

## **REQUEST FOR SEALED PROPOSALS**

Notice is hereby given that the City of Fort Stockton is requesting sealed proposals for:

### **Repairs of Paddlewheel Aerator Unit at City Wastewater Plant Oxidation Ditch**

Sealed proposals shall be mailed to the **City of Fort Stockton, P.O. Box 1000 or 121 W. Second Street, Fort Stockton, Texas, 79735**. The deadline for receiving proposals is **4:00 p.m., Friday, August 27, 2021** in the Office of the City Secretary; at which time they will be opened publicly and read aloud. Proposals received after the specified time of closing will be returned unopened. The approved and accepted proposal will be awarded at the Regular City Council Meeting scheduled for **September 14, 2021 @ 5:30 P.M.**

**To obtain a proposal packet, please contact City Secretary Marina Cantu @ (432) 336-8525, Fort Stockton City Hall, P.O. Box 1000 or 121 W. 2nd Street, Fort Stockton, Texas 79735.**

Proposals must be submitted in a sealed envelope & marked:

**“Repairs to Paddlewheel Aerator Unit at City Wastewater Plant”**

In furthering our goal to continue to provide essential wastewater collection and treatment services to the citizens of the City of Fort Stockton, the City is seeking to receive proposals from a professional qualified wastewater equipment maintenance and repair contractor for providing all the necessary tasks, including evaluating, repairing, and completing repairs to the broken paddlewheel in the oxidation ditch at the City’s Wastewater Treatment Plant.

Therefore, it is in the best interest of the City of Fort Stockton to obtain the services of the highest qualified service provider to assist in providing the City with **all the necessary tasks, including equipment, materials, and labor, for repairing gearbox, bearings, and other essential components of the paddlewheel aerator unit structure in the oxidation ditch at the City’s Wastewater Treatment Plant.**

Professional services will be evaluated only on the quality and experience of the company and its personnel.

**The City Council reserves the right to accept the statement which, in its judgment is from the most responsible firm; to reject any or all statements; and to waive irregularities or informalities in any statement submitted.**

**The City of Fort Stockton is an Affirmative Action/Equal Opportunity Employer.**

By order of the City Council at a Regular Meeting held on the 27<sup>th</sup> day of July 2021.



Marina A. Cantu, City Secretary

**REQUEST FOR SEALED PROPOSALS**  
**FOR**  
**REPAIRS TO PADDLEWHEEL AERATOR UNIT**  
**AT**  
**CITY WASTEWATER PLANT**  
  
**OWNED AND OPERATED**  
**BY**  
**CITY OF FORT STOCKTON**

**Release Date: July 27, 2021**

**Close Date: August 27, 2021**

### **Section 1.01 INTRODUCTION**

The City of Fort Stockton (the City) is requesting sealed bid Proposals (RFP) from a professional qualified wastewater plant maintenance contractor (Qualifier/Submitter) for providing all the necessary tasks, including equipment, materials, and labor, for evaluating and completing repairs to broken gearbox, bearings, and other essential components of the paddlewheel aeration unit in the oxidation ditch of the City's Wastewater Treatment Plant which is an essential part of the successful treatment of the City's wastewater to meet Texas Commission on Environmental Quality (TCEQ) regulations and standards.

The City's Wastewater Treatment Plant is located at 3400 Stone Road (About 2 miles NE of the intersection of East Railroad Avenue and Interstate HWY 10). The plant uses an activated sludge process to treat municipal wastewater. Our City Wastewater Treatment Plant can treat up to 1.4 million gallons a day (MGD). It consists of three (3) bar screens, oxidation ditch with four (4) paddlewheels, one (1) primary clarifier, and one (1) return sludge pit with two submersible pumps, and two (2) sludge drying beds.

The RFP's will be evaluated by the City Manager of Fort Stockton and may include an interview of one or more teams. The team judged as the most qualified will be recommended to the City Council for award of evaluation & repair contract for the paddlewheel aeration unit.

### **Section 1.02 PROJECT SCOPE**

The scope will include providing complete detailed proposals for evaluating and repairing the gearbox, bearings, and other essential components of one of the four paddlewheels used in the aeration phase of the activated sludge treatment process at the City's Wastewater Treatment Plant and is located in the southeast corner of oxidation ditch. The Qualifier will re-install and connect all electrical wires and components back on the motor that powers the paddlewheel and will ensure that all components are properly connected, lubed, oiled, and greased properly. The Qualifier must test repairs for a minimum of 24 continuous hours upon completion to ensure all moving components are working properly. The City's Public Works Director and/or Wastewater Department Supervisor will inspect all repairs at the end of the project when paddlewheel is operating again under normal conditions. The City would like proposals to include all aspects and tasks of the project including **all the necessary repairing/installation supplies, equipment, fuel, equipment transportation, and personnel costs to evaluate and complete all repairs needed. This will include hourly wages, lodging, and per diem costs, if applicable.** The Qualifier will be paid by the City on schedules and deadlines agreed by both parties. If additional work will be

required by Qualifier outside the project scope, the Qualifier must notify and get approval from the City Manager for any change orders.

All Prospective Qualifiers are requested to be able to comply with but not limited to the following to meet scope specified in this **RFP**:

- (a) Shall be able to visit jobsite before submitting a proposal and must have the approval from City Manager and/or City Council if additional work is required outside the project scope after project has commenced.
- (b) Must own or provide necessary equipment for the project. This includes work trucks, power supply equipment, air compressor equipment, lifting equipment, and etc.
- (c) Must provide all materials, supplies, tools, and labor personnel for completing repairs.
- (d) Must be responsible for all fuel needed, equipment transportation, maintenance, and own equipment repair costs during project.
- (e) Must be responsible for all trash and construction waste removal and disposal.
- (f) If awarded bid, must provide a detailed contract agreement that shall be approved and signed after being presented to City Council prior to commence any work on project.
- (g) Must provide a final invoice with a breakdown of cost details of all work and services rendered and amount shall be approved by City Council before final payment is disbursed.

### **COMPANY QUALIFICATION**

- 1) Prospective Qualifier must have experience working in State of Texas with municipalities.
- 2) Prospective Qualifier must have experience & capabilities in evaluating and repairing equipment in a municipal wastewater treatment plant using an activated sludge process.
- 3) Prospective Qualifier must have on staff qualified/licensed personnel for doing wastewater treatment plant maintenance work and equipment repairs. This will include licensed electricians and certified welders.

- 4) Prospective Qualifier must be knowledgeable and comply with all City and OSHA safety regulations.

**EQUIPMENT AND FACILITIES**

Prospective Qualifier must have a shop facility in Texas. The shop must have complete tools and equipment necessary to undertake and complete its projects 100% with its own forces whenever required. It is preferred that the prospective qualifier’s equipment be similar to the following:

Company owned Trucks
Full Range of Tools and Materials needed to complete the job
Portable Power Equipment
Safety Equipment (PPE)
Light and Heavy Equipment
Lifting Equipment

**Section 1.03 DELIVERY OF SUBMITTALS**

Statement of Qualification must be received by the City of Fort Stockton, attention Marina Cantu, City Secretary at the following address no later than August 27, 2021, 4:00 PM (Local Time).

**Marina Cantu**  
**City Secretary**  
 Paddlewheel Aeration Unit Repairs Proposal  
 121 W. 2<sup>nd</sup> Street  
 Fort Stockton, Texas 79735

The submitting Qualifier is responsible for the means of delivering the Statement of Qualification to the location listed in Section 1.03 on time. Delays due to any instrument used to transmit the Proposals including delay occasioned by the Qualifier or the City of Fort Stockton’s internal mailing system will be the responsibility of the Qualifier. Statement of Qualification must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties in delivery. The time clock in City of Fort Stockton City Secretary’s Office is the official clock for determining whether submittals are submitted within the designated time constraints. Late Proposal documents will not be accepted under any circumstances.

There is no expressed or implied obligation for the City of Fort Stockton to reimburse responding teams for any expenses incurred in the preparation of a RFP in response to this request. The City of Fort Stockton reserves the right to increase or decrease the scope of work related to this

project as outlined in the RFP after a team is selected to accommodate changes in the project needs as determined by the City of Fort Stockton or to serve its best interests.

#### **Section 1.04 INSTRUCTIONS FOR COMPLETION OF RESPONSES**

- (a) Information presented in the Statement of Qualification will be used to evaluate the professional qualifications and determine the Qualifier(s) which will be selected to provide professional services to the City.
- (b) Responses shall be completed in accordance with the requirements of this RFP and on 8<sup>1/2</sup> x 11” pages, double spaced, (one side only and including cover letter) using a font size no smaller than 11 point and one inch margins. Statements made by a Qualifier shall be without ambiguity, and with adequate elaboration, where necessary, for clear understanding.

#### **Section 1.05 WITHDRAWAL OF PROPOSALS**

An authorized representative of the company may withdraw a Proposal at any time prior to the RFP submission deadline, upon presentation of acceptable identification as an authorized representative of such company.

#### **Section 1.06 AWARD OF CONTRACT**

- (a) It is understood that the City reserves the right to accept or reject any and all Proposals and to re-solicit for Proposals, as it shall deem to be in the best interests of the City. Receipt and consideration of any Proposals shall under no circumstances, obligate the City to accept any Proposals. If an award of contract is made, it shall be made to the responsible Qualifier whose Proposal is determined to be the best evaluated submission.
- (b) If awarded, the City intends to award a single contract to a single Qualifier.

#### **Section 1.07 CENTRAL POINT OF CONTACT**

Qualifier must provide a central point of contact to establish service, resolve issues and end service.

#### **Section 1.08 DISQUALIFICATION OF QUALIFIERS**

- (a) Qualifiers may be disqualified for any of the following reasons:
  - (i) The Qualifier is involved in any litigation against the City;
  - (ii) The Qualifier is in arrears on an existing contract or has defaulted on a previous contract with the City;
  - (iii) Lack of financial stability;
  - (iv) Failure to perform under previous or present contracts with the City;

## **Section 1.09 EVALUATION CRITERIA**

- (a) The City will make its selection from those qualifications submitted in response to this RFP. If deemed necessary by the City, interviews with the firms deemed most qualified, may be conducted. Once a selection is made, a scope of work will be negotiated with the chosen team. The chosen firm will then be requested to submit a detailed contract to perform the services. The City maintains the right to terminate the selection process at any time if they feel it is in the best interest of the City. At such time as an agreement is reached, City Manager will make a recommendation to the City Council to execute a contract pursuant to the agreement. The City reserves the right to accept or reject any or all Qualifiers and to accept what in the judgment of the Mayor and City Council is the most advantageous Qualifier.

## **Section 2.00 QUALIFICATIONS SUBMITTED SHALL AT LEAST PROVIDE FOR THE FOLLOWING:**

- (a) Brief description of past and/or current contracts with similar scope along with references with a proof of working experience in State of Texas with other municipalities.
- (b) Resumes of on staff key team members to include but not limited to maintenance and wastewater equipment repairs qualifications.
- (c) List the location of the office or offices of the team as well as the contact information and who is the sole agent for contact with the City of Fort Stockton for this contract.
- (d) By execution and submission of a response to the RFP, the Submitter hereby represents and warrants to the City that the Qualifier has read and understands the Request for Proposals and the response is made in accordance with the Request. Qualifier acknowledges that it understands all terms within the Request for Proposals and that it had the right to consult with counsel regarding all of the above documents.
- (e) By execution and submission of a response to the RFP, the Qualifier hereby represents and warrants to the City that the Qualifier has read and understands the Request for Qualification and the response is made in accordance with the Request. Qualifier acknowledges that it understands all terms within the Request for Qualification and that it had the right to consult with counsel regarding all of the above documents.
- (f) By submitting this RFQ, the Qualifier specifically waives any right to recover or be paid attorney's fees from the City or any of the City's employees and representatives under any of the provisions of the Texas Uniform Declaratory Judgments Act (Texas Civil Practice and Remedies Code, Section 37.001, et. Seq., as amended). By submitting a response to the RFQ, each Qualifier agrees to waive and does hereby waive any claim the Qualifier has or may have against the City, it's respective employees and representatives for the award of attorney fees, arising out of or in any way connected with the following:

- (i) The Administration, Evaluation or Recommendation of any RFQ;**
- (ii) Acceptance or Rejection of any RFQ; and**
- (iii) Award of Contract.**

- (g) The City reserves the right to waive, delete or amend any of the requirements connected with the RFQ and to reject any and all proposals.
- (h) Any other relevant information that the Qualifier wishes to submit to the City that will assist the City in determining the extent to which the services meet the City's need to provide the best value for the City.