

## **City of LaBelle, Florida**

### **Request for Qualifications for Contract Operations**

The City of LaBelle (LaBelle) is a municipality of approximately 5,000 and the county seat of Hendry County, Florida. LaBelle is interested in contracting the operation and maintenance activities for the water treatment and distribution and wastewater collection and treatment facilities (Facilities) for an initial term to be negotiated subject to periodic renewals. The Facilities serve a residential, commercial, and industrial base of clients.

LaBelle is soliciting Request for Qualifications (RFQ) from contract water and wastewater operators for the operation and management of LaBelle water and wastewater treatment and collections and distribution Facilities (the Project). LaBelle will evaluate and rank submittals and select the highest ranked company from firms submitting a Statement of Interest from which to begin negotiating an Agreement.

#### **PROPOSED SCOPE OF SERVICES**

In general, the scope of services to be provided by the Contract Operator (CO) consists of the following tasks, duties and responsibilities:

1. Facilities Operations – Provide operation, maintenance, and management of the Facilities to meet water and wastewater treatment and distribution and collections requirements. Alternatively, companies can submit for a portion of Facilities operation limited to either the water or wastewater treatment, with or without distribution or collections. Comply with all applicable local, state and federal laws and regulations pertaining to the Facilities. CO is expected to assume all responsibilities for the LaBelle water and wastewater treatment Facilities to ensure reliability of operations and maintain the integrity of LaBelle’s investment in the Facilities and equipment.
2. Facilities Management and Staffing – Provide a Facilities Manager experienced in the areas of water and wastewater treatment, distribution and collections, process control, laboratory analysis and associated maintenance and repair procedures. Provide staffing for Facilities and provide a staffing transition plan for current LaBelle Facilities personnel.
3. Operations Support – Provide on-call backup support in operations, management, and maintenance applications to ensure compliance on a twenty-four (24) hours per day, seven (7) days per week basis, with a sixty (60) minute response time.
4. Maintenance Management – Implement a preventive maintenance program for all LaBelle water and wastewater treatment and distribution and collections equipment. Records shall include the history of maintenance and the schedule of programmed maintenance. Establish standard operating and maintenance procedures consistent with industry practice and requirements of all Florida Department of Environmental Protection (FDEP) permits and standards to preserve LaBelle’s capital investment and continuously improve the reliability and efficiency of the Facilities. Ensure that the safe and neat appearance of the Facilities buildings, equipment and grounds will be always maintained.
5. Computer Software – Purchase, install and maintain licensed computer software compatible with LaBelle’s current system, effective in the management of predictive, preventive, and corrective maintenance and treatment facility process control.
6. Spare Parts Inventory – Maintain an inventory of spare parts to service the Facilities as part of a preventive maintenance program.

7. Expenses – Pay all costs of CO employees including wages and benefits, fuel, insurance, and registration costs for all CO-owned and LaBelle-owned vehicles and equipment used by CO. Other expenses paid for by the CO are electricity, telephone, chemicals, subcontracted services, materials needed for maintenance, and expendable supplies required in the normal operation of the facilities.
8. Corrective Action – In the event of non-compliance with drinking water standards or wastewater effluent quality, prepare and submit, within 24 hours to LaBelle a report detailing the cause of the non-compliance and outlining the corrective action plan and schedule to bring the Facilities back into compliance within a reasonable time frame.
9. Hazardous or Biological Toxic Substances - In the event a hazardous or biologically toxic substance is received at the Facilities, notify, and assist LaBelle in the removal or reduction of the substance to maintain Facility compliance.
10. Testing and Laboratory Analysis – Perform sampling and analysis of drinking water or wastewater effluent quality as outlined in the FDEP permits. Conduct process monitoring testing required to ensure proper operation of the Facilities. Prepare all permit monitoring and operations reports for submittal to the appropriate regulatory agency.
11. Reporting – Submit internal monthly operating reports to LaBelle and assist LaBelle with reporting requirements to local, state, and federal regulatory agencies. Serve as LaBelle’s representative to regulatory agencies.
12. Technical Resources - Explain your company’s technical resources and capabilities. Explain how your firm’s capabilities will ensure accountability to LaBelle in the following areas:
  - Collaborating with the LaBelle’s project staff and engineering consultants.
  - Capital planning and asset management.
  - Optimization of existing facilities, processes, and utilities (power, chemicals, etc.),
  - Ability to provide value added services such as engineering, SCADA, funding/grant writing, etc.
  - Proactively troubleshoot and resolve unanticipated inputs to the wastewater system (whether they are affecting compliance, financial, reliability, safety or other related concerns).
13. Records of Operation – Maintain operating records in compliance with applicable laws and regulations, both paper copies and electronic.
14. Safety – Administer a site-specific safety program to include training, record keeping and safety meetings in conformance with LaBelle and State requirements.
15. Training – Provide classroom and hands-on training for all Facilities personnel.
16. Odor Control – Operate and maintain the Facilities to minimize the generation of odors through an ongoing odor control program.
17. Capital Budget Submission – Provide annually, a formal report to LaBelle on the projection of Capital Improvement Expenditures; assist LaBelle with preparation of the LaBelle’s annual budget.
18. Emergency Response Plan – Develop, maintain and implement if need be, an emergency response plan for the Facilities in compliance with applicable regulations.

**PROJECT SCHEDULE**

<u>Activity</u>	<u>Date</u>
1 Issue “Request for Qualifications”	April 8, 2021



<u>Worker’s Compensation:</u>	Statutory
<u>Employer’s Liability:</u>	
Bodily Injury By Accident	\$500,000 Each Accident
Bodily Injury By Disease	\$500,000 Policy Limit
Bodily Injury By Disease	\$500,000 Each Employee
<u>Pollution Liability:</u>	
Bodily Injury and Property Damage	\$2,000,000 Each Loss
Environmental Damage from a Pollution Condition	\$2,000,000 Aggregate
<u>Professional Liability:</u>	
Damages from performance of or failure to perform professional services	\$1,000,000 Occurrence \$1,000,000 Aggregate
Excess liability and umbrella	\$1,000,000

**B. Evaluation Criteria**

In evaluating the Qualifications, LaBelle will utilize the requirements outlined in this section to identify the CO best qualified to perform the services requested.

- **Experience & Technical Qualifications** – The CO’s experience will be evaluated based upon its history (such as number of projects, plant sizes, etc.) of successfully providing operations and maintenance services for water, wastewater treatment and distribution, and collections Facilities. The responses will be evaluated based on facilities operated and maintained under similar scenarios, duration of the contracts, references that are provided, and on the expertise of the proposed project support staff, engineering capabilities, and funding experience. References will be contacted to verify satisfactory performance on other similar projects. **30%**
- **Technical Approach** – The CO will be evaluated based upon the capability and experience of the proposed management team in operation, maintenance, and supervisory positions for projects of a similar nature. **30%**
- **Project Support and Resource Availability** – The CO’s availability to provide additional operations and engineering, technical, management support personnel not assigned to other projects. **15%**
- **Feedback from References** – The CO will be evaluated based upon the feedback that is provided from a minimum of 3 references. The references will be contacted, and site visits may or may not be scheduled for the evaluation team to better understand the level of satisfaction that has been received by said references. **15%**
- **Safety (EMR) Rating** – The CO will also be evaluated based upon the EMR rating over the past 3 years. **10%**

**C. RFQ Submittal**

Interested contract operations firms shall submit an electronic .PDF of the RFQ by no later than 4:00 p.m., EST, on May 6, 2021.

Submittal of .PDF should be named: **“Firm Name\_RFQ for Contract Operations of Water & Wastewater Treatment Facilities”**

Please email your submission to the City Clerk, Alexis Crespo at [acrespo@citylabelle.com](mailto:acrespo@citylabelle.com) by date and time as stated above w/subject line of the email to be the same as .PDF name.