

CITY OF PORT LAVACA

Request for Proposals (RFP)

Transport and Disposal and/or Processing of Dewatered Wastewater
Sludge

RFP 2022-10.26

The City of Port Lavaca is seeking proposals from qualified firms to transport dewatered sludge and legally dispose of at an approved landfill facility and/or process in accordance with an approved permit from TCEQ. These services shall be performed in accordance with all local, State, and Federal laws and regulations applicable to the transportation and disposal of wastewater sludge.

The City will receive proposals until **2:30 pm on Thursday, November 10, 2022**, at the City Secretary's office, 202 N. Virginia Street, Port Lavaca, Texas 77979. All proposals will be publicly opened and read aloud immediately thereafter. Proposals received after this deadline shall be returned unopened.

The complete proposal, including a statement of qualifications and references, must be submitted in a sealed envelope clearly marked "**RFP 2022-10.26**" and addressed to the City Secretary - City of Port Lavaca, 202 N. Virginia Street, Port Lavaca, Texas 77979.

To receive a copy of this Request for Proposals (RFP) or for information concerning this RFP, please visit www.portlavaca.org or contact Wayne Shaffer, Director of Public Works, at 361-220-0832 or wshaffer@portlavaca.org.

The CITY OF PORT LAVACA reserves the rights to negotiate with any or all firms submitting proposals. Small and minority business enterprises, women business enterprises, and labor surplus area firms are encouraged to submit proposals.

The CITY OF PORT LAVACA is an equal opportunity employer without regard to race, color, sex, age, religion, national origin, persons with disabilities, or limited English proficiency.

General Scope of Work

The City of Port Lavaca is requesting proposals to provide transportation and disposal and/or processing of dewatered domestic wastewater sludge, commencing December 1, 2022, for a period of five (5) years. The initial term of the contract shall automatically be extended for an additional five (5) year term unless either party notifies the other party in writing, not less than 120 days prior to the expiration of the initial term.

The City is interested in receiving proposals from companies that have demonstrated experience initiating and transporting and disposal and/or processing of dewatered domestic wastewater sludge under a contract. The City seeks contractors who place a high priority on customer service.

Scope of Services

The contracted hauler will transport sludge for disposal at a landfill approved by TCEQ for sludge disposal and/or for processing in accordance with a permit issued by TCEQ, including all supervision, materials, equipment, labor, containers and all other things necessary to complete the scope of work in accordance with the Contract Documents and applicable local, state and federal laws.. The sludge is dewatered by the City of Port Lavaca via drying beds rendering a typical solids content of 70-80%. The contractor must provide 40 cubic yard containers which are watertight and shall be covered with a tarp for transportation. The driver must be able to remove all contents of the sludge container prior to returning container to the City’s Wastewater Treatment Plant.

Availability

Contractor must be able to provide service in emergency situations. The successful bidder must provide transportation within 12 hours of request. The City reserves the right to use a secondary contractor if services are not rendered in the 12-hour period.

Selection Process

This RFP provides information necessary to prepare and submit a Proposal for consideration and ranking by the City of Port Lavaca using the point system described below. The evaluation committee will rank the firms in order of what is deemed most advantageous to the City of Port Lavaca. By submitting this proposal in response to this RFP, respondent accepts the evaluation process as outlined below.

Statement of Qualifications, Experience , Cost Proposal and Evaluation

Respondents shall carefully read the information in the following evaluation criteria and submit a complete SOQ to all questions in this RFQ as formatted below:

Item 1: General Qualifications and Availability 10 pts

- a. Provide the following information:
 - Legal name of firm
 - Location of Office that will be conducting the work
 - Contact Persons
 - Date of firm formation
 - Legal business description (Individual, Partnership, Corporation, Joint Venture, etc.)
 - A list of up to 10 current contracts of similar size and scope
 - Provide a summary of any litigation, claim(s), or contract disputes filed by or against the firm in the past five (5) years which is related to the services that the firm provides in the

regular course of business.

- b. Provide a statement on the availability and commitment of the firm, resumes of its principal(s) and assigned professionals to undertake the project. Explain how the team will implement the contract, assuring full compliance with the contract documents including all local, state and federal laws and reporting requirements and how the firm will interface with the City of Port Lavaca's staff.
- c. Provide a statement of interest for the project including a narrative describing the benefits that the City will realize in selecting the Respondent's firm or team, including the firm's specific expertise and unique qualifications, capabilities, specialized experience, best practices or other factors that distinguish the Respondent from other Respondents.

Item 2: Project Experience

15 pts

- a. Provide an overview and brief history and experience of the firm and sub-consultants.
- b. Provide verifiable examples of at least five (5) similar projects completed in the last five (5) years by the prime firm and sub-consultants, including:
 - Project name and location
 - Services provided
 - Date of completion or project status
 - Client name, address, contact person, phone and email address
 - Average annual quantity of sludge collected

Item 4: Cost Proposal

75 pts

- a. Submit a cost proposal including a proposed contract agreement document.

Responsiveness to Request for Proposals:

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFP. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the City of Port Lavaca's needs. One original and Two hard copies (limit 20 pages not including resumes and the proposed contract agreement document) and one digital PDF of the proposal is required. The proposal must be signed by a person having authority to bind the firm in a contract.

Proposals must indicate "City of Port Lavaca - RFP 2022.10.26" on the coversheet.

Compliance with HB 1295 (Certificate of Interested Parties)

Prior to entering into an agreement, the successful firm(s) shall be required to complete Form 1295 in accordance with Texas HB 1295. The required form is completed online at www.ethics.state.tx.us/file.

Form CIO (Conflict of Interest Questionnaire)

Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire form CIQ is included in the RFP and must be submitted with the response. Form CIQ and instructions may be found at: www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf