

REQUEST FOR PROPOSAL

Water and Wastewater Plant Operations Town of Spruce Pine

I. Invitation

The Town of Spruce Pine invites proposals from qualified contractors to provide operation for the water and wastewater plants of the Town. All sealed proposals must be submitted to the Town of Spruce Pine by 5:00 pm on Thursday October 31st, 2024.

Town of Spruce Pine
11050 S. 226 Hwy
Spruce Pine, NC 28777

All questions concerning this Request for Proposal should be directed to Darlene Butler, Town Manager, Monday – Friday 7:00am – 5:00pm at (828)-765-3000 or via email to manager@sprucepine-nc.gov

Background: The Town of Spruce Pine has a population of 2,220 people. The Spruce Pine Wastewater Treatment Plant is a 2.0 MGC wastewater treatment facility that serves Spruce Pine and main corridors leaving Town limits. In 2023, the Plant treated an average daily flow of 611,000 gallons per day. The treatment plant includes the following components: influent pumping; automatic bar screen; teacup grit removal system; three ring oxidation ditch; two final clarifiers, one emergency clarifier; chlorination/de-chlorination system; two aerobic sludge digesters. Discharge from the plant enters the North Toe River, a class C Trout water in the French Broad River Basin. The sewer system has fourteen lift stations.

The Town has one industry, BRP Recreational Products on a modified pretreatment permit program. The Contractor will be responsible for the sampling & inspection process. The Town of Spruce Pine is the POTW enforcement.

The Town of Spruce Pine's water system has a permitted treatment and storage capacity of 1.6 million gallons, and a 2023 average use of 1.20 million gallons per day (MGD). Beaver Creek Reservoir is the primary water source for the Town and is located at the headwaters of Beaver Creek. The North Toe River supplies additional water through an intake located just upstream of the US19E Bridge in Avery County. The system also includes Carter's Ridge Wells located on Carter's Ridge Road as sources of ground water available to the Town of Spruce Pine during times of high consumption. The water system has five pump stations. The plant also has a certified lab.

We currently have 1 fulltime manager, three wastewater employees, and four water employees. The water plant requires an A surface license, and the wastewater plant requires a Grade 3 biological license. Town staff are responsible for the distribution and collection system excluding the lift and pump stations.

Applicants must be in good standing with North Carolina Department of Environmental Quality.

II. SERVICES

The Contractor shall obtain all requisite and necessary permits/licenses and satisfy all environmental requirements. The Contractor shall develop annual capital request items for the Town's annual budget. The contractor shall attend monthly Council meetings and provide a monthly report. The Contractor shall furnish all labor and supervision for the operation and maintenance of the water and wastewater plants of the Town. The work shall include treatment and distribution of potable water, collection and treatment of wastewater, corrective and preventive maintenance of Town equipment as well as repairs, reports preparation and other services as specified in this statement of work. The contractor shall perform to all standards in the enclosed contract.

III. TERM

The initial term of the Agreement for this work is three (3) years. The work will commence within thirty (30) days after the Contractor receives a Notice to Proceed from the Town of Spruce Pine.

IV. CONTINUITY OF SERVICES

To ensure continuity of essential services, the successful proposer shall be prepared to fully commence work upon Notice to Proceed by the Town and should not assume that the employees of the current Contractor will be available to guide, direct or specifically orientate each Contractor employee. Any unforeseen or additional cost borne by the successful Contractor as a result of the start-up activities will strictly be the responsibility of the Contractor and not the Town of Spruce Pine.

V. FORM OF CONTRACT

The Contract between the Town and the Contractor will include all attachments and exhibits thereto (collectively the "Agreement"). The amounts to be paid to the Contractor shall include the cost of the work broken down year by year of the three year contract period.

VI. CONTRACTOR PROFILE

The Principals of the Contractor shall demonstrate extensive experience in efficiently maintaining and operating water and wastewater facilities and equipment and systems similar in complexity to those of the Town. The Town shall have the sole and absolute discretion with respect to which proposers meet these qualifications.

Each prospective Contractor must respond to the following questions in a clear and comprehensive manner. Any incomplete or inaccurate response will preclude the prospective Contractor from further consideration for work described in this Request for Proposal.

A. Provide the full name, tax identification number and corporate office address of the entity, which would enter into the contract with the Town of Spruce Pine.

B. Identify when the proposed Contractor organized, where incorporated and how many years principals of the firm have been engaged in the operation services.

C. Provide a comprehensive description of the Contractor's corporate ownership history identifying and explaining if there is any foreign (non-U.S. Based) ownership of the Contractor.

D. Has the Contractor or Principle ever been terminated, fired or replaced on a project? If so, name the owner with contract information and describe the details.

E. Has the Contractor or Principle ever been involved in any litigation against or from a client? If so, name the owner with contract information and describe.

VII. FORM OF PROPOSAL

The proposal must be submitted in two envelopes. The first envelope shall be clearly designated “**Technical/Management Proposal**” and shall contain the following:

- A. Information required in Part VI, parts A-E, as listed above.
- B. Description of operations and maintenance experience to include references of other clients with whom the proposed Contractor or its Principals have been demonstrated a minimum of five years’ experience in the management of operations and maintenance services of water and wastewater treatment facilities. Operations and services should be of similar complexity to that of the Town of Spruce Pine.
- C. Provide a detailed start-up schedule to include a phasing chart of chronological activities required to assure a smooth transition of personnel and equipment to assume operational control of all Town facilities upon receipt of the Notice to Proceed.
- D. Provide an operating plan which details the Contractor’s approach to the operation of the Town of Spruce Pine’s facilities.
- E. Provide a man-loading chart including all direct and indirect manpower, which shall be utilized in the performance of this contract. The project team shall have collective certification in both water and wastewater operations sufficient to meet all State and Federal requirements.
- F. Provide the resume of the proposed Project Manager outlining technical qualifications to manage this contract. He/she shall also have demonstrated management experience in both water distribution and sewage collection systems.
- G. List all projects currently operated in the State of North Carolina with a client contact.
- H. Provide proof of insurance and appropriate documentation including liability limits.
- I. Provide E-Verify documentation of all employees to be involved with work on behalf of the Town of Spruce Pine.

The second envelope shall be clearly designated “**Cost Proposal**” and shall include Exhibit I, Cost Proposal and backup data showing all costs associated with the performance of this Agreement. The cost as presented by the contractor represents a Guaranteed Maximum Not-to-Exceed Annual Cost. The Cost Proposal shall take the following into account:

- A. The project staffing plan with the proposed project manager and salary rates for each position. This includes both project staff and corporate support anticipated to be charged against the project budget.
- B. The labor burden, group insurance cost, bonuses, overtime budget, etc. charged as

a percentage of total salary cost.

C. Other project related direct cost such as fuel, uniforms, training, computer hardware, and software, workmen's compensation and general liability insurance cost, etc. This will be done in sufficient detail by the Contractor to justify the total cost proposed to the Town.

D. Other project related costs, i.e. power, chemicals, repair parts, sludge hauling, and tipping fees shall continue to be paid by the Town.

The Town reserves the right to request additional cost data to the extent determined necessary for the performance of an adequate cost/price analysis. Price is an important factor in awarding this contract. In making the award of this contract, it is the Town's intent to evaluate the price proposal base on the following items.

Cost Realism- Proposed costs will be evaluated to determine if any line items are unrealistically high or low in relation to the Town's budget.

Support for Technical Approach- Each proposal will be evaluated to determine if the proposed costs support the Technical/Management Proposal. Significant inconsistencies which are not explained raise a fundamental issue of the proposer's understanding of the work required and may be grounds for rejection of the proposal.

Reasonableness- Each proposer's cost proposal will be reviewed to determine if the proposed costs are reasonable and within the competitive range.

VIII. EVALUATION FACTORS FOR AWARD

All proposals submitted in accordance with the requirements of this request will be reviewed for completeness and responsiveness. The award will be made to the responsible Contractor whose proposal conforms to the solicitation requirements; and based on the evaluation of the **"Technical/Management Proposal"** and the **"Cost Proposal"** demonstrates the following factors:

A. History of Firm's compliance with environmental regulations

B. Management organization experience and understanding of the project.

C. Competitive and realistic price proposal

D. Past performance checks from all present and former clients within the past five years.

The Town of Spruce Pine reserves the right to award this contract to the Contractor whose proposal is deemed most advantageous to the Town. Any or all proposals may be rejected at the discretion of the Town of Spruce Pine Town Council. The Town of Spruce Pine is an Equal Employment Opportunity Employer and a Drug Free Workplace.