

**CITY OF CRESTVIEW**  
**WASTEWATER TREATMENT PLANT MANAGEMENT SERVICES**  
**RFP - 24-04-16**  
*Revised from RFQ 24-04-03*

**ADDENDUM NO. 3**

This addendum is to advise that we have received the following questions and have responded, as follows:

- What SCADA system is the City currently using for the WWTP and the lift stations? **These are different systems; the collection SCADA system is maintained by the City and isn't a part of this contract.**
- What plans does the City have for upgrading or improving the system? **None at this time.**
- What equipment is provided by the City and what equipment is provided by the current contractor for maintaining / mowing the spray fields? **All equipment is owned and maintained by the City.**
- Who is responsible for baling the hay produced on the spray field, the City, or the current contractor? **The Contractor is responsible, historically the Contractor has hired a Hay Farmer to cut, and bale the hay.**
- Is the baling operation outsourced to another contractor? **Yes**

In accordance with the RFP # 24-04-16, Written Questions & Comments, please find U.S. Water Services Corporation's (U.S. Water) list of Written Questions & Comments for your consideration.

1. Please provide copies of the following documents:
  - a. Preliminary Engineering Report. **Attached**
  - b. Map of the monitoring wells. **See Addendum 2**
  - c. Last 12 months of the current Communication Plan (DMR, Monthly & Annual Operations and Maintenance Report, and any Jacobs Reports (Compliance, Lab, Maintenance, and Operational Reviews.) **Attached.**
  - d. NPDES Permit No. FLA 01 0193 **Attached**
  - e. Last 3 year's Annual Biosolids Reports **Attached**
  - f. List of all City owned equipment that will be available for the Contractors' use. **Please see Addendum 1**

g. Please provide agreement(s) on all septic hauling from areas to the WWTP, as well as the volumes received and lab results for the last 12 months. **There are no current agreements, we do not accept septic haulers to dump at our plant.**

2. Will the Contractor be expected to purchase Land Application Hay Baling equipment? **No, the Contractor usually hires a Hay Farmer to manage the fields.**

3. During the site visit, it was stated that the City had a service agreement for the generators with an outside contractor. Please confirm that it is the City's intent to maintain that agreement. **Yes**

4. Who is responsible for fuel costs for the generators? **The City provides the fuel and charges it back to the WWTP operational budget.**

5. Does the City anticipate that the Cartegraph system (CMMS) will be completed by the Contract Commencement Date? **It is our hope that it will be fully implemented, but we have no guarantee that all modules will be fully operational.**

6. During the site, one of the drying beds was full of debris with large amounts of grease and had an offensive odor. Since odor control is of concern, please clarify who is responsible for cleaning the drying beds that the City is dumping the vector truck waste into? **It is the contractor's responsibility to keep the drying beds clean and functional, the City does help and assist at times needed.**

7. Does the City currently have a contract in place for the SCADA system? **Yes, it is with Panhandle Alarm, in Pensacola, FL.**

8. Who pays for the communication system located at Lift Station? If it is the Contractor's responsibility, please provide a copy of the existing service agreement. **The City pays for all lift station Scada system and maintenance, for the collection system only, not the WWTP.**

We have the following questions regarding the subject line pursuit. Please confirm receipt of this email. Thank you in advance for your attention to this matter.

- Given the treatment plant has ongoing construction, please confirm the required safety personal protective equipment for the pre-submission site meeting on March 19 at 10:00am includes hard hats, steel toes, hi-vis safety vests, and safety glasses. **These items are currently required in construction zones.**
- You provide page limitations for the cover letter (2 pages), and Corporate background information (2 pages), but no limits on other sections. Further, on page 20 under section "Additional Information – Tab E" you mention a 50-page count limit. Are we to assume that all other sections must equal 46 pages, with page allocation for the following sections up to our discretion: 3. Organizational Qualifications and Experience, 4. Key Individuals and Qualifications, 5. Litigation, 6. Financial Plan, Similar Project, Past

Performance – Tab B, Project Approach/Work Plan – Tab C? Is the section “RFP Required Forms – Tab D” included in the 50-page limit? **Yes**

- If we were to provide our audited financial statements as alternate documentation under Section 6 Financial Plan, could we provide these via USB drive only or a web link? They are often extensive documents running to 150 pages for each fiscal year. **USB is acceptable.**
- Is the required Table of Contents included in the page limit? Are dividers and/or tabs included in the page count? **Pages that are not information such as dividers or cover pages are excluded from the 50-page limit.**
- In your evaluation criteria, you allocate 5 points to Certified Minority Business Enterprise, but do not specify an MBE goal percentage. Can you confirm if there is an MBE goal, and what is it? **Our goals are to help create opportunities for Certified Minority Businesses.**
- Section VIII. ATTACHMENT A – COST PROPOSAL OR BUDGET FORM indicates “A cost proposal form or budget form should be provided by the City for the Proposers to complete. This can be a table here or an Excel spreadsheet. The sample below is provided for reference.” – Will the City provide a revised form with a more detailed cost proposal breakdown and cost proposal information for years 1-5 of the initial term? **No**
- Section V. PROPOSAL EVALUATION A. EVALUATION CRITERIA indicates the evaluation and scoring of the Cost Proposal will be performed independently of the technical evaluation. The proposal with the lowest cost proposal will generally receive the highest score for the evaluation of cost.
  - Can the City clarify whether the cost proposal will be evaluated based on the first-year cost or the total cost over the initial period. If the latter what discount factor will be used for future years cost proposal value and confirm that bidders assumed escalation is to be included in each annual fee of the initial period? **Total cost.**
  - Can the City clarify the formula by which cost proposal points will be allocated to proposals other than the lowest bid receiving the full 20 available points? For example, how will the City allocate Cost Proposal points to the second or third lowest bidders? **Points awarded are subjective to all received submittals.**
- The current contract has rebateable accounts for maintenance, chemicals, electricity, and solids disposal. Does the City intend to keep that contract structure?

- If so, what budget values should be used for each of the rebateable items in the bid proposals

If not, does the City intend for the contractor to pay for those amounts at full risk in the fixed fee?

The City intends to maintain the current contract structure which includes rebateables for repairs, chemicals, residuals/solids disposal and electricity, the details of which are shown below. The bidders shall include these rebateable accounts and budget amounts in the price form and total fee/price as shown below.

<b>Item</b>	<b>Annual Budget</b>
Rebateable Repairs Budget	\$25,000
Rebateable Chemicals Budget	\$60,000
Rebateable Residuals Budget	\$125,000
Rebateable Electrical Budget	\$237,000

The total amount CONTRACTOR shall be required to pay for Repairs shall not exceed the annual **Repairs Limit of Twenty-Five Thousand Dollars (\$25,000)**. CONTRACTOR shall provide OWNER with a detailed invoice of Repairs over the annual Repairs Limit, and OWNER shall pay CONTRACTOR for all Repairs in excess of such limit. CONTRACTOR will rebate to OWNER the entire amount that the cost of Repairs is less than the annual Repairs Limit.

The total amount CONTRACTOR shall be required to pay for Chemicals shall not exceed the annual **Chemicals Limit of Sixty Thousand Dollars (\$60,000)**. CONTRACTOR shall provide OWNER with a detailed invoice of Chemicals cost over the annual Chemicals Limit, and OWNER shall pay CONTRACTOR for the cost of Chemicals in excess of the Chemicals Limit. CONTRACTOR will rebate to OWNER the amount that the actual cost of Chemicals is less than the annual Chemicals Limit.

Provide for the disposal of scum, sludges, and biosolids (collectively, "Residuals") to exiting disposal sites providing the total amount CONTRACTOR shall be required to pay does not exceed **One Hundred Twenty-Five Thousand Dollars (\$125,000)**. CONTRACTOR shall provide OWNER with a detailed invoice of Residuals Limit, and OWNER shall pay CONTRACTOR for the cost of Residuals in excess of the Residuals Limit. CONTRACTOR will rebate to OWNER the amount that the actual cost of Residuals is less than the annual Residuals Limit.

CONTRACTOR and OWNER shall agree on the annual fee for **electrical costs of Two Hundred Thirty-Seven Thousand Dollars (\$237,000)**. Any electrical cost overage will be shared and equally paid by OWNER and CONTRACTOR. Any electrical cost savings below the estimated fee will be equally shared between the OWNER and CONTRACTOR at the end of the contract year with other rebate line items in the Agreement.

- On page 20, the Cost Proposal is noted that it should be a separate file upload. Can you confirm you do not need 7 printed copies of the cost proposal? Or should we submit the cost proposal via email to Maryanne Schrader or Heather Sutton? **Printed copies are required.**

- The information related to contract term, renewal, and extensions is contradictory. Please confirm which is correct.
  - Pages 3, 4, and 23 indicate the contract term to be for five years with one five-year renewal thereafter.
  - Page 29 Y. Extensions cites, “the initial term of three years, and both one-year renewals” - with six (6) month extension while a new contract is being solicited, evaluated, etc. **The initial term of five years, and one five-year renewal.**
- SIMILAR PROJECTS, PAST PERFORMANCE – TAB “B” states “Client References. Provide a list of three former clients and representative services in size and scope undertaken in the last three (3) years, demonstrating experience relevant to this RFP.” – Please confirm current clients are acceptable. **Yes, current is acceptable.**

---

**-END OF ADDENDUM-**