



**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)

ISSUE DATE: <b>March 18, 2020</b>	Request for Proposal: <b>HRRSA-2020-04</b>	FOR: <b>Septage Receiving Station</b>
DEPARTMENT: <b>Harrisonburg-Rockingham Regional Sewer Authority</b>	DATE/TIME OF CLOSING: <b>April 22, 2019, 10:00 A.M., local time</b>	CONTRACT ADMINISTRATOR: <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 it procurement activity.

<b>NAME AND ADDRESS OF FIRM:</b>	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-2020-04**

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**ATTACHMENTS:**

A – HRRSA GENERAL TERMS AND CONDITIONS & INSURANCE REQUIREMENTS

## 1. PURPOSE

- A. The Harrisonburg-Rockingham Regional Sewer Authority (HRRSA) is requesting proposals, subject to the specifications and conditions contained herein, to procure a complete and fully automatic septage receiving station at the North River Wastewater Treatment Facility (NRWWTF) in Mount Crawford, Virginia. The equipment will be installed by HRRSA's Maintenance Department.
- B. The septage receiving station shall consist of: a fully automatic, self-cleaning, dual drive, septage receiving system incorporating a perforated plate rotating drum screen and an integral screenings washing, conveying and dewatering/compacting system contained within a type 304 stainless steel tank. The septage receiving unit shall be a dual drive system which allows the drum and screw to be driven independently. A cylindrical drum screen shall be constructed of perforated plate media in type 304 stainless steel with 6 mm perforations around the entire basket. The drum screen shall be mounted on the drive end using a large diameter, single row, heavy duty industrial slewing ring bearing assembly with integral ring gear comprising part of the screen drive system. Drum gear reducer drive unit with minimum 2.0 HP TEFC-XP (Class I, Division 1, Group D) motor suitable for 460/3/60 electrical supply. The tank mounted rotating drum screen, conveying and dewatering system shall be positioned at a 25° angle of inclination from horizontal and includes a support stand to allow the drum to be rotated out of the tank for maintenance. A cleaning brush and cold water spray bars shall be located on the outside of the screen drum to prevent small solids from passing through the screen. Angled lifting vanes shall be positioned inside the drum screen to retain and lift solids into the screw trough. The screw trough shall extend beyond the drum screen opening at the influent end to maximize solids capture and reduce screenings recycle. The drive assembly for the screw shall be attached via a drive support flange welded to the upper end of the screenings transport tube. Screw drive unit with minimum 2.0 HP TEFC-XP (Class I, Division 1, Group D) motor suitable for 460/3/60 electrical supply. The shafted screenings screw conveyor to be constructed from high strength alloy steel with a two-part epoxy coating. Compaction zone integral to the screw conveyor and with latched, hinged cover from type 304 stainless steel and safety interlock switch. Dewatering zone drain flush spray system from type 304 stainless steel with manual ball valve. Transport tube spray system from type 304 stainless steel and rubber hose with manual ball valves. The septage receiving station shall be supplied with a two-stage tank. The inlet section of the tank shall slope toward the screen to prevent sedimentation. The second stage of the tank shall house the rotating drum screen. Tank flush wash system from type 304 stainless steel with manual ball valves. All covers will be gasketed and either hinged, bolted or latched.

One (1) NEMA 4X type 304 stainless steel main control panel mounted on Unistrut on the skid unit and suitable for 480/3/60 electrical supply. Control panel shall contain the following control devices for operation of the unit. Main disconnect with through door interlock handle. Control Power Transformer, 480-120VAC w/branch circuit protection. Surge Protection Device, 120 VAC. Drum motor VFD. Screw motor VFD. Load monitor (screw motor). Pilot lights, (Motor Run &

Fault, Control Power, High Water Level). Push buttons (E-Stop, System Reset). Selector Switches (Motor HOA, Wash Solenoid and Electrically Actuated Ball Valves HOA). Programmable Logic Controller, Schneider/Modicon M-340, with Ethernet and Required IO plus 10% spare IO space. Operator Interface Unit, Schneider/Magelis. Panel Heater, with Thermostat. Reset pushbutton. UL Label.

One (1) NEMA 4X 304 stainless steel Remote Indication Station mounted on the unit complete with: System ready pilot light (green); Valve closed pilot light (red); High level pilot light (yellow) - flashes at high level and changes solid/on when inlet valve starts closing; and, One (1) high level alarm horn.

One (1) NEMA 4X Safety Microswitch: 120 volt safety interlock switch shall be factory mounted to the compaction/discharge zone access door. Interlock switch shall prevent operation of the screen while the door is open. One (1) level probe to detect start, middle and high levels, with mounting bracket. One (1) NEMA 7 brass body solenoid valve, 120-volt, single phase, 60 Hz, to control flow to the dewatering zone spray wash assembly. Two (2) NEMA 7 full port stainless steel electric actuated ball valves to control flow to the drum spray wash and tank flush assemblies. Ball valve electric actuator shall be NEMA 4X 120-volt, single phase, 60 Hz.

Base station type 304 Stainless steel enclosure, mounted to the unit, heat traced, enclosure with locking access doors, containing: One (1) 6-inch threaded electrically actuated Gate Valve. One (1) 4-inch Flow meter, NEMA 4X rated with integral mount transmitter. One (1) 4-inch cam lock fitting for septage hauler connection. One (1) 4-inch flange for connection to unit.

Outdoor Freeze Protection - Weather protection system. Wash water piping and compaction/discharge zone wrapped with self-regulating heat trace cable supplied with insulation and protective jacket. Electrical wiring routed to a factory mounted conduit box for field connection. The system shall include a NEMA 4X ambient temperature thermostat to control heat tracing and GFCI circuit breaker mounted in the control panel.

One (1) Hauler Station and Software Package: The Hauler Station shall identify waste haulers allowing unloading access. The Hauler Station will include: NEMA 4X Stainless Steel Enclosure; Internal Swing-out Door (Stainless Steel); Lockable Full-Grip Handle with 3-Point Latch; Drip Shield; Access Keypad / Card Reader with 100 cards; Printer Interface; Detachable Terminals; Non-Volatile Memory; Compact Thermal Printer with Integral Auto-cutter Backlit Receipt Dispenser; RS232 and USB Data Port; Pilot Devices.

The Software Package will collect data from each hauler transaction and store it in a secure SQL database. The following data shall be collected: Site ID; Station ID; Ticket Number (On Hauler Receipt); Hauler ID; Date and Time of Transaction; Volume Unloaded; Waste ID; and an Alarm ID.

The septage receiving station will be installed onto an existing concrete slab. The design maximum hydraulic flow rate shall be at least 1,400 gpm of domestic septage. HRRSA will self-perform and/or, under separate contract, procure the services of a general contractor to install the septage receiving station equipment to include required external piping and connecting instrumentation and power between disconnect boxes installed on the Equipment provided pursuant to this RFP.

- C. All equipment procured under this RFP shall be delivered at one time, phased deliveries will not be accepted. Manufacturer's representative shall be at the North River WWTF (exclusive of travel) for two (2) days for inspection during installation, start-up/commissioning and training.
- D. Technical proposal(s) including information from the Manufacturer of the septage receiving station will be evaluated as part of the procurement process due to limited existing space requirements and the critical reliability of automatic performance and operation required of the septage receiving system.
- 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.
- B. The technical specifications contained within this RFP (Section 1 above) shall be the basis of design for the proposed septage receiving station.
- C. The following Manufacturer will be considered as the basis-of-design for the septage receiving system; alternate manufacturers meeting the demonstrated performance requirements in

addition to all elements of this RFP may be considered, but HRRSA reserves the right to select Equipment based on technical qualifications, performance track record and number of demonstrated successful installations which automatically operate in a trouble-free manner.

Enviro-Care - Flo-Beast Septage Receiving Station Model VFA-1400-DM.

#### 4. **SPECIFICATIONS**

- A. Refer to the Section 1 hereinabove.
- 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 - 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: Complete and automated septage receiving station to include all required 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 to HRRSA.
2. 75% (85% cumulative): Within 30 days of delivery and HRRSA acceptance of all Equipment 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. HRRSA will conduct a Substantial Completion inspection when requested by the Offeror but only when it receives notification that ALL of the following has been successfully achieved/performed in accordance with the contract documents:
  - 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, which will include the retainage, less any amounts due or claimed by HRRSA, shall not become due until all punch list items have been resolved to the satisfaction of HRRSA and after the Offeror has delivered all documents described in the

specifications. Within 30 days of completion of said items, HRRSA shall pay the Offeror the amount therein stated, less all prior partial payments.

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: Offeror shall submit Shop Drawings 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 three (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, 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 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 may have from the requirements of the Contract Documents. This notice shall be both a written communication separate from the Shop Drawing's or Submittal; and, in addition, by a specific notation made on each Shop Drawing 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, APRIL 8, 2020.**
- 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 septage receiving station (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 septage receiving station 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. 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.
  - g. Describe the customary technical support provided after the completion of the contractual warranty period.
  - h. 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.
  - i. Provide a minimum of ten (10) projects demonstrating relevant experience of a fully automatic separate receiving station with 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.
  - b. Offeror shall provide a guaranteed schedule from approved shop drawings to delivery of all 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.
- 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, APRIL 22, 2020.**
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-2020-04: Septage Receiving Station"**.
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.
5. 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.
6. 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.
7. 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.
8. 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 number of operating systems that are fully automatic of the same size as being proposed to furnish pursuant to the RFP: (50%)
- b. Size and configuration of the total system: (20%)
- c. Guaranteed equipment delivery schedule. (5%)

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**

**Septage Receiving Station**

**RFP No. HRRSA-2020-04**

	Description	Price
	Total lump sum price for all equipment, appurtenances and control systems 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 22841.

<u>Offerors Guaranteed Schedule</u>	
Number of Calendar Days from issuance of PO to Deliver all Shop Drawings (to HRRSA):	
Number of Calendar Days from approved shop drawings to Deliver all 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**

**Septage Receiving Station Procurement**

**RFP No. HRRSA-2020-04**

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**

**Septage Receiving Station**

**RFP No. HRRSA-2020-04**

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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