

CITY OF TUSCALOOSA)
STATE OF ALABAMA)

REQUEST FOR PROPOSALS

(A16-1096)

TO: Qualified Firms

FROM: The City of Tuscaloosa, Alabama

RE: Request for Proposals for Training and SOP Development for the Ed Love Filter Plant (City of Tuscaloosa Infrastructure and Public Services Department)

DATE: October 19, 2016

Section 1. Introduction.

This is a Request for Proposals (“RFP”) containing information concerning the above-referenced matter, an abbreviated scope of work, and evaluation items. Firms expressing interest should be fully capable of providing the end results requested.

This is a procurement of professional services as more particularly described herein. This procurement will be conducted in a manner providing full and open competition consistent with the standards of 24 CFR § 85.36. To wit:

- a. Each firm’s experience and qualifications will be evaluated primarily as they relate to the firm’s ability to provide: (1) assistance to the City of Tuscaloosa Infrastructure and Public Services Department with the implementation of a new training and operations program for the Ed Love Filter Plant (2) Develop SOP manual. 3a) Provide Assessment tools to evaluate new (and existing) employees on the specific skills required to operate the Ed Love Water Treatment Plant. 3b) Provide training material for plant personnel on water quality, ADEM regulations, safety and operational efficiency. 3c) Develop a Proficiency Evaluation Program.
- b. The City will make awards only to responsible firms possessing the ability to perform successfully under the terms and conditions of the procurement. Consideration will be given to such matters as firm integrity, compliance with public policy, record of past performance, and financial and technical resources. The City will require firms to execute a “Disbarment and

Suspension Statement” certifying / verifying that the firm is not suspended or disbarred or otherwise excluded under 2 CFR Section 408.220 of the government-wide non-procurement, disbursement and suspension list. This is a qualifications-based procurement of professional services whereby competitors’ qualifications will be evaluated and the most qualified firm will be selected, subject to negotiation of fair and reasonable compensation.

- c. Written proposals will be reviewed and rated by a panel of qualified City employees. The rating system will consist of a numerical grading system and a pass/fail grading system, as set forth in Section 3. The City may or may not elect to interview any of the responding firms.
- d. The City has exclusive and sole discretion to determine the firm whose services will be most advantageous to the City, and reserves the right to reject all firms.

The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the professional services required. A number of firms may be asked to express their interest in regard to these services in the form of a Proposal. Following the receipt of Proposals, a certain firm or firms may be selected for further consideration.

Section 2. General Scope of Services

The City of Tuscaloosa seeks the services of a professional firm which has the knowledge, experience and expertise to perform the services as requested.

The project of interest is as follows:

The City of Tuscaloosa Infrastructure and Public Services Department (hereinafter “IPS”) has two water treatment plants, thirteen water tanks, eight water booster stations.

The IPS desires to develop more formalized training and safety program for the Ed Love Filter Plant operations. In addition, the IPS wants to develop a Proficiency Evaluation Program to evaluate new and existing employees on specific skills required to operate the Ed Love Water Treatment Plant. The program will be used to validate operator skills and methods meet the objectives of IPS.

Scope of Work:

The selected firm shall deliver training material, objective assessment tools, and methods to carry out the Proficiency Evaluation Program. The selected firm shall deliver the final product within 6 months of contract award.

The objective of the Proficiency Evaluation Program is threefold. To provide a methodology for plant management to evaluate new (and existing) employees on the specific skills required to operate the Ed Love Water Treatment Plant.

- A. To further the training of plant personnel to focus not only on water quality, but operational efficiency as well.
- B. Specific categories and divisions for the PEP will also be developed which will serve as the outline for the detailed PEP. The minimum elements of the PEP are:
 - 1. Source Water
 - 2. Plant flow train and processes
 - 3. Treatment goals
 - 4. Chemical feed systems – Operations and adjustments
 - 5. Daily process treatment evaluations – Plant setup and Operation
 - 6. Process troubleshooting
 - 7. Redundant Systems
 - 8. ADEM rules and regulations
- C. Develop the SOPs and training material necessary to implement the training program

PEP will consist of four quarterly segments. The program will begin with basic plant knowledge and build on itself each quarter utilizing periodical aptitude assessments to measure trainee proficiency. Periodical assessments will be used to help plant management identify areas where trainees need to improve. The PEP is outlined below:

Quarter 1:

- Plant safety
- Plant overview
- Intake to plant infrastructure
- EPA/ADEM regulation

Quarter 2:

- Rapid Mix, Flocculation and sedimentation
- Chemicals, dosing, and test procedures
- Solids Handling

Quarter 3:

- Rapid sand filters, disinfection and distribution
- Laboratory Testing
- Operational Efficiency
- Cost of Operation and Production

Quarter 4

- Operating reports and records
- Common violations
- Overall plant maintenance
- Process troubleshooting
- WTP system controls/SCADA

The firm must comply with all applicable state, local, and federal regulations related to the services provided to the City. The City reserves the right, subject to negotiation and agreement in writing with the selected firm, to either expand or limit the scope of services as needed.

The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner. The selected firm would be expected to enter into a contract for services based upon the firm's hourly rates and an agreed upon not to exceed amount.

Section 3. Firm Qualification and Proposal Requirements

Firms interested in performing the work will be considered on the basis of a proposal containing information submitted in response to this request in a form limited to twenty (20) pages in 12-point font or larger of either Times New Roman or Arial. Front and back shall be considered 2 pages.

Proposals are due by close of business November 15, 2016, 2016 before 5:00 p.m. CST.

All proposals should be submitted in 8 ½" x 11" paper size, with directions as follows: Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. **Fancy binding and color displays other than those necessary are highly discouraged.**

Provide three (3) bound copies to:

Glenda Webb, City Attorney

Courier address:

**Office of the City Attorney
City of Tuscaloosa
Post Office Box 2089
Tuscaloosa, Alabama 35403-2089
(205) 248-5140**

**Office of the City Attorney
2201 University Blvd.
Tuscaloosa, Alabama 35401**

The selected firm or firms must be experienced and qualified to provide the required scope of services. The firm or firms selected must have expertise related to the general Scope of Services set forth in Section 2. The following information must be submitted with the proposal on the date indicated above and in the order indicated below:

- a. Recently Completed Projects. Include five (3) recent training and safety management implementation projects. Municipality and/or public water utility references preferred, include at least two (2) public works or public water utilities as references. Elements of recently completed projects are as follows:
 1. Name of project.
 2. Contact person for Owner/Municipality/Government Agency.
 3. Detailed Project Description. (20 points possible)

- b. Experience and Qualifications. A statement of the firm's qualifications to perform the work. The statement should include the following:
 1. The general experience of the firm. Description of Company* Dunn & Bradstreet rating, and firm experience. (*Description of Company The following data is to be included: Name of company; Address of corporate headquarters; Telephone, Email, website and fax number; Form of company; i.e. corporation, partnership, sole proprietor; Provide the Federal Employer Identification Number (FEIN); Date company was formed; date incorporated if a corporation; Company principals including President, Chairman, VPs, COO, CFO, general manager(s); Licenses (provide a list of all licenses and/or permits the firms holds that are required to do business in the State of Alabama); Number of Employees; and Number of Accounts. (10 points possible)

 2. The specific experience of the proposed personnel in the fields that the proposed services are requested, their qualifications, years of experience, professional certifications and availability to perform the work and services to be provided. Please include a

statement as to the firm's proximity to Tuscaloosa and whether or not it maintains an office in Tuscaloosa. (10 points possible)

3. A statement of experience and work of similar nature that all the proposed personnel have performed. Relevant experience will be judged on the basis of the experience of those individuals named to the firm's project team for this project. (10 points possible)

4. A statement as to whether the firm or any subcontractors are a minority or woman owned business enterprise. (5 points possible)

5. A statement as to professional standing including any pending controversies outstanding. (Including, but limited to, mediation, arbitration, litigation- present, pending and/or in the last five (5) years that your firm was a party to.) If none exists, such a statement should be made. (Pass/Fail)

6. A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable. (Pass/Fail)

- c. Please include a very specific statement providing examples of similar programs and the time required to produce the deliverables to past utility industry clients in relation to operations and startups. (20 points possible)
- d. Discuss the proposed approach to completing the needed services and provide a sample project plan which outlines the implementation, training and acceptance plan. (10 points possible)
- e. Discuss your firm's approach/method of designing to budget. (10 points possible)
- f. Describe your firm's experience and knowledge in resiliency. List any previous projects that the Principal or Firm have designed and/or constructed that include resilient features. List all the steps the firm will take to ensure a resilient project which will increase the overall resiliency of the City. (5 points possible)
- g. Please include a statement as to potential general conflicts of interest that would prevent the City of Tuscaloosa from entering into an agreement with

your firm pursuant to this RFP. If none exists, such a statement should be made. (pass/fail)

- h. Firm must be licensed and approved for work in the State of Alabama; please include a statement to this effect. (pass/fail)

The City reserves the right to interview a firm or multiple firms as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFP. This RFP may be modified or amended at any time and for any reason, in the discretion of the City.

Any questions by the firm related to this RFP should be submitted in writing along with the firm's proposal. In the interest of fairness and in order to maintain impartiality, the City may not respond to questions from individual firms during the RFP process.

END RFP.