

TOWN OF MANCHESTER BY THE SEA, MASSACHUSETTS

REQUEST FOR PROPOSALS FOR

WATER TREATMENT AND WELL SUPPLY AND SUPPLY
SERVICES
OPERATION, MAINTENANCE AND MANAGEMENT

RFP Issued: November 19, 2018

Pre-Proposal Conference:
10:00 AM, November 28, 2018

Proposal Due Date: 2:00 P.M. Local Time, December 19, 2018

ADDENDUM NO. 2

The following modifications and/or additions and/or alterations to the above-referenced Request for Proposals are to be considered by the respondents in the preparation of their proposals.

Inclusion of this Addendum must be acknowledged by inserting the addendum number and date on Business Proposal Form A-1 Form of the Transmittal Letter.

Failure to acknowledge any and all addenda in the above specified Transmittal Letter may be cause for rejection of the bid by the OWNER on the grounds that it is not responsive to the requirements in the Request for Proposals.

Please review the following questions and answers:

Q1: Is the contractor responsible for plowing the road to the Moses Hill Tank?

A1: The Town will plow the access road to the Moses Hill Tank

Q2: Is the contractor responsible for plowing at the treatment plant and well?

A2: Yes, see last bullet in Section 4.2 page 16:

“Mow lawns, clear brush as necessary and provide routine snow removal at each location. Extreme snow removal will be assisted by Town.”

Q3: Page 15, Section 4.2 6th bullet, Contractor is responsible for the disposal of residue... Does this include the dried lagoon sludge?

A3: No, the solids in the lagoons will be disposed of by the Town with assistance and on-site coordination from the Contractor

Q4: Page 15-16, Section 4.2, 11th bullet, will the Town provide assistance with the transport of chemicals delivered by suppliers to either Gravelly Pond or the WWTP to Lincoln Street Well?

A4: The Town will transport chemicals to Lincoln Street from drop off points at Gravelly Pond and the WWTP.

Q5: Page 15-16, Section 4.2, 11th bullet, Is the contractor responsible for the cost of purchasing chemicals?

A5: The Town will be responsible for the purchase of chemicals. Initiating orders and coordination of deliveries is facilitated by the Contractor.

Q6: Who is responsible for the cost of electricity at Gravelly Pond, Round Pond and LSW, propane costs for the LSW emergency generator and diesel fuel for the Gravelly Pond emergency generator and heating system?

A6: The Town will pay for all energy costs.

Q7: Who will be responsible for annual reporting of ASR and CCR including required regulatory submittals and public notification?

A7: The Contractor will assist the Town with annual reporting. The Contractor typically produces all water production information contained within these reports as well as draft the CCR for town approval and posting.

Q8: Page 28, Section 7.2, How many copies of the proposal should be submitted?

A8: Five copies should be submitted.

Q9: Page 15-16, Section 4.2, last bullet, Can the Town provide clarification on their definition of Routine & Extreme snow with respect to routine scope of work?

A9: Extreme should be considered greater than 12 inches of snow.

Q10: Page 1, Section 1.2, Is Gravelly Pond designed for 3.0 mgd, not 4.0 mgd based on limitations of the (3) Trident Microfloc units and DEP assigned filtration rates?

A10: Yes, Gravelly Pond is designed for 3.0 mgd. The Plant is a T3 facility.

Q11: Page 3, Section 1.5 and Page 15, Section 4.2, Should the operation of the Round Pond be included? The O&M of Round Pond is part of the scope of work to include oxidation of Iron utilizing sodium hypochlorite, required permit sampling and daily flow record keeping and maintenance.

A11: Yes, Round Pond should be added to Scope. The O&M of Round Pond is part of the scope of work to include oxidation of Iron utilizing sodium hypochlorite, required permit sampling and daily flow record keeping and maintenance.

Q12: Page 3, Section 1.5, Should Gravelly Pond WTP O&M include operation of the lagoons?

A12: Yes, operations and all required surface discharge sampling and reporting, recycle of supernatant, permit renewals and required maintenance should be added to the scope.

Q13: Page 4, Section 2.3, Please explain how the Round Pond Well is used.

A13: Round Pond #1 is pumped into a non-lined settling basin where Iron is oxidized with sodium hypochlorite and settles out. Supernatant flows by gravity to the Gravelly Pond surface reservoir (Page 5, Round Pond Wells' "overland discharge"). Hypochlorite is added at the Round Pond pump station.

Q14: Page 5, To confirm, Although the maximum aggregate capacity of the finished water pumps is 4.32 mgd, the plant is designed for 3.0 mgd based on filtration rates of the trident filter media.

A14: See A10 above.

Q15: Page 6, Section 2.5, To confirm, there are no specific maintenance responsibilities of the interconnections with Gloucester and Beverly as part of the contractor's routine scope of work. Are the opening and closing of the interconnections, if required, to be performed by authorized Town personnel?

A15: True, there are no specific maintenance responsibilities of interconnections. Yes, opening and closing to be performed by authorized Town personnel.

Q16: The RFP states that questions may be submitted to the authorized point of contact up until the proposal due date of December 19th but also states on Page 8 that "any Town response to a request for clarification by a Proposer will be made in the form of an addendum to the RFP and will be sent to all parties who attended the pre-proposal conference no later than 5 business days prior to the due date for receipt of the proposal. In keeping with this language on page 8, all questions would need to be submitted by December 11th and an addendum issued December 12th?

A16: Please submit all questions by December 11th by 4:00pm local time so a final addendum can be issued.

Q17: Page 8, Section 3.3, A reference is made that the pre-proposal conference on November 28th is non-mandatory but all other mentions of said conference reference "Mandatory". Is the pre-proposal conference on November 28, 2018, 10am Mandatory?

A17: The pre-proposal conference on November 28, 2018 is non-mandatory but is recommended.

Q18: Is the contractor responsible for all distribution system regulatory sampling and reporting? Does this include required Lead & Copper sampling? What is the Town's history with Lead and Copper sampling results?

A18: Yes, the Contractor should include sampling for Lead and Copper in the scope of work. The Town has typically been below action levels. The Contractor will be responsible for collection and submittal of sampling protocol per DEP requirements. The Town will pay for outside laboratory costs.

Q19: With respect to the assigned Annual Routine Repair & Maintenance budget for those expenditures <\$5,000, is it the Town's intent to have the Proposer assign an annual budget?

A19: The Town will assign an annual budget of \$50,000 exempt from inflationary adjustments on behalf of the contractor.

Q20: With a start date of April 1, 2019 proposed in the RFP; What is the 1st Fiscal Year of the contract?

A20: April 1, 2019 through June 30, 2020. The Town operates on a July 1 to June 30 fiscal year system.

Q23: Does the Town have a CMMS?

A23: The Town does not use a CMMS program, Woodard & Curran does use a CMMS system for the wells and the Water treatment plant.

Q24: Does the plant operate remotely?

A24: The plant can be operated remotely via SCADA however, standard operation requires daily on-site personnel per DEP.

Q25: Who is responsible for tank cleaning?

A25: The Town will pay for tank cleaning and coordinate with the Contractor. The Tank was inspected in 2018 and the report is forthcoming.

Q26: Who for the Town will be evaluating the proposals?

A26: Chuck Dam (Public Works Director), Nathan Desrosiers (Project & Facilities Manager), Gregory Federspiel (Town Administrator, Andrea Mainville (Town Accountant), and Paul Cote (Tata & Howard)

Q27: What are the evaluation criteria? Specific criteria for the contractor's qualifications are ambiguous. For example, Page 24, Table 6-1 "Minimum Qualifications Requirements" calls out under "Operating Qualifications" the following:

"The proposer shall have at least five years of potable water treatment and well supply systems operating experience, at one or more facilities, one of which has a capacity of at least 3 mgd"

Additionally, evaluation criteria ratings listed on Page 22 specify that:

"Highly Advantageous (5 value) HA – a proposal which satisfactorily meets the evaluation criteria"

Advantageous (3 value) A – a proposal which exceeds the evaluation criteria"

When evaluating the qualifications requirement noted above, how will the Town differentiate highly advantageous vs. advantageous qualifications when a contractor submits evidence of experience greater than one facility at 3 mgd and above?

For other qualification criteria listed on page 24, the same conclusion can be drawn.

How will the Town differentiate differing levels of qualifications from proposers?

A27: Please reread page 24 for description of Operating Qualifications. Please reread page 22, the question asked is not quoting the RFP as written, criteria ratings are as follows:

Highly Advantageous (5 value) HA – a proposal which **exceeds** the evaluation criteria

Advantageous (3 value) A – a proposal which **satisfactorily meets** the evaluation criteria

Not Advantageous (1 value) NA – a proposal which does not meet the evaluation criteria or leaves significant questions or issues not fully addressed

Unacceptable U – a proposal which does not fully address one or more of the evaluation - the proposal is automatically eliminated from further consideration if a “U” evaluation is received for any evaluation criterion.

Q28: Will the Town consider dropping the required bid security as detailed in Section 3.6 of the RFP?

A28: Yes, the Town will reduce the bid security from \$250,000 to \$150,000

Q29: Is it the intent of the Town to provide a draft contract as referenced on Form A-3 as being contained in Appendix A or is it the Town’s intent to negotiate terms and conditions as submitted by the Contractor through a sample contract submission as requested on Page 37 Section 7.11.3? In addition, please clarify the need for the use of Business Proposal Form A-3 (contract certification form).

A29: Form A-3 is not required. It is the Town’s intent to negotiate terms and conditions as submitted by the Contractor through the sample contract submitted.

Q30: The Town has requested that – “Copies of all service contracts, including amendments”- be provided for the References (7.9.2). Can this requirement be removed, or if still required can these documents, which are in many cases voluminous, be provided as part of the requested CD copy of the Proposal?

A30: Reference material can be provided on a CD or thumb drive.

Q31: What are the current wages of the two Woodard and Curran employees on site?

A31: The Town currently pays a level monthly lump sum which includes wages and other services provided by Woodard and Curran. Actual wages of employees are unknown.

Q32: Can the Town provide the amounts and description of capital improvements performed for the Facilities over the past three years?

A32: Yes, see documents available at the DPW office.

Q33: Please provide copies of the last two MADEP Sanitary Surveys

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A33: Documents are available for viewing at the DPW office.

Q34: Please provide copies of the last two distribution lead and copper surveys as reported to MADEP.

A34: Documents are available for viewing at the DPW office.

Q36: Please confirm that the current liquid fluoride delivery system will be replaced by sodium fluoride. Please provide the requested "Modification Request" letter from the Town to MADEP.

A36: Documents are available for viewing at the DPW office.

Q37: Please provide a copy of the current Woodard and Curran/Manchester by The Sea contract with applicable amendments if any.

A37: Documents are available for viewing at the DPW office.

Q38: During the pre-bid meeting, a plow vehicle was absent from the facility. Please confirm that Woodard and Curran either owns a plow vehicle or is not responsible for plowing the site.

A38: Woodard & Curran does not plow the facilities themselves, they use a local contractor to plow for them. See A-9 above.

Q39: Please confirm that the contractor will not be responsible for horizontal assets O&M (distribution system), disposal costs for lagoon residuals and water tank inspections and cleaning?

A39: The contractor is not responsible for horizontal assets O&M. For lagoon information Please see A3 above.

Q40: Please provide electronic copies of the currently used CMMS system and operations and lab data database.

A40: The Town does not own the software for the CMMS system Woodard & Curran uses, the database file would be made available to the successful proposer. See A-23 Above.

Q41: Will the Town consider a 3-week extension of the due date for proposals from December 19, 2018 to January 9, 2019?

A41: No, the Town will not consider a 3-week extension of the due date.

The following is a list of documents available at the Town's DPW office for review. The Town cannot provide digital copies of all of these documents.

Documents available for review:

Plans and Specs for the Gravelly Pond WTP

Plans and Specs for the Chemical Feed building at Lincoln Street Well

Lead and Copper results

Fluoride approval letter from MADEP

Water treatment plant evaluation

Sprinkler replacement plans and specs

Heating system improvements plans and specs

Woodard & Curran contract

Sanitary Surveys

List of recent capital improvements to the WTP and Well