

City of Willows
Request for Proposals for Wastewater Treatment Plant Contract Operations
Responses Due July 23, 2020 at 2:00 pm

Questions from Potential Proposers

As of the July 13, 2020 deadline, the City has received the following questions regarding the Request for Proposals for WWTP Contract Operations. The answers provided below use the best information available. No further questions will be considered.

1. *Is the City's expectation that all proposers submit pricing which reflects prevailing wage rates and otherwise comply with California law on prevailing wage?*

Answer: The City's expectation is that compliance with all federal, state, and local laws will be met. Proposers should consult with legal counsel regarding the applicability of prevailing wage law to the work related to specific wastewater treatment plant operations tasks.

2. *Please list the lab analyses that are performed in-house?*

Answer: The City does not perform in-house laboratory analyses. Laboratory analyses is the responsibility of the WWTP Contract Operator.

3. *Please provide the name of the current contract laboratory.*

Answer: The City does not contract with a laboratory for WWTP analyses. Laboratory analyses is the responsibility of the WWTP Contract Operator, whether self-performed or through a contract lab.

4. *Does the WWTP have an existing Stormwater Pollution Prevention Plan (SWPPP)? If so, please provide a copy?*

Answer: A copy of the WWTP Stormwater Pollution Prevention Plan is available for review at the front counter at Willows City Hall.

5. *Please provide the make and model of the effluent Total Residual Chlorine (TRC) on-line probe?*

Answer: Analytical Technology, Inc. Model A15/79

6. *In Schedule 5: Annual Base Fee and Compensation Formula, should the Annual Repair and Maintenance Limit amount be included in the Base Fee?*

Answer: The Annual Base Fee is to include the costs of Routine Preventative and Corrective Maintenance activities as described in Section 2, Services, of the Draft

Professional Services Contract. The costs of repair and replacement of facilities equipment, as described in Section 3, Repair and Maintenance, of the Draft Professional Services Contract is separately funded and accounted for under the Annual Repair and Maintenance Budget, which is separate from the Annual Base Fee. The Annual Repair and Maintenance Budget has an annual budgetary limit set by the City.

7. *Has the Annual Repair and Maintenance Limit ever been exceeded? If so, please provide annual dollar amounts over the limit for each of the past 5 years?*

Answer: Within the last five years the Annual Repair and Maintenance Limit has not been exceeded to the City's knowledge.

8. *Has the City engaged the current Contractor for services outside of the base scope? If so, please provide tasks and contract amounts for the past 3 years?*

Answer: The current WWTP Contract Operator has performed repair services outside of the Routine Preventative and Corrective Maintenance activities covered under the Base Fee. A detailed breakdown of these services and costs for the past three years is not available currently.

9. *Please provide information on current staff positions at the WWTP, including titles and the current shift schedule*

Answer: The City does not have any staff assigned to the WWTP. The WWTP Contract Operator is responsible for determining staffing levels necessary to meet operational and regulatory requirements.

10. *Please provide monthly data for chemical consumption at the WWTP for the past three years?*

Answer: The WWTP uses approximately 1,050 gallons per month of Sodium Hypochlorite and 600 gallons per month of Sodium Bisulfite.

11. *Please provide monthly flow and loadings records for the past three years?*

Answer: The WWTP influent flow is approximately 650,000 gallons per day average dry weather flow, with a peak day wet weather flow of 1.3M gallons experienced in the 2018-19 wet weather season. WWTP loadings can be expected to be up to 2,400 lbs./day of BOD and 3,400 lbs./day of TSS per Schedule 6.

12. *Please provide a list of all outside contracts for the WWTP and the annual contract amounts?*

Answer: The City does not maintain outside contracts related to the WWTP. The WWTP Contract Operator is responsible for determining any subcontracting requirements necessary to meet operational and regulatory requirements.

13. Please provide consumption records for WWTP wash water for the previous 12-month period?

Answer: Wash water is provided by an on-site well, which is not metered.

14. Does the City currently pay for trash disposal at the WWTP?

Answer: The City pays for trash disposal costs at the WWTP.

15. Does the City currently provide internet service to the WWTP?

Answer: The WWTP Contract Operator is responsible for internet service costs.

16. Please provide a copy or document link of the most recent WWTP Master Plan or Facility Plan?

Answer: A copy of the Wastewater Treatment Plant plans and a copy of the WWTP O&M Manual are available for review at the front counter at Willows City Hall.

17. Please provide copies of all California Air Resources Board permits for the WWTP?

Answer: Copies of applicable Air Pollution Control permits for WWTP equipment are available for review at the front counter at Willows City Hall.

18. What was the contract amount for Inframark? What was the term of their contract? How much was the annual repair and maintenance budget for each year or for the total of their contract term?

Answer: The Base Fee submitted by a prospective firm should be based upon the scope of work described in the Request for Proposals and the experience of the firm working at wastewater treatment plants of a similar size and type. Scopes of Work, values, and durations of previous contracts are not directly applicable.

19. How much chemicals were used for the last calendar year or last 12 months? Sodium Hypochlorite, Sodium Bisulfate, Others?

Answer: The WWTP uses approximately 1,050 gallons per month of Sodium Hypochlorite and 600 gallons per month of Sodium Bisulfite.

20. Is the Contractor responsible for any utilities or permit fees? If so, which and how much was each fee from the last calendar year or last 12 months?

Answer: Section 2, Services; and Section 3, Repairs and Maintenance, of the Draft Professional Services Contract describe the services to be provided by the WWTP Contract Operator. Section 4, Municipality Obligations, describes the anticipated obligations of the City for utility costs and permit fees.

21. *The current contractor has developed a cmms program. The City paid the Contractor for this effort. Will the City provide the data or database from the cmms program to the new Contractor?*

Answer: The CMMS program utilized by the current WWTP Contract Operator is proprietary software to that firm. If a new WWTP Contract Operator is selected, the raw data from the CMMS program will be downloaded and made available.

22. *What should each bidder include in their bid for a budget amount for annual repair and maintenance limit for the first year? What should the bidders use for escalators for subsequent years for the annual repair and maintenance limit?*

Answer: The Annual Base Fee includes the costs of Routine Preventative and Corrective Maintenance activities as described in the Draft Professional Services Contract. The costs of Repair and Replacement of facilities equipment is separately funded and accounted for under the Annual Repair and Maintenance Budget, which is separate from the Annual Base Fee, and has a limit established by the City. Only the Base Fee is to be included in the Cost Proposal.

23. *Will the City provide the maintenance and repair costs from the last several years so the bidders can try to estimate how much effort and cost may be required?*

Answer: The Annual Repair and Maintenance Budget is not part of the cost proposal. Only the Base Fee is included in the cost proposal. The Annual Repair and Maintenance Budget is set by the City later.

24. *Are there any software fees, or other subscription fees the Contractor may be responsible for SCADA, or other related software?*

Answer: The SCADA license is held by the City. The annual fee to maintain the license is paid by the WWTP Contract Operator and is funded through the Annual Maintenance and Repair Budget.

25. *Who is responsible for the fuel costs for the generator? If the Contractor is responsible, how much fuel should be estimated per year?*

Answer: Fuel costs for the emergency generator will be included in the Annual Repair and Maintenance Budget, which is not a part of the cost proposal.

26. *Who is responsible for the on-site groundwater well for maintenance or electrical costs, repairs, etc.?*

Answer: The City is responsible for delivery and consumption costs for water and electricity per Section 4, Municipality Obligations of the Draft Professional Services Contract.

27. *How much transportation cost should each bidder include for hauling solids to the landfill? If the City is not providing a budget for this item, how many truck loads and what size trucks were used, or how many cubic yards or tons of solids were off hauled in previous years and for what period of time were the solids allowed to accumulate since the previous off haul?*

Answer: The WWTP generates approximately 100 tons/year of dried biosolids for offhaul to a landfill. The City anticipates utilizing City staff to load the dried biosolids onto trucks once per year. Laboratory analyses for landfill characterization of biosolids, trucking costs, and landfill disposal costs are the responsibility of the WWTP Contract Operator and will be paid for through the Annual Repair and Maintenance Budget. Biosolids analytical and disposal costs are not part of the Base Fee to be included in the Cost Proposal.

28. *Is the transportation for the solids being required for this RFP as indicated in the mandatory bid walk?*

Answer: Refer to the answer above for Question 27.

29. *Is the Contractor required to provide any additional material, equipment, supplies, fees, for the removal and disposal of the solids other than the cost of transportation as indicated in the mandatory bid walk?*

Answer: Refer to the answer above for Question 27.

30. *Are the computers that were on site the property of the City? Does the City maintain the computers and provide IT support or is it the responsibility of the Contractor?*

Answer: There are currently five computers at the WWTP. Two computers that run the WWTP SCADA software are City-owned. Three computers that run other programs are owned by the current WWTP Contract Operator. The SCADA provider provides IT support for the two SCADA computers under the annual maintenance fee.

31. *What equipment, tools, supplies that were observed onsite are the existing Contract Operator that will be removed if another bidder is awarded the new contract? Or the reverse if easier to provide, what equipment, tools, supplies will remain that is the property of the City?*

Answer: Vehicles, three computers, and some small tools are the property of the current WWTP Contract Operator.

32. *Which spare parts will remain on site and what deficiencies of existing spare parts may be required to obtain to be in compliance with standard industry practice within the first year of the contract?*

Answer: All spare parts are owned by the City and will remain at the WWTP.

33. *What is the required response time for call outs or alarms, 45 minutes as stated in the RFP, or 1 hour as stated in the draft professional services agreement?*

Answer: The correct response time is one hour.

34. *Will there be a transition period from the existing contract operator to another firm? What is the expected start date of the new contract since the current contract expires on October 31, 2020?*

Answer: A transition period with overlapping contracts is not contemplated.

35. *Will the City kindly consider extending the bid date due to the limited time between questions and answers and since the current contract expires more than 3 months from now?*

Answer: The due date for proposals is 2:00 pm on July 23, 2020.

36. *What does the City want for subcontractors, third party? Name of possible vendors that may be used.*

Answer: The means and methods for operating and maintaining the WWTP, including the selection of vendors and/or subcontractors, are the responsibility of the WWTP Contract Operator.

37. *How often does the WWTP get loads of Sodium Bisulfite and Hypochlorite and how much does the WWTP get when delivered?*

Answer: Refer to the answer to Question 10 for chemical consumption information.

38. *What is the average effluent flow?*

Answer: The average daily dry weather influent flow into the WWTP is 650,000 gallons per day.