

**City of Portsmouth
Portsmouth, New Hampshire
Public Works Department**

REQUEST FOR PROPOSALS

Sealed Request for Proposals, **plainly marked “RFP #18-21 Hydrosolids Management – City of Portsmouth” on the outside of the mailing envelope as well as the sealed envelope,** addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until **January 21, 2021 @ 2:00 p.m.**

The City of Portsmouth is soliciting Proposals from contractors who wish to provide hydrosolids management for the City of Portsmouth.

There is a mandatory pre-proposal meeting on **December 17, 2020 at 10:00 a.m.** at the Water Treatment Plant, 60 Freshet Road, Madbury NH, to discuss the scope of services being requested and to answer any questions prospective proposers may have about the contract. Attendees are responsible to sign in on the attendance log provided at the meeting by the City.

If you would like to obtain a copy of the Request for Proposal you may call the Purchasing Coordinator at 603-610-7227, visit the Finance Department on the third floor at the above address, or visit our website at <http://www.cityofportsmouth.com/finance/purchasing.htm>.

Addenda to this Request for Proposal document, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading at least two (2) days prior to the proposal due date. Addenda and updates will **NOT** be sent directly to vendors. Questions may be addressed to the Purchasing Coordinator at purchasing@cityofportsmouth.com.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

SECTION I - GENERAL INFORMATION

A. The City is requesting proposals for the removal and recycling or disposal of drinking water solids (hereinafter “hydrosolids”) from the Water Treatment Plant located at 60 Freshet Road, Madbury. Hydrosolids are stored in open bunkers located adjacent to the drying beds. Hydrosolids shall be removed from the site at least three times annually.

B. There is a mandatory pre-proposal meeting on **December 17, 2020 at 10:00 a.m.** at the Water Treatment Plant, 60 Freshet Road, Madbury NH, to discuss the scope of services being requested and to answer any questions prospective proposers may have about the contract. Attendees are responsible to sign in on the attendance log provided at the meeting by the City.

C. Questions regarding this submittal should be directed to Denise Carpenter, Purchasing Coordinator, 1 Junkins Ave. Portsmouth, NH 03801, (603) 610-7227. Operational questions should be directed to Al Pratt, Water Resource Manager, at the Treatment Facility at 603-520-0622. All questions must be received at least five (5) days prior to the proposal due date.

D. The work is anticipated to commence within 30 days after contract execution.

E. Upon the agreement of both parties, the agreement may be renewed in one-year increments for a total period not to exceed five (5) years.

SECTION II - PROJECT WORK SCOPE

A. The City of Portsmouth is requesting proposals from qualified Contractors who are experienced in hydrosolids management. Cost-effectiveness and compliance are important to the City. The City prefers a beneficial use option, but will consider disposal if a cost-savings can be realized.

B. The Water Treatment Plant utilizes aluminum salt type coagulant, sodium hydroxide and activated carbon in its clarification / dissolved floatation and filtration process. The byproduct is a non-reactive, typically inert slurry/sludge containing chemically neutralized and precipitated natural organic material, sediment and debris removed from surface water. A polymer is added to aid with sludge drying. The solids are physically pumped from the hydro solids holding tank in the Water Treatment Facility to the drying beds. Operators stockpile the solids from the drying beds in a storage bunker.

C. The bunker has capacity for approximately 650 tons/ 800 yds³. Annual production is approximately 2,000 wet tons. Annual tonnage may be more or less due to production. The density of the hydrosolids is on average 1,600 pounds/yard. The hydrosolids averages 15% solids.trf

D. Contractor shall supply and operate loader to remove the hydrosolids from the bunker and load on to Contractor’s trucks for hauling.

E. Contractor shall have all required federal, state, and local permits for where the hydrosolids will be utilized/disposed. Contractor shall perform all testing and analysis of the hydrosolids to comply with any permits. Contractor shall perform all recordkeeping and

compliance reporting. Copies of documents referencing the Water Treatment Plant or its hydrosolids shall be supplied to Portsmouth.

SECTION III – PROJECT REQUIREMENTS

- A. Remove and utilize or dispose the hydrosolids from the bunker at a frequency needed to prevent hydrosolids from exceeding the bunker capacity.
- B. The hydrosolids shall be removed from the site and disposed of or processed for beneficial reuse in a manner permitted by federal and state environmental regulations and protocols.
- C. The work to be performed under this contract shall include furnishing all of the necessary labor and appropriate equipment to remove hydrosolids from the bunkers and transport in sealed water-tight containers. Hydrosolids must be transported in vehicles that have a Sludge Hauler Permit consistent with Env-Wq 805 issued by the NH Department of Environmental Services (NH-DES).
- D. The Contractor shall be responsible for filing all applications, reports, permits and required documentation for approval of the utilization/disposal of the hydrosolids, and provide copies to Portsmouth.
- E. The present condition of the hydrosolids shall be adequately examined by the Contractor to their satisfaction before submitting proposal. All Contractors are required to visit the site for the mandatory meeting.
- F. Hours of Operation: All work shall be performed during daylight hours Monday – Friday between 7:30 am to 3:00 pm. The Water Treatment Facility will be notified daily prior to the removal of hydrosolids at (603) 516-8360 or in person. No work may take place from 2:00 p.m. on Fridays to 7:30 a.m. on Mondays, nor on Holidays during the work period, without prior approval from the City.
- G. The Contractor will provide a price per ton to load and transport the hydrosolids from the Water Treatment Plant to its ultimate utilization/disposal location. This price will include the cost for trucking, material testing costs, and final tipping and/or disposal fees as applicable.
- H. The Contractor will provide totals of hydrosolids removed from the facility within 30 days of each bunker cleaning. Furnish weigh scale tickets with invoice. Final reports shall be furnished to the City in both paper and electronic formats.

SECTION IV - SUBMITTAL REQUIREMENTS

Preparation of Proposals

Proposals will be accepted until **January 21, 2021 at 2:00 p.m.** and be addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth NH 03801.

The proposer agrees that the proposal shall be open for acceptance for sixty (60) calendar days from the date of submittal to the City of Portsmouth.

The contractor certifies that the proposal submitted, if accepted and a contract consummated, will be considered by the City as a **not to exceed price**.

Delivery of Proposals

Proposals must be submitted in a sealed envelope, and shall be addressed to the City at the address and to the attention of the official as outlined in the proposal documents. All proposals must be submitted prior to the specified date and time. Any proposals received after the specified date and time will not be considered and will not be opened. Proposals delivered via facsimile, e-mail, or any format other than within a sealed envelope shall not be considered.

Withdrawal of Proposals

A proposer will be permitted to withdraw their proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposal.

Proposal Ownership and Costs

Upon submission, proposals become the property of the City of Portsmouth. The cost of preparing and submitting a proposal is the sole responsibility of the proposer and shall not be chargeable in any manner to the City. The City will not reimburse any proposer for any costs associated with the preparation and submission of a proposal.

Examination of Proposed Materials

The submission of a proposal shall be deemed a representation and warranty by the proposer that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No requests for modification in the provisions of the proposal shall be considered after its submission on the grounds that the proposer was not fully informed as to any fact or condition. Statistical information, which is contained within a RFP or any addendum thereto, is for informational purposes only. The City disclaims any responsibility for this information that may subsequently be determined to be incomplete or inaccurate

Proposal Contents:

1. Cover letter describing the contractor's experience and summarizing contractor's proposal to complete the work. Cover letter should provide contact information.

2. Attach at least three (3) references from other municipalities in New Hampshire where Contractor has provided similar services with the Proposal (contact name, address, phone/email, as well as description of project, tonnage, outlet, and dates of service).
3. Provide a summary of company experience and expertise. Proposer must have a minimum of 5 years of experience in the hauling and beneficial utilization or disposal of water/wastewater solids/biosolids.
4. Provide documentation that indicates the outlet has and is operating in accordance with State and Federal regulations. The Proposer will also provide documentation that indicates the outlet has the capacity to treat the quantities of solids/hydrosolids generated at the water treatment plant over the life of the contract.
5. Completed Price Proposal Sheet
6. Contractor's proposed contract/ terms & conditions

SECTION V - EVALUATION AND SELECTION OF PROPOSAL

Acceptance or Rejection of Proposals

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that is determined to be in the best interest of the City. The City reserves the right to undertake such investigation as is necessary to determine the qualifications of Contractor. By submitting a proposal, Contractor agrees to hold harmless the City of Portsmouth from any and all actions relative to such investigation. Contractor may be asked to execute releases.

The award of a proposal shall not be considered official until such time that a Purchase Order, fully executed contract, or an award letter has been issued by the City of Portsmouth. No presumption of award shall be made by any proposer until such documents have been executed and are in hand. Verbal notification of award is not considered official. Any action by the proposer to assume otherwise is done so at its own risk and the City will not be held liable for any expense incurred by a proposer that has not received an official award.

Selection

Ranking shall be based on cost, outlet for hydrosolids, possession of the necessary experience, equipment, and a satisfactory record of performance. Upon review of all responsive proposals using the criteria outlined in this RFP, the City may select one or more firms to interview. Following interviews, if any, the highest ranking firm will be invited to negotiate a final contract and fee with the City. Contractor should anticipate that City will negotiate Contractor's proposed contract/terms and conditions. If the City is unable to reach agreement with the highest ranking firm, the City will enter into negotiations with the next highest ranking firm.

PROPOSAL SHEET

PRICE PER TON: \$ _____
Price in Words

\$ _____
Price in Figures

The undersigned represents that they are authorized to bind the proposer to the pricing amount specified and hereby offers to provide to the City of Portsmouth the services as contained in the attached competitive sealed proposal specifications at the price stated in accordance with all conditions of the Request for Proposal specifications. The undersigned agrees that he/she on behalf of firm has read the proposal documents and agrees to the terms and conditions set forth herein. Proposal price shall be firm for at least 60 days.

Firm further agrees that this proposal is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Firm agrees no officer, agent or employee of the Owner is directly or indirectly interested in this Proposal.

Submitted by Authorized Agent:

(Print Name & Title)

Signature: _____

Date: _____

Company: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

Email: _____
