements, licenses, permits, and warranties.
8. Designate an individual to act as liaison with the Firm in connection with the performance of services under this proposal.

The above list of activities, while extensive, should not be considered exhaustive. The contractor will be required to perform any activity deemed necessary to meet the reasonable expectations for service of the City Commission and the citizens of the City. On the other hand, the City realizes that, given the contractor's limited resources, some sub-contracted services may be required. Proposals should discuss how the Firm intends to coordinate this effort and what role they intend the City to play.

#### **IV. EVALUATION AND SELECTION PROCESS**

All proposals received shall be subject to an evaluation by representatives of the City. The following factors will be considered in making the selection:

1. Qualifications of firm. The number of similar plants (oxidation ditch) operated, the qualifications of the personnel proposed to operate Milan's facilities and the references provided.
2. Work Plan. The firm's understanding of the scope of work and their approach to perform the work.
3. Price. The City of Milan reserves the right to negotiate a final project price and scope that provides the greatest value in regards to the cost versus services provided.

## V. PROPOSAL CONTENT

Firms submitting proposals shall organize their proposals as follows. Any variance from this organization shall be considered non-responsive, and may cause the selection committee to reject the non-responsive proposal.

### SECTION I - QUALIFICATIONS AND EXPERIENCE

This section is intended to assess the firm's background, qualifications, and experience in the contract operations arena and in particular within the State of Michigan. Each interested firm must respond to each of the following requests/questions in a clear and comprehensive manner. An incomplete or inaccurate response may preclude the Firm from further consideration.

- A. Provide a general summary regarding the Firm. This information should include the full name and office address of the Firm, when the Firm was organized, and if corporation, where incorporated and how many years engaged in providing full service contract operations under that name Also provide any information of a parent company, if applicable.
- B. Provide a comprehensive reference list of all facilities in the State of Michigan where the Firm currently provides service. For each facility, provide contact information and the size and type of facility.
- C. Provide a list of any violations within the past five years of any permit, license, regulations, or statute that resulted in any notices, fines, censures, punitive awards or similar actions being levied on or taken against the Firm.

### SECTION II - PLAN OF OPERATIONS

Describe your approach to the operation and maintenance of these facilities. Specifically, provide a description of your overall program of preventive and corrective maintenance, equipment repair and maintenance, and plan for prevention of and response to emergencies. This includes weather-related emergencies. The City requires twenty-four (24) hour, seven (7) days a week on-call status. Also provide a description of your quality assurance/quality control program for the O&M of facilities.

### SECTION III - PRICE PROPOSAL

Firms will submit price proposals based on the level of effort, including staff hours, which is expected to perform the activities required to operate and maintain the facilities including the annual compensation for the labor.

The City may engage with the Firm for additional engineering consulting services on a project proposal basis. Please provide a basis of cost related to providing other personnel for requested services under the proposal not covered by the above annual cost.

### SECTION IV - SUPPLEMENTAL INFORMATION

Any additional information the Firm wishes to bring to the attention of the selection committee. This section shall be limited to 2 pages.