



**HARRISONBURG-ROCKINGHAM REGIONAL SEWER AUTHORITY**  
**P.O. BOX 8**  
**MOUNT CRAWFORD, VIRGINIA 22841**  
**TEL: 540.434.1053 FAX: 540.434.5160**  
[www.hrrsa.org](http://www.hrrsa.org)

<b>ISSUE DATE:</b> <b>May 1, 2019</b>	<b>Request for Proposal:</b> <b>HRRSA-2019-01</b>	<b>FOR:</b> <b>Tertiary Filter Equipment Procurement - Phases II &amp; III</b>
<b>DEPARTMENT:</b> <b>Harrisonburg-Rockingham Regional Sewer Authority</b>	<b>DATE/TIME OF CLOSING:</b> <b>May 31, 2019, 10:00 A.M., local time</b>	<b>CONTRACT ADMINISTRATOR:</b> <b>Sharon G. Foley, P.E.</b> <b>Executive Director</b> <a href="mailto:sfoley@hrrsa.org">sfoley@hrrsa.org</a> 540.434.1053, Ext. 223

**A Pre-Proposal Conference will not be held for this project. Interested parties may contact the Contract Administrator to schedule a site visit. HRRSA North River WWTF is located at 856 North River Road, Mount Crawford, Virginia 22841.**

Proposals - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by the Harrisonburg-Rockingham Regional Sewer Authority (HRRSA) the items or services offered and accompanying attachments shall constitute a contract.

Acknowledge Receipt of Addenda Here:

No. _____	Date: _____
No. _____	Date: _____
No. _____	Date: _____

Note- HRRSA does not discriminate against faith-based organizations in accordance with the *Code of Virginia, § 2.2-4343.1* or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

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**NAME AND ADDRESS OF FIRM:** \_\_\_\_\_ Telephone/Fax No.: \_\_\_\_\_

\_\_\_\_\_ E-Mail Address: \_\_\_\_\_

\_\_\_\_\_ Federal Employer Identification No. or \_\_\_\_\_

\_\_\_\_\_ Federal Social Security No. \_\_\_\_\_

\_\_\_\_\_ (Sole Proprietor) \_\_\_\_\_

\_\_\_\_\_ Prompt Payment Discount % for payment within \_\_\_\_\_ days/net days

\_\_\_\_\_ Contractor's License No. \_\_\_\_\_

**By signing this proposal, offeror certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in this RFP.**

**BUSINESS CLASSIFICATION – CHECK ONE:**

Individual                     
  Partnership                     
  Corporation                     
  LLC

State in which Incorporated: \_\_\_\_\_

_____	_____
Vendor Legally Authorized Signature	Date
_____	_____
Print Name and Title	Witness

**Sealed proposals subject to terms and conditions of this Request for Proposals will be received by U.S. mail at P.O. Box 8, Mount Crawford, VA 22841 or by delivery to 856 North River Road, Mount Crawford, VA 22841 until the day/time specified above.**

**AN EQUAL OPPORTUNITY ORGANIZATION**

*Please return this completed form with bid/proposal submission.*

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**HARRISONBURG-ROCKINGHAM REGIONAL SEWER AUTHORITY**

**REQUEST FOR PROPOSAL**

**RFP No. HRRSA-2019-01**

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**ATTACHMENTS:**

A – HRRSA GENERAL TERMS AND CONDITIONS & INSURANCE REQUIREMENTS

B – TECHNICAL SPECIFICATION

C – VIRGINIA CLEAN WATER REVOLVING LOAN FUND – 2016 CONTRACT INSERTS

## 1. PURPOSE

- A. The Harrisonburg-Rockingham Regional Sewer Authority (HRRSA) is requesting proposals, subject to the specifications and conditions contained herein, to provide Phase II and Phase III tertiary cloth media filtration equipment at the North River Wastewater Treatment Facility (NRWWTF) in Mount Crawford, Virginia.
- B. The cloth media filter equipment shall consist of: drive assemblies; center tube assemblies with cloth media disks; backwash systems; backwash/waste pump assemblies; valves; pressure transducer assemblies; float switches; vacuum transmitters; basin mounting brackets and hardware and, electrical controls and control panels with internal components. The cloth media filter equipment will be installed in existing concrete filter cells. The design hydraulic flow rate (gpm/sf of cloth filter media) associated with stipulated maximum day ratings shall be no greater than the actual rates associated with the full-scale performance data submitted pursuant to the requirements set forth hereinbelow. It is noted that only full-scale performance data from facilities with low phosphorus treatment requirements (less than 0.3 mg/L TP) will be considered relevant thus only accepted as meeting the historical performance requirements. The backwash pumps and valves will be located in an adjacent existing filter cell. HRRSA will self-perform and/or, under separate contract, procure the services of a general contractor to assemble and install the cloth media filter equipment to include required piping, valves, gates, and connect instrumentation and power between disconnect boxes installed on the Equipment provided pursuant to this RFP.
- C. The Equipment will be delivered, installed and commissioned in two phases, Phase II and Phase III, under the direction of the Offeror's field representative. Phase I equipment was procured and installed under a prior RFP (HRRSA-2018-01). There shall be at minimum three (3) full calendar months between the shipment of Phase II equipment and Phase III equipment to the project site. This RFP delineates the scope of supply for Phase II and Phase III and requires explicit itemized pricing to be submitted in compliance with this RFP, see "Price Quotation Form". Per the attached specification, this will require Manufacturers representative to be at the North River WWTF (exclusive of travel) for:
- a. Phase II: five (5) days for inspection during installation, two (2) days for start-up and field testing, one (1) day for operations and maintenance training. In summary for Phase II, a total of eight (8) days (exclusive of travel) will be required for the Offeror's field representative which will include a minimum of three (3) separate visits to the project site.
  - b. Phase III: eight (8) days for inspection during installation, three (3) days for start-up and field testing, one (1) day for operations and maintenance training. In summary for Phase II, a total of twelve (12) days (exclusive of travel) will be required for the Offeror's field representative which will include a minimum of four (4) separate visits to the project site.

- D. Technical proposal(s) including information from the Manufacturer of the cloth media filter equipment will be evaluated as part of the procurement process due to limited existing space requirements and the critical nature of filtration in meeting permit compliance.
- E. This solicitation, and the resulting Purchase Order(s), shall be consistent with the Virginia Water and Waste Authorities (VWWA) Act and the Virginia Public Procurement Act (VPPA).

2. **BACKGROUND INFORMATION**

- A. HRRSA is a political subdivision of the Commonwealth of Virginia, organized under the Virginia Water and Waste Authorities Act, Chapter 28, Title 15.1, Code of Virginia of 1950, as amended. HRRSA was created by action of the Board of Supervisors of Rockingham County and the Councils of the City of Harrisonburg and the Towns of Bridgewater, Dayton and Mt. Crawford, Virginia and was chartered by the State Corporation Commission on July 15, 1970.

HRRSA's North River Wastewater Treatment Facility (WWTF) is located at 856 North River Road, Mount Crawford, Virginia 22841 and has a rated design capacity of 22.0 million gallons per day (MGD).

3. **SCOPE OF SERVICES**

- A. The Harrisonburg-Rockingham Regional Sewer Authority (HRRSA) will evaluate, select and enter into an agreement with the Offeror for the work contained in this Request for Proposal (RFP). HRRSA reserves the right to reject any or all proposals. The scope of work/supply in this RFP has been designated as Phase II and Phase III herein.
- B. The technical specification (5-Micron Cloth Media Tertiary Filter System) is included in Attachment B to this RFP and shall be the basis of design for the proposed cloth media filter equipment and delineates the Phase II and Phase III scope of supply. Plan and section views depicting the critical dimensions of the existing concrete filter cells are included in the technical specification.
- C. The Equipment will be delivered, installed and commissioned in two phases, Phase II and Phase III. Phase I equipment was procured and installed under a prior RFP (HRRSA-2018-01). There shall be at minimum three (3) full calendar months between the shipment of Phase II equipment and Phase III equipment to the project site. This RFP delineates the scope of supply for Phase II and Phase III and requires explicit itemized pricing to be submitted in compliance with this RFP.
- D. The following Manufacturer will be considered as the basis-of-design for the cloth media filtration equipment/system; alternate manufacturers meeting the demonstrated full-scale performance requirements in addition to all elements of this RFP and technical specification

may be considered, but HRRSA reserves the right to select Equipment based on technical qualifications, performance track record and number of demonstrated successful installations.

Aqua-Aerobic Systems, Inc.

4. **SPECIFICATIONS**

- A. Refer to the Technical Specification included as Attachment B.
- B. The Equipment shall comply with all applicable federal, state and local codes and regulations to include safety and fire codes and regulations.
- C. All electrical connections that are not factory assembled and shipped complete shall only require HRRSA or the installing contractor to connect wires between junction boxes installed on the Equipment supplied by the Offeror. All electrical equipment shall be rated NEMA 4X for service in a corrosive and wet environment. For all electrical controls work a terminal block shall be provided on the equipment with all control wires terminated at the location and identified. For all 120V/1PH electrical work a separate electrical box shall be provided on the equipment that terminates and identifies all 120V wiring. For all 460V/3PH electrical work a separate electrical box shall be provided on the equipment (or on the motor) that terminates and identifies all 460V wiring.
- D. Offeror shall submit preliminary shop drawings as part of this RFP indicating a complete description of all system components to be provided, including required appurtenances, to meet the requirements of the RFP.
- E. General Equipment Requirements
  - 1. Material and equipment shall be provided that is:
    - a. Constructed and finished in a workmanlike manner.
    - b. Suitable for the purpose intended, especially as related to acceptability for use in a wastewater treatment facility.
    - c. Selected and fabricated to the best engineering practice.
    - d. Mechanical and electrical equipment, particularly bearings, contacts and other wearing parts shall be designed for extended periods of operation without frequent maintenance or attention.
    - e. All machinery shall be designed such that all working parts are readily accessible for inspection and repair, and each part is suitable for the service required.
    - f. Safety Devices: The Equipment shall include all necessary permanent safety devices, such as machinery guards, emergency stops, and similar items required by OSHA, and other federal, state, and local health and safety regulations.

- g. Provide lifting lugs for equipment weighing over 100 pounds.
2. Flanges and pipe threads:
- a. All pipe flanges shall conform in dimension and drilling to ANSI B16.1, Class 125 (cast iron pipe sizing) and to ANSI B16.5, Class 150 (steel pipe sizing), unless otherwise specified.
  - b. Provide like flanges for all connections. The connection of dissimilar flanges will not be accepted.
  - c. Pipe threads shall conform to ANSI B1.1, coarse thread series, Class 2 fit.
  - d. Flange assembly bolts shall be heavy pattern, hexagonal head, stainless steel machine bolts with heavy pattern hexagonal nuts conforming to ANSI B18.2.1 and B18.2.2.
  - e. Bolt threads shall conform to Unified Screw Threads, Standard Coarse Thread Series, Class 2A and 2B, ANSI B1.1.
3. Bearings
- a. Unless otherwise specified, oil or grease lubricated ball or roller type equipment bearings shall be designed to withstand the stresses of the service conditions specified. Rate each bearing in accordance with AFBMA Methods of Evaluating Load Ratings of Ball and Roller Bearings.
  - b. Equipment bearings shall have a minimum B-10 rating life of 100,000 hours, as determined using the maximum equipment operating speed, unless otherwise specified.
  - c. Grease lubricated bearings, unless factory sealed and lubricated, shall be furnished with easily accessible grease supply, flush, drain, and relief fittings. Use extension tubes where necessary. Provide standard hydraulic alemite type grease supply fittings.
4. Couplings
- a. A flexible coupling shall be provided for all drives rated over 0.5 HP where the drive is directly connected, unless otherwise specified.
  - b. Couplings shall be furnished to accommodate; angular or parallel misalignment, and end float, and to cushion shock loads and dampen torsional vibrations.
  - c. The flexible element is to be attached to the coupling flanges by means of clamping rings and cap screws. The coupling flanges are to be attached to the stub shaft by means of a key and set-screw or Cross-Clamped.
  - d. Metal-to-metal contact will not be acceptable.
  - e. Manufacturers
    - i. KTR Rotex

- ii. Rex-Omega Elastomeric/Flexible
  - iii. TB Woods Standard Sureflex
- f. For larger couplings, continuous sleeve flexible non-lubricated, forged steel couplings shall be furnished.
- g. Couplings are to be sized in accordance with Equipment manufacturer's recommendations and installed in conformance with the Coupling manufacturer's instructions.
5. Guards
- a. Sheet-expanded guards, or equal are to be furnished on all mechanical moving parts in accordance with workplace safety regulations.
  - b. Guards shall be fabricated of 14-gauge steel, or equal, and painted red after fabrication to same standard as parent equipment.
  - c. Guards are to be removable to facilitate maintenance of moving parts.
  - d. Provisions are to be made to extend lube fittings through guards.
6. Caution signs
- a. Provide signage in accordance with OSHA standards and requirements:
    - 1. All rotating equipment drives shall be identified with caution signs.
    - 2. Caution signs shall consist of vinyl stick-on type decals positioned immediately adjacent to the rotating element and placed onto a clean, smooth surface.
    - 3. When an insufficient space or surface exists, the decal is to be applied to a galvanized mild steel, fiberglass, or plastic sheet fastened to equipment.
    - 4. The caution signs shall read "CAUTION - AUTOMATIC EQUIPMENT MAY START AT ANY TIME".
    - 5. Sign letters are to be 25 mm in height, in red, on a yellow background.
7. Pilot devices
- a. For electrical pilot devices including switches, relays, filters and contacts, heavy-duty industrial quality devices are to be furnished.
  - b. Contacts which provide alarm malfunction or control to external systems are to be rated for 24V DC control power. Analog instruments are to be rated for 4-20 mA control power.
8. Indicating lights
- a. Oil-tight transformer type indicating lights with LED lamps are to be furnished.



5. **GENERAL CONTRACT CONDITIONS**

Refer to the HRRSA General Terms and Conditions and Insurance Requirements (Attachment A).

6. **SPECIAL TERMS AND CONDITIONS**

A. Definition of Terms:

1. The terms "Manufacturer" as used in this RFP shall refer to the manufacturer that the Offeror (if Offeror is different from the Manufacturer) is proposing to use for specific pieces of equipment for this project. The Manufacturer named by the Offeror shall be considered the basis of the Offeror's proposal.
2. Equipment: All cloth media tertiary filter equipment and ancillary items and related controls provided by the Offeror under this RFP.

B. Retainage: Under the provisions of Code of Virginia 2.2-4333, the Offeror shall be paid at ninety-five percent of the earned sum when payment is due, with no more than five percent being retained to ensure faithful performance of the contract. All amounts withheld may be included in the final payment.

C. Partial Payment: HRRSA will pay the Offeror percentages of the contract price with respect to each Phase as indicated on the "Price Quotation Form" according to the following schedule:

1. 10%: Within 30 days of delivery of shop drawings for each respective Phase to HRRSA.
2. 75% (85% cumulative): Within 30 days of delivery and HRRSA acceptance of all Equipment for each respective Phase to the North River WWTF.
3. 10% (95% cumulative): Within 30 days of HRRSA issuing a certificate/letter of Substantial Completion for the Equipment installation for each respective Phase. HRRSA will conduct a Substantial Completion inspection when it receives notification that ALL of the following has been successfully achieved/performed in accordance with the contract documents for each Phase:
  - a. Offeror issuance of Certificate of Proper Installation
  - b. Offeror issuance of Certificate of Proper Operation
  - c. Offeror successful completion of all start-up activities, field performance testing, and training and submission of said documentation to HRRSA.

D. Final Payment: The final payment for each Phase, which will include the retainage, less any amounts due or claimed by HRRSA, shall not become due until all punch list items for that Phase have been resolved to the satisfaction of HRRSA and after the Offeror has delivered all documents described in the specifications for that Phase. Within 30 days of completion of said items, HRRSA shall pay the Offeror the amount therein stated, less all prior partial payments for that respective Phase.

E. Project Completion:

1. Testing and Start-Up: Procedures for starting of mechanical, electrical, control systems, and monitoring systems shall include the following: Offeror shall coordinate sequence for startup of various items of equipment; notify Engineer seven (7) days prior to startup of each item of equipment; verify that each piece of equipment has been checked for proper lubrication, drive rotation, belt tension, control sequence, and other conditions that may cause damage; verify control systems are fully operational in automatic and alternate modes of operation; verify that tests, meter readings, and specific electrical characteristics agree with those specified by electrical equipment manufacturer; verify that instruments, meters, and gauges have been calibrated (Perform three-point calibration on continuous elements and systems). Provide calibration records. Provide a Certificate of Proper Installation issued by manufacturer to Engineer and Owner prior to initiating any startup activities.

Offeror shall perform startup prior to functional test to include pre-startup inspection of installation; startup under no-load conditions, if possible, observations of noise, vibration, and operation. Owner and Engineer shall witness startup. If all operating characteristics are normal, proceed with functional test.

Offeror shall perform functional test prior to placing equipment in service. Perform functional test under supervision of responsible manufacturers' representatives, instrumentation and control subcontractor, and Offeror personnel. Representatives of Owner and Engineer shall witness functional test. If applicable, perform functional test on each piece of equipment and operational system as specified in the individual product sections. If system is to be placed in service in phases, perform functional test on each part of system prior to placing each part of system in service. Functional testing shall demonstrate that equipment operates and complies with specified performance requirements; demonstrate that control panel functions, including failures and alarms, operate and comply with specified performance requirements; be non-destructive; if necessary, simulate failures and alarm conditions by jumping failure input terminals, and provide signal generators that simulate control conditions. If it is not feasible to create actual conditions; use actual as-built control diagrams in demonstration of functions; use operation and maintenance manuals to demonstrate operation of equipment; provide a

Certificate of Proper Operation issued by manufacturer to Engineer and Owner prior to placing equipment in service. If functional test does not meet requirements specified in this RFP, Offeror shall remedy defects and provide additional testing at no additional cost to Owner.

2. Substantial Completion: When Offeror considers the entire Work ready for its intended use Offeror shall notify Owner and Engineer in writing that the entire Work is substantially complete (except for items specifically listed by Offeror as incomplete) and request that Engineer issue a certificate of Substantial Completion. Promptly after Offeror's notification, Owner, Offeror, and Engineer shall make an inspection of the Work to determine the status of completion. If Engineer does not consider the Work substantially complete, Engineer will notify Offeror in writing giving the reasons therefore. If Engineer considers the Work substantially complete, Engineer will deliver to Owner a certificate of Substantial Completion which shall fix the date of Substantial Completion. There shall be attached to the certificate a tentative list of items to be completed or corrected before final payment.
3. Final Inspection: Upon written notice from Offeror that the entire Work or an agreed portion thereof is complete, Engineer will promptly make a final inspection with Owner and Offeror and will notify Offeror in writing of all particulars in which this inspection reveals that the Work is incomplete or defective. Offeror shall immediately take such measures as are necessary to complete such Work or remedy such deficiencies.
4. Partial Utilization: Prior to Substantial Completion of all the Work, Owner may use or occupy any substantially completed part of the Work which has specifically been identified in the Contract Documents, or which Owner, Engineer, and Offeror agree constitutes a separately functioning and usable part of the Work that can be used by Owner for its intended purpose without significant interference with Offeror's performance of the remainder of the Work, subject to the following conditions:
  - a. Owner at any time may request Offeror in writing to permit Owner to use or occupy any such part of the Work which the Owner believes to be ready for its intended use and substantially complete. If and when Offeror agrees that such part of the Work is substantially complete, Offeror will certify to Owner and Engineer that such part of the Work is substantially complete and request Engineer to issue a certificate of Substantial Completion for that part of the Work.
  - b. Offeror at any time may notify Owner and Engineer in writing that Offeror considers any such part of the Work ready for its intended use and substantially complete and request Engineer to issue a certificate of Substantial Completion for that part of the Work.
  - c. Within a reasonable time after either such request, Owner, Offeror, and Engineer shall make an inspection of that part of the Work to determine its status of completion. If

Engineer does not consider that part of the Work to be substantially complete, Engineer will notify Owner and Offeror in writing giving the reasons therefore. If Engineer considers that part of the Work to be substantially complete, the Engineer will issue a certification of Substantial Completion of that part of the Work as described above.

- F. Shop Drawings and Samples: Offeror shall submit Shop Drawings and Samples to Engineer for review and approval in accordance with the acceptable Schedule of Submittals. Shop Drawings shall be prepared by persons and entities possessing expertise and experience in the trade for which the Shop Drawing is prepared and, if required by the Contract Documents or applicable Laws or Regulations, by a licensed architect or engineer, as appropriate. Data shown on the Shop Drawings shall be complete with respect to quantities, dimensions, specified performance and design criteria, materials, and similar data to show Engineer the services, materials, and equipment Offeror proposes to provide and to enable Engineer to review the information.
1. Submittal Procedures: Submit shop drawings in accordance with the following submittal procedures:
    - a. Submit six (3) hard copies of all shop drawings and samples and one digital copy. One (1) hard copy will be returned to Offeror.
    - b. Before submitting each Shop Drawing or Sample, Offeror shall have determined and verified all field measurements, quantities, dimensions, specified performance and design criteria, installation requirements, materials, catalog numbers, and similar information with respect thereto; the suitability of all materials with respect to intended use, fabrication, shipping, handling, storage, assembly, and installation pertaining to the performance of the Work; all information relative to Offeror's responsibilities for means, methods, techniques, sequences, and procedures of construction, and safety precautions and programs incident thereto; and shall also have reviewed and coordinated each Shop Drawing or Sample with other Shop Drawings and Samples and with the requirements of the Work and the Contract Documents. Each submittal shall bear a stamp or specific written certification that Offeror has satisfied Offeror's obligations under the Contract Documents with respect to Offeror's review and approval of that submittal.
    - c. With each submittal, Offeror shall give Engineer specific written notice of any variations, that the Shop Drawing or Sample may have from the requirements of the Contract Documents. This notice shall be both a written communication separate from the Shop Drawing's or Sample Submittal; and, in addition, by a specific notation made on each Shop Drawing or Sample submitted to Engineer for review and approval of each such variation.
  2. Engineers Review: Engineer's review and approval or other appropriate action will be only to determine if the items covered by the submittals will, after installation or incorporation in the Work, conform to the information given in the Contract Documents and be compatible with the design concept of the completed Project as a functioning whole as indicated by the

Contract Documents. Engineer's review and approval or other appropriate action will not extend to means, methods, techniques, sequences, or procedures of construction (except where a particular means, method, technique, sequence, or procedure of construction is specifically and expressly called for by the Contract Documents) or to safety precautions or programs incident thereto. Engineer's review is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of Offeror as required by the Contract Documents. Engineer will return submittals marked as follows:

- a. Approved: Offeror may incorporate product(s) or implement Work covered by submittal.
  - b. Approved as Noted: Offeror may incorporate product(s) or implement Work covered by submittal, in accordance with Engineer's notations.
  - c. Revise as Noted, Resubmit: Make corrections or obtain missing portions, and resubmit. Except for portions indicated, Offeror may begin to incorporate product(s) or implement Work covered by submittal, in accordance with Engineer's notations.
  - d. Rejected/Resubmit as Specified: Offeror may not incorporate product(s) or implement Work covered by submittal.
3. Re-Submittal Procedures: If submittals are required to be resubmitted, Offeror shall make corrections required by Engineer and shall return the required number of corrected copies of Shop Drawings and submit, as required, new Samples for review and approval. Offeror shall direct specific attention in writing to revisions other than the corrections called for by Engineer on previous submittals.

## **7. INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS**

- A. Questions and Inquiries: Procedural questions about this RFP should be directed to Sharon G. Foley, P.E., HRRSA Executive Director, at (540) 434-1053 extension 223 or [sfoley@hrrsa.org](mailto:sfoley@hrrsa.org). TECHNICAL QUESTIONS SHOULD BE DIRECTED TO ROB MANGRUM (MANGRUM CONSULTING & DESIGN), AT (434) 665-1515 OR [ROB@MANGRUMCONSULTING.COM](mailto:ROB@MANGRUMCONSULTING.COM). **ALL QUESTIONS SHALL BE SUBMITTED BY EMAIL BEFORE 5:00 P.M., LOCAL TIME, MAY 10, 2019.**
- B. Site Visits: A pre-proposal conference will not be held for this solicitation. Interested parties may contact the Contract Administrator (Sharon G. Foley, P.E., HRRSA Executive Director, at (540) 434-1053 extension 223 or [sfoley@hrrsa.org](mailto:sfoley@hrrsa.org)) to schedule a site visit. The HRRSA North River WWTF is located at 856 North River Road, Mount Crawford, Virginia 22841.
- C. Contents of Proposals: Information contained in the proposal shall be stated in a clear and concise manner. Documents should be submitted in two separate envelopes, one containing the

Technical Proposal and the other containing the Cost Proposal. The two submittals shall be identical except that the Technical Proposal shall not contain any cost information.

- D. The Offeror's submittal shall be organized in accordance with the following Table of Contents. Each page of the submission should be numbered sequentially.

1. Table of Contents

Section	Title
1	RFP COVER PAGE
2	Executive Summary Including Proposed Personnel / Team Organization
3	Manufacturer Information, Relevant Experience and References
4	HRRSA Required Forms:  Vendor Identification/Ownership Disclosure Statement, Small & Minority Business Statement and State Corporation Commission Form
5	Price Quotation Form including Guaranteed Schedule (Cost Proposal only)

2. Executive Summary

- a. Provide an executive summary highlighting key aspects of the proposal excluding cost information. The executive summary should not exceed one page in length.
- b. The executive summary shall clearly state and identify who the sole responsible party is for submitting the proposal, (i.e. the Offeror) and the proposed equipment manufacturer for the tertiary cloth media filter equipment (i.e., the Manufacturer). There shall only be one responsible party (i.e. Offeror).
- c. Include an organizational chart for the entire team (including the manufacturer) clearly indicating services and equipment to be provided by each team member and/or manufacturer as appropriate.
- d. Provide clear, concise information regarding the experience and qualifications of all key personnel responsible for work and the respective roles and experience of those members. Key personnel shall include Offeror's Project Manager, Manufacturers Project Manager and Certified Field Technician. Provide the geographic location of all key personnel.

3. Manufacturer Information, Relevant Experience and References
  - a. The Manufacturer is defined as the party that manufactures and supplies the tertiary cloth media filter equipment specified.
  - b. Provide a brief company history detailing product lines and history of manufacturing equipment meeting the requirements of this RFP.
  - c. Identify the location of the corporate headquarters and the location of the facility where the equipment will be manufactured for this project.
  - d. Identify the Project Manager, Applications Engineer, and Certified Field Technician that will be assigned to this project. Provide brief descriptions of their experience and qualifications.
  - e. Identify the location of the nearest authorized service representative(s) for the Equipment. Provide legal name, address and contact person for the authorized service representative(s). Provide the number of trained service technicians employed by the service representative.
  - f. Identify the availability, source and location of origin for spare parts for all major components of the equipment being proposed. Preference will be given to manufacturers that can deliver spare parts for major components to HRRSA within 5 days of order.
  - g. Provide a list of recommended spare parts and all special tools to perform routine and preventative maintenance for HRRSA to retain on site and include all items as part of the Cost Proposal.
  - h. Describe the customary technical support provided after the completion of the contractual warranty period.
  - i. List all professional and technical certifications/affiliations.
  - j. Describe the company structure and identify and outline any and all relationships with any partners, major equipment suppliers and/or consultants that would be used for this project.
  - k. Provide a minimum of twenty (20) projects demonstrating relevant experience in the manufacture of this filter technology in the same application at municipal wastewater treatment facilities in the US.
    - I. Provide Owner contact for all the references/installations listed above. Contact names and telephone numbers shall be provided for all references.
    - II. Clearly state the design capacity for each installation listed above.

#### 4. Guaranteed Delivery Schedule

- a. Offeror shall provide a guaranteed schedule from issuance of PO to delivery of all shop drawings to HRRSA for each respective phase.
  - b. Offeror shall provide a guaranteed schedule from approved shop drawings to delivery of all **Phase II** Equipment to North River WWTF. Delivery of three (3) hard copies of the O&M manual and an electronic copy in .PDF format is a requirement in meeting the equipment delivery schedule requirements to the job site.
  - c. Offeror shall provide a guaranteed schedule from approved shop drawings to delivery of all **Phase III** Equipment to North River WWTF. Delivery of three (3) hard copies of the O&M manual and an electronic copy in .PDF format is a requirement in meeting the equipment delivery schedule requirements to the job site.
  - d. The Equipment will be delivered, installed and commissioned in two phases, Phase II and Phase III. Phase I equipment was procured and installed under a prior RFP (HRRSA-2018-01). There shall be at minimum three (3) full calendar months between the shipment of Phase II equipment and Phase III equipment to the project site. This RFP delineates the scope of supply for Phase II and Phase III and requires explicit itemized pricing to be submitted in compliance with this RFP, see "Price Quotation Form".
- E. Cost Proposal: The Cost Proposal shall be identical to the Technical proposal but shall also include a completed Price Quotation Form.
- F. Packaging of Proposals: The Proposal will be submitted in two separate envelopes, one containing the Technical Proposal and the second containing the Cost Proposal. The Technical Proposal shall include a complete proposal excluding Price Quotation Form. The Cost Proposal, contained in a separate and appropriately marked envelope, shall be identical to the Technical Proposal but shall include Price Quotation Form. The proposals will initially be evaluated based on the Technical Proposal. The Cost Proposal envelope will only be opened for those proposals that are deemed by the selection committee to meet the RFP requirements as described herein.
- G. Proposal Submission Procedure
1. Proposals must be received at HRRSA's Administration Building (856 North River Road, Mt. Crawford, VA 22841) **BEFORE 10:00 A.M., LOCAL TIME, MAY 31, 2019.**
  2. Each proposal shall be submitted in a sealed envelope with the outside of the envelope stating the name of the Offeror, its mailing address, its telephone number, and the following identification: **"RFP No. HRRSA-2019-01: Tertiary Filter Equipment Procurement - Phases II & III"**.



3. The Sealed Proposal Envelope shall contain two separate envelopes, one containing the Technical Proposal and the second containing the Cost Proposal, so labelled. The Technical Proposal shall include a complete proposal excluding Price Quotation Form. The Cost Proposal, contained in a separate and appropriately marked envelope, shall be identical to the Technical Submission but shall include a Price Quotation Form.
4. One complete, original proposal, so marked, and one complete copy, so marked, are required.

Proposal security in the amount of five percent (5%) of the total proposed cost is required for all Offeror's submitting a Proposal. In lieu of a proposal security, Offeror's can include a cashier's check or cash deposit equal to the 5% of the total proposed project cost with the submitted proposal.

5. Proposals may either be mailed to P.O. Box 8, Mt. Crawford, Virginia 22841 or hand delivered or shipped to 856 North River Road, Mt. Crawford, Virginia 22841. Proposals may not be emailed.
  6. Proposals received by HRRSA after the acceptance date and time will not be considered. Proposals will be publicly accepted and logged in at the time and date received but not opened.
  7. Offerors, prospective bidders, vendors or other interested parties requiring "reasonable accommodation" under the Americans with Disabilities Act for submission of proposals, authorized inspection visits or appropriate data collection on HRRSA property, or any other procurement-related contact with HRRSA staff, must contact the HRRSA Executive Director in a timely manner to arrange such accommodations as appropriate.
- H. HRRSA to Bind Firm in Contract: Proposals must give the full name and address of the vendor. Failure to manually sign the Proposal may disqualify it. The person signing the Proposal should show Title or Authority to bind his/her firm in a contract.
- I. Rights of HRRSA: HRRSA reserves the right to accept or reject all or any part of any proposal, waive informalities and award the Contract to best serve the interest of HRRSA.
- J. The contents of the Proposal submitted by the successful Offeror and this RFP will become part of any contract/PO awarded as a result of the Scope of Work contained herein.
- K. Costs of Proposal Preparation: Any costs incurred by the Offerors in preparing or submitting proposals are the Offeror's responsibility. HRRSA will not reimburse any Offeror for any costs incurred as a result of a response to this RFP.

- L. Addendum and Supplement to Request: Only written communications relative to this procurement will be considered. No oral communication by either the Offeror or any representative of HRRSA shall alter or amend the intention of these specifications or be binding thereupon. Written addenda will be issued for any clarifications and or changes necessitated by appropriately posed questions from potential Offerors and /or representatives of HRRSA. Written acknowledgement of all addenda is necessary for the bid to be considered complete and responsive.
- M. Withdrawal of Proposals: The Offeror shall give written notice in writing of his claim of right to withdraw his proposal within two business days after the conclusion of the proposal opening procedure.

## **8. EVALUATION OF PROPOSALS**

- A. HRRSA will review and rank the proposals from each Offeror based upon the factors itemized below. Weighting factors will be applied to each category.

### **1. Quality Factors**

- a. Relevant Manufacturer experience, number of installations and specifically the documented full-scale filter performance pursuant to the following: (40%)

Demonstrated historical performance of the proposed cloth media filter system (either 5 or 10 micron filter cloths) at facilities in the US where effluent Total Phosphorus (TP) limits are less than or equal to 0.3 mg/L. Raw data in spreadsheet form shall be included in a digital format with the Proposal. Data shall be generally comprised of daily (5/wk) composite samples which encapsulate a complete calendar year. Data shall be presented for one (1) complete calendar year (either CY 2016 or CY 2017) for at least two (2) separate facilities which meet all of the requirements defined in this section to include having been in operation for a minimum of ten (10) years (as of the issue date of this RFP). Size of treatment facility will be a factor in evaluating the data with comparable capacity installations having greater significance/value to the Owner.

- b. Foot print requirements for required capacity and compatibility with existing cloth media filtration equipment (25%)

Demonstrated ability of the cloth media filter system to achieve a minimum of 48 MGD maximum day flow design capacity in the space of one filter cell within the existing HRRSA tertiary filter building while meeting all requirements set forth in this RFP. One existing filter cell has the following dimensions: 28 ft wide by 30 ft long by 14 ft tall, empty concrete structure. Maximum day hydraulic and solids loading rates utilized to meet this criterion shall be clearly stated and shall not be greater than previously approved in Virginia; nor shall the hydraulic loading rate be greater than that approved for any project provided for item (1.a) above. Phase II and Phase III equipment shall be fully compatible and hydraulically equivalent to the existing cloth media filtration equipment at NRWWTF.

- c. Guaranteed equipment delivery schedule. (10%)

Specific durations shall be itemized for delivery of shop drawings upon issuance of PO; and a specific duration from time of Owner approved shop drawings to delivery of all equipment to the project site.

- d. Completeness of Technical Proposal in demonstrating that Equipment meets the intent and requirements of the RFP and Technical Specifications. (Cause for Rejection)

## 2. Cost Factors

Equipment Cost (25%). Cost of total equipment which meets all requirements of the RFP to include delivery to the job site as well as the required manufacturer provided field observation of installation during construction.

- B. Each proposal will be evaluated with respect to compliance with all technical and administrative requirements as detailed in the RFP.
- C. References will be evaluated based on the similarity of the installation, performance/permit requirements, size and complexity, as well as comments received from the reference.
- D. The proposals will be ranked based upon the criteria set forth in the RFP. Price will be considered as defined herein but will not be the sole determining factor. Negotiations will be conducted with the highest ranked Offeror. If an agreement cannot be reached to the satisfaction of HRRSA with the top ranked Offeror, then negotiations will be terminated with that Offeror and then negotiations will then be started with the next lowest ranked Offeror. This sequence will continue until an agreement can be reached to the satisfaction of HRRSA.
- E. HRRSA reserves the right to not award/select any proposal, if HRRSA so chooses.
- F. Should HRRSA determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.
- G. From the date that the proposals are due, HRRSA will have 60 days to issue Notice of Award to the Offeror.
- H. A written notice of award shall be provided to the successful Offeror within the specified acceptance period. It may be in the form of a letter, or PO, either of which shall be deemed a binding contract without further action by either party. If a formal contract is required, it shall be written and issued by the HRRSA Executive Director for execution by the Offeror. All copies shall then be returned to the HRRSA Executive Director, who will be responsible for providing proper signatures for HRRSA and dispersing copies.
- I. Notice of Award: HRRSA will provide public notice announcing its decision to award the contract by posting the Notice of Intent to Award on its website (<http://www.hrrsa.org>), the eVA website (<http://eva.virginia.gov/>) and by mailing the notice to all Offerors submitting a proposal.

END OF SECTION

**9. PRICE QUOTATION FORM**

**Tertiary Filter Equipment Procurement - Phases II & III**

**RFP No. HRRSA-2019-01**

	Description	Price
Phase II	Total lump sum price for all equipment, appurtenances and control systems described as <b>Phase II</b> Scope of Supply in accordance with this RFP.	\$
		Price \$

	Description	Price
Phase III	Total lump sum price for all equipment, appurtenances and control systems described as <b>Phase III</b> Scope of Supply in accordance with this RFP.	\$
		Price \$

General Notes:

- A. Prices are to include all charges, F.O.B. delivery site at 856 North River Road, Mt. Crawford Virginia.
- B. There shall be at minimum three (3) full calendar months between the shipment of Phase II equipment and the shipment of Phase III equipment to the project site.

<u>Offerors Guaranteed Schedule</u>	
Number of Calendar Days from issuance of PO to Deliver all Phase II Shop Drawings (to HRRSA:	
Number of Calendar Days from approved shop drawings to Deliver all <b>Phase II</b> filter equipment and appurtenances to project site:	
Number of Calendar Days from issuance of PO to Deliver all Phase III Shop Drawings to HRRSA:	
Number of Calendar Days from approved shop drawings to Deliver all <b>Phase III</b> filter equipment and appurtenances to project site:	

Exceptions, if any, to any portion of this RFP or attachments shall be enumerated below:

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By:

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(Business Name)

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(Name and signature of person authorized to sign)

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(Title of person authorized to sign)

*Please return this completed form with Cost Proposal.*

**10. VENDOR IDENTIFICATION AND OWNERSHIP DISCLOSURE**

**Tertiary Filter Equipment Procurement**

**RFP No. HRRSA-2019-01**

Company:					
Address:					
Contact Person:					
Telephone:		Fax:		E-Mail:	
Organized under the laws of the State of:					
Principal place of business:					
Following list includes persons having ownership of 3% or more in the company (attach more sheets if necessary):					
<u>Name</u>			<u>Address</u>		

HRRSA requests that any consultant, firm or vendor receiving a contract of award resulting from an RFP issued by HRRSA shall make certification as specified below. Receipt of such certification, shall be a prerequisite to the award of contract and payment thereof.

**Section II – Employees Not to Benefit**

I (we) hereby certify that if the contract is awarded to our firm, partnership, or corporation, that no employees of HRRSA or members of his/her immediate family, including spouse, parents or children has received or been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder’s fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract.

**Section III – Conflicts of Interest**

This solicitation is subject to the provisions of VA Code §2.1-639.2 et. seq, the State and Local Government Conflict of Interests Act. The Vendor [ ] is [ ] is not aware of any information bearing on the existence of any potential organizational conflict of interest.

**Section IV – Collusion**

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same services, materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the State and Federal law and can result in fines, prison sentences, and civil damages.

I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all condition of this RFP and certify that I am authorized to sign for my company.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name**  
**(Printed):** \_\_\_\_\_ **Title:** \_\_\_\_\_

*Please return this completed form with bid/proposal submission.*

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**11. SMALL AND MINORITY BUSINESS STATEMENT**

**Tertiary Filter Equipment Procurement**

**RFP No. HRRSA-2019-01**

The following information is requested for statistical purposes only. It is intended to ensure that its procurement practices are non-discriminatory and promote equality of opportunity for Small and Minority Business Enterprises, whether doing so by choice or by formal procedural regulation.

Definition:

1. Small Business: For the purpose of this document, a small business concern is one which regardless of ownership or control:
  - a. Does not exceed fifty (50) employees.
  - b. Gross annual income does not exceed \$2 million.
  - c. Is independently owned and operated (not subsidiary of another firm).
  - d. Is not dominant in its field of operation.
  
2. Minority Business: A business entity which is operated and controlled by a minority.
  - a. The terms “operated and controlled” shall mean that the managerial and official staff of this entity shall be comprised of minority persons, sufficient in ratio and gross earnings to demonstrate that the business transactions are, in fact, controlled by minority persons; and that the primary power, direct or indirect, to influence the management of this entity shall rest with minority persons or a corporation, partnership, or sole proprietorship in which minority persons collectively own, operate, control and share in earnings of 51 percent or more of such an enterprise.
  
  - b. A minority person shall mean Black, Hispanic, Asian or Pacific Islanders, American Indians or Alaskan Natives, and women, regardless of race or ethnicity.

PLEASE CHECK THE FOLLOWING INFORMATION RELEVANT TO YOUR FIRM:

Minority Business Firm: Yes \_\_\_\_\_; No \_\_\_\_\_.

Small Business Firm: Yes \_\_\_\_\_; No \_\_\_\_\_.

Name of Business: \_\_\_\_\_

Address: (Office) \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_ / \_\_\_\_\_

*Please return this completed form with bid/proposal submission.*

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**12. STATE CORPORATION COMMISSION FORM**

**Virginia State Corporation Commission ("SCC") registration information**

**The undersigned Contractor:**

is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_

**-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership or business trust

**-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location)

**-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of §13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\***

Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

(Print)

**Title:** \_\_\_\_\_

**Name of Firm:** \_\_\_\_\_

*Please return this completed form with bid/proposal submission.*

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