

**City of Wasco
Public Works Department**

**REQUEST FOR PROPOSALS FOR
CLEANING OF ANAEROBIC DIGESTERS**

Date Issued: April 14, 2019



**Proposals to be submitted to:
City of Wasco
Maria O. Martinez – City Clerk
746 8th St.
Wasco, CA 93280**

Proposal Deadline: April 25, 2019 at 2:00 PM

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REQUEST FOR PROPOSALS

Professional Services to Clean Anaerobic Digesters

The City of Wasco Public Works Department is seeking qualified contractors to provide cleaning services for the City's Wastewater Department for the cleaning of anaerobic digesters #1, 2 and 3.

To obtain a copy of the Request for Proposals, please contact the City Clerk, Maria Martinez at 661-758-7215. Questions regarding the contents of this Request for Proposals (RFP) must be submitted in writing on or before 5 PM (PST) on Wednesday, April 24, 2019 and directed to Biridiana Bishop at bishop@ci.wasco.ca.us.

Consultants shall submit (5) sealed proposals clearly marked **PROPOSAL TO PROVIDE PROFESSIONAL SERVICES TO CLEAN ANAEROBIC DIGESTERS** to Mrs. Maria Martinez, for the City of Wasco located at 746 8th Street, Wasco CA. 93280. Proposals are due Thursday, April 25, 2019 at 2:00 PM, no late proposals will be accepted. Interviews may be conducted at the City's discretion.

Award of the Contract, if awarded, will be made by the City of Wasco within forty-five (45) days after receipt of proposals by the Wasco City Council. The City of Wasco will award this contract (if awarded) based on the most responsible and qualified proposer(s) as determined by the City, under its sole and absolute discretion. The City The contract period will be for a minimum of 3 months, with an option to extend to 1 year.

Advertise RFQ	Sunday April 14, 2019
Pre-proposal meeting and Site Tour	Tuesday, April 23, 2019 at 9:00 AM
Deadline for Questions	Wednesday April 24, 2019
RFP Submission Deadline	Thursday April 25, 2019
Final Selection / Interviews (if necessary) (Tentative)	Monday April 29, 2019
Contract Approval (Tentative)	Tuesday, May 7, 2019
Services to Begin (Tentative)	Monday, May 13, 2019
Contract Duration	3 months with an option for 1 year

PROJECT DESCRIPTION AND BACKGROUND

The City of Wasco owns, maintains, and operates a waste water treatment plant (WWTP) located west of the community. The present WWTP was originally constructed in 1937 and has since been enlarged and/or modified on a number of occasions. In 2010/11 the City upgraded its wastewater treatment facility with funds from the American Recovery and Reinvestment Act of 2009. The current plant facilities consist of headworks with a Parshall flume, one mechanical bar screen, and flow meter, aerated grit chamber, two primary clarifiers, two plastic media trickling filters, two secondary clarifiers, two smaller bentonite-lined aerated ponds and one large (25 acre) unlined storage pond, three anaerobic sludge digesters, four unlined sludge drying beds, centrifuge facility and three 15-acre effluent disposal ponds. The WWTP also has a septage receiving station and laboratory, which is only used for processing sampling. The wastewater treatment facilities treat wastewater to secondary standards. The wastewater treatment plant (2018) receives total annual flows of 1.30 mgd and has a design capacity of 3.0 million gallons per day (mgd).

The location of the work is the City's WWTP located at 5410 7th Street, Wasco, CA 93280. Anaerobic digesters #1, 2 and 3 were last cleaned about 2010 as part of an emergency repair service. All digesters have been in continuous operations since the last cleaning and have since acquired sediment in the bottom.

Anaerobic digester #1 is having the most problems at this time and requires immediate cleaning upon award. Digester #1 is clogging up with rags and this is slowing the process down causing high sludge blankets. Cleaning of anaerobic digester #1 shall be completed no later than June 15, 2019. Anaerobic digesters #2 and #3 are due for routine maintenance cleaning and will need to be cleaned after July 1, 2019.

STATEMENT OF WORK

Scope of Services

It is the intent of this scope of services to describe the services requested. The City of Wasco intends to award a contract to the proposer who best meets the City's requirements. The successful proposer is referred to herein as the contractor. **The final scope of work will be negotiated with the selected contractor.**

The scope of the work to be performed consists of providing all personnel, equipment and materials required to clean and dewater sludge from anaerobic digesters at the Wasco Waste Water Treatment Plant. Work to be performed includes the following:

- 1) Removing of all digester contents including but not limited to wastewater, sludge, grit, snails and floatables (including FOG) from digesters. Removal will be in accordance with an approved work sequence that will allow the plant to operate continuously.
- 2) Cleaning of all digester internals using a pressure washer or other approved means in order to allow City to perform an internal condition assessment/inspection.
- 3) Performing onsite treatment of all removed contents using contractor's mobile equipment to render all material a solid, containing no free liquids. Treatment is expected to include screening followed by dewatering. Liquids from the contractors dewatering process may be returned to the WWTP headworks at rates and mass loadings that will not impact WWTP operations.
- 4) All dewatered sludge solids to be hauled off by contractor to Holloway gypsum.
- 5) Pressure wash the interior of all digesters once all debris has been removed and deliver a digester that is clear of visible debris and empty of all liquid.

Additionally, Digester No. 3 floating lid shall be removed for inspection.

The contractors cleaning activities will be performed in a continuously operating facility and therefore must be performed following a sequence of steps that will ensure one digester remains in service at all times. The work sequence will also provide a window for City personnel to perform cleaned digester internal inspections needed to access and evaluate equipment condition and confirm cleanliness. Digester #1 cleaning will need to be completed by June 15, 2019 with Digesters #2 and #3 being cleaned after July 1, 2019.

Pre-Proposal Meeting and Site Tour

A pre-proposal meeting and site tour will take place on Tuesday, April 23, 2019 at 9:00 a.m.

Digester Description

Digester No.1 is a cylindrical, concrete structure and is equipped with a fixed steel lid designed to hold gas. The digester is 35 feet in diameter and 20 feet deep. Digester No. 2 is also a concrete structure with a fixed steel lid, 20 feet in diameter and 15 feet deep. Digester No.3 is a concrete

structure with a floating lid, 20 feet in diameter and 15 feet deep. All digesters have access ports on the covers providing access into the digesters.

Under current plant operations, digester No.1 receives feed from the plant's primary clarifiers, is heated and typically has a sludge detention time of 15 to 20 days. Sludge is transferred to Digesters No.2 and No.3 by gravity and is held unheated prior to being pumped to a centrifuge for dewatering and final disposal offsite.

Site Access and Facilities

The City's WWTP is staffed five days a week and normal business hours are between 6:00 a.m. and 2:30 p.m.

Contractor may utilize the designated WWTP restroom.

Safety

Contractor must comply with all site rules and OSHA regulations for worker safety. City staff will conduct lock out tag out (LOTO) procedures with contractor.

Contractor must follow all site specifics and OSHA requirements for confined space entry and provide its own rescue services during the period that entry is made to the digesters. Contractor is to provide copies of all training certificates for rescue services. Contractor must provide its own hazardous gas monitoring devices and must monitor continuously whenever personnel are in a confined space.

The contractor must also comply with City Site Safety Rules including wearing steel toe boots and safety glasses at all times. Contractor is to provide a copy of its Safety Plan. Prior to commencement of work, the contractor must participate in a safety orientation regarding site rules and access.

Pricing

The bidder shall set forth for a lump sum price to include all materials and labor for the completion of the digester cleaning. Full compensation for performing all of the work required shall be considered as included in the lump sum price paid and no separate payment will be made therefore. Prices quoted must be valid for 120 days from date of submittal and in the form of United States dollars.

Bonding

The successful contractor is required to furnish a bond in connection with said contract, to secure the payment of claims of laborers, mechanics, materialmen and other persons as provided by law. The Contractor is also required to furnish a bond in connection with said contract, guaranteeing the faithful performance thereof.

SUBMITTAL REQUIREMENTS

The proposal, at a minimum, will include the following information presented in a clear and concise format (8.5 X 11 inch), in order to demonstrate the contractor's professional qualifications and experience for the satisfactory performance of the services outlined in the "Statement of Work". The submittal should provide the information requested in a concise, responsive and informative manner so as to facilitate the review of the proposal and the subsequent report to the City Council:

- A. **Cover Sheet:** The cover sheet is found in Attachment 1.

- B. **Introduction:** The introduction should provide a general description of the company including the following basic information:
 - (a) Name of Firm
 - (b) Firm location
 - (c) Date of firm establishment and brief history of firm's experience
 - (d) Firm's organizational structure
 - (e) Number of employees

- C. **References:** Include a complete list of clients and a list of at least three (3) clients with contact information for whom the proposer's key personnel have provided similar services to those described in this RFP.

- D. **Firm's understanding** of the project and the recommended approach;

- E. **Insurance:** A copy of an insurance certificate, or letter of intent to provide insurance from the issuing company. A minimum of one million dollars (\$1,000,000) liability insurance per occurrence is required. Errors and omissions coverage is also required with evidence of coverage to be provided.

- F. **Firm's capability** to meet project workload, project not to exceed 45 working days from issuance of Notice to Proceed (NTP).

- G. **Firm's qualifications** of the professional personnel to be assigned to the project, including any sub-consultants.

- H. **Firm's work plan** containing the elements identified in statement of work. The work plan at a minimum must contain the description of approach, specifying entry method and equipment to be used, job sequence plan, job hazard analysis for the project, confined space entry plan and rescue service plan, schedule showing dates and planned work hours, size and type of dewatering equipment and performance specification, and provisions for odor control equipment for transferring and loading treated sludges into transportation containers.

- I. **Firm's recent** and current work in Kern County

J. **Firm's proposed schedule** for activities to be performed to complete;

K. **Fee proposal** and completion of Attachment 2: Alternate Bids.

REVIEW OF PROPOSAL AND EVALUATION CRITERIA

The City of Wasco will review and evaluate proposals for the professional qualifications and experience necessary for the satisfactory performance of the services requested. The City may request clarification of proposals directly from one or more of the firms.

It is anticipated that the selection process will proceed as follows:

- A selection committee will evaluate submissions.
- As a result of the review, those firm whose proposals best respond to the City's needs, may be invited to interview before the selection committee.
- Final award of contract will be made by the City Council on recommendation of the selection committee.

The selection process may take 2 to 6 weeks.

The proposals will be evaluated according to the following factors.

- ***Completeness of Response – Pass/Fail***
- ***Experience and Qualifications for Statement of Work – 30***
- ***Work Plan – 30***
- ***Pricing – 20***
- ***Workmanship Guarantee - 10***
- ***References – 10***

Selection Criteria

The selection of firm(s) to be interviewed will be based on the scoring evaluation of the submitted proposal responses. The City reserves the right to select a firm(s) directly from the written proposals. The City will award a contract(s) to the most responsive, responsible, and qualified firm(s) whose proposal(s) is deemed most advantageous to the City, all factors considered. Unsuccessful firms will be notified as soon as possible. This process may take approximately four to eight weeks to complete.

This soliciting is being offered in accordance with Federal, State, County and local requirements governing the procurement of professional services. Accordingly, the City of Wasco reserves the right to negotiate an agreement with the selected firm based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all RFP's if it is determined to be in the best interest of the City.

ATTACHMENT 1: COVER SHEET

Name of Person, Business or Organization:	
Type of Entity: (e.g. Sole-Proprietorship, Partnership, Corp., Non-Profit, Public Agency)	
Federal Tax ID Number:	
Contact Person – Name	
Contact Person – Address	
Contact Person – Phone Number(s)	
Contact Person – e-mail address	

By signing this **Cover Sheet** I hereby attest: that I have read and understood all the terms listed in the RFP; have read and understood all terms listed in this Statement of Work; that I am authorized to bind the listed entity into this agreement; and that should this RFP be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFP as published by the City of Wasco, including any amendments or addenda thereto except as explicitly noted or revised in my submitted RFP.

Signature of Authorized Representative
Representative

Printed Name of Authorized

Date

ATTACHMENT 2: ALTERNATE BIDS

Alternate Bid No.	Description of Alternate Bid	Additive or Deductive	Alternate Bid Amount
1	Phased cleaning of digesters with Digester #1 being cleaned by June 15, 2019 and Digesters #2 and #3 being cleaned after July 1, 2019		\$
2	Cleaning of Digester #1 Only	Removal of Digester #2 and #3 cleaning	\$
3	Cleaning of Digesters #2 and #3 Only	Removal of Digester #1 cleaning	\$