

**TOWN OF WISCASSET, MAINE
REQUEST FOR PROPOSALS
FOR WASTE WATER OPERATIONS AND MAINTENANCE EVALUATION**

I. Introduction

1. On January 17, 2017, the Town of Wiscasset, Maine (the “Town”) Board of Selectmen approved entering into an Administrative Consent Agreement (the “Agreement”) by and among the Town, the Maine Department of Environmental Protection (the “Department”) and the State of Maine Office of the Attorney General. By the terms of the Agreement, the Town shall solicit bids for conduct of the approved operational and maintenance evaluation by a Maine-registered professional engineer, or an independent Maine certified Grade 5 waste water operator, with demonstrated experience in the assessment of waste water operations and maintenance. The evaluation of operation and maintenance needs and practices, specified herein, includes staffing, management, budgeting, process control, maintenance, and laboratory analyses and control designed to ensure ongoing compliance with all legal and permit requirements. Therefore, the Town seeks sealed Proposals for the evaluation of operations and maintenance procedures at the Town’s Waste Water Treatment Plant (the “Plant”).

II. General Provisions

1. Proposals are to be submitted in a sealed envelope clearly marked “Response to Town of Wiscasset Request for Proposal for Waste Water Operations and Maintenance Evaluation.”
2. Completed proposals must be received at the Town Office, located at 51 Bath Road, Wiscasset, Maine 04578, no later than Monday, May 1, 2017..
3. Bids will be publically opened by the Wiscasset Board of Selectmen on Tuesday, May 2, 2017 @ 6:00 PM at the Wiscasset Town Office.
4. Questions regarding this Request for Proposals should be directed to Marian Anderson, Town Manager, at the Wiscasset Town Office at 51 Bath Road, Wiscasset, Maine 04578, or email at townmanager@wiscasset.org.
5. Each Respondent is required to state in its Proposal:
 - a. Its name and place of business;
 - b. That the Proposal is made without any connection to any other Respondent making a Proposal for the same services; and
 - c. That no person acting for, or employed by, the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into, to which the Proposal relates or in any portion of the profits herefrom.
6. Any Respondent may withdraw their proposal prior to the scheduled time for the opening of proposals upon presentation to the Town Manager of a request, in writing, to do so.

Any Respondent who withdraws their proposal within thirty (30) days after the actual opening thereof shall be considered to have abandoned their proposal. Any proposal received after the scheduled opening time will not be considered.

7. The successful Respondent will be required to sign a services agreement with the Town.
8. Each Respondent may visit the Plant in order to inform itself of the conditions relating to the services which shall be performed. Failure to do so will not relieve a successful Respondent of its obligations to furnish all equipment, material, and labor necessary to carry out the provisions contained herein. The Town disclaims any and all responsibility for injury to the Respondents, their agents, or others while examining the Plant, or at any other time.
9. Respondents are responsible for all of their costs in preparing and submitting proposals hereunder.

III. Scope of Services

1. The Town of Wiscasset seeks to select a Maine-registered professional engineer, or an independent Maine certified Grade 5 waste water operator, with demonstrated experience in the assessment of waste water operations and maintenance to evaluate the staffing, management, budgeting, process control, maintenance and laboratory analyses and control to ensure ongoing compliance with all legal and permit requirements.
2. A report detailing the findings of this evaluation must be completed and submitted to the Town and the Department no later than Tuesday, June 20, 2017, which is within seven (7) weeks of the date the Town solicited these bids as required by the Agreement.
3. The scope of services requested includes:
 1. **Staff Evaluation**
 - a. Evaluate the ability of the existing staff to conduct the required operations, and identify skill deficiencies.
 - b. Evaluate the number of staff necessary to conduct those operations at the plant.
 - c. Make recommendations on how to best overcome identified deficiencies.
 2. **Management Evaluation**
 - a. Is Plant management able to effectively oversee the operations of the Plant to ensure the safe, efficient and proper operations of the Plant, and meet all applicable regulatory requirements and operational criteria?
 - b. Is Plant management able to plan, organize, direct, supervise, and review the work of employees engaged in operations and maintenance?
 3. **Budgeting**

- a. How is the budgeting for the wastewater treatment accomplished every year (e.g. maintenance budget, equipment replacement)?
- b. Are there adequate budgeting procedures to account for unexpected problems and repairs?
- c. Is there a capital improvement fund? Are there any current efforts underway to contribute to such an account?

4. Process Control Evaluation

- a. Summer Operations
 - i. What is the strategy that is used to operate the plant?
 - 1. What are the associated targets for this strategy?
 - ii. What are the sludge/solids management processes and how do they fit into the operational strategy?
- b. Winter Operations
 - i. What is the strategy that is used to operate the plant?
 - 1. What are the associated targets for this strategy?
 - ii. What are the sludge/solids management processes and how do they fit into the operational strategy?
- c. Spring / Fall Transition Operational Changes
 - i. What activities are undertaken to change between winter and summer operational plans?
 - ii. What are the specific changes that are taken?
 - 1. Solids inventory changes?
 - iii. Wet Weather Operation Change
- d. What specific changes in operation are undertaken to prepare for a significant weather condition?
 - i. Equipment settings?
 - ii. Solids inventory in clarifier?
 - iii. Any changes in process control strategy?

5. Maintenance

- a. Routine and preventive maintenance of plant equipment (e.g. Pumps, Blowers, Compressors)
 - i. What are the normal plant checks that are done to ensure that all equipment is operating properly?
 - ii. What preventive steps are taken to ensure that equipment is properly maintained?
 - iii. What type of documentation is maintained to demonstrate these activities?
- b. Routine maintenance of the collection system (e.g. pump station, cross-country lines, cleaning)

6. Laboratory Operations

- a. What efforts are made to ensure that the lab staff is competent in analytical methods?
 - i. Does staff receive ongoing training?

1. In house
2. Outside training events
- ii. Periodic QA/QC checks to ensure technique produces quality results?
- b. How are laboratory operations managed?
 - i. Are routine inspections of lab equipment and chemicals done to ensure compliance?
 - ii. Are routine checks of the techniques and associated calculations done by management?

IV. Proposal Submission Requirements

1. All proposals must include all materials, equipment, and labor necessary to perform the Services and must state the name of the person(s) or entity(entities) owning the materials and equipment and/or providing the personnel that forms the basis for its proposal.
2. All services to be furnished to the Town shall be performed with equipment, methods, and use of personnel in accordance with the pertinent Occupational and Safety and Health Act requirements of the State of Maine and the United States.
3. Any and all supporting materials relevant to the Selection Criteria outlined below.

V. Selection Criteria

1. All proposals will be evaluated based on the following criteria:
 - a. Understanding of, and familiarity with, the project
 - b. Prior experience with similar projects
 - c. Qualifications and experience of assigned staff
 - d. Cost
 - e. References

VI. Acceptance/Rejection

1. The Town reserves the right to waive any informalities in proposals, to accept any proposal and to reject any or all proposals, should it be deemed in the best interest of the Town to do so.
2. Proposals may be held by the Town for a period not to exceed sixty (60) days from the date of the opening of proposals for the purpose of reviewing proposals and investigating the qualifications of the Respondents prior to the award of a contract.

Date: 10 April 2017

By: Marian J. Anderson
Marian Anderson, Town Manager