



## **City of Coos Bay**

### **Request for Proposal to Provide Operation, Maintenance, and Management Services of the Sewer Treatment and Collection System**

#### **NOTICE**

The City of Coos Bay is accepting proposals to provide operation, maintenance, and management services of the sewer treatment and collection system. The contract term will be for 10 years. The sanitary sewer system consists of 2 treatment plants, 21 lift stations, 93 miles of piping, and a facultative sludge lagoon. The storm sewer system consists of 3 pump stations and 50 miles of piping. Prior to accepting a proposal the City is performing a prequalification of prospective proposers pursuant to ORS 279B.120. The City will only accept proposals from contractors that have submitted a pre-qualification package and received approval of that package.

The City invites qualified firms to download the Request for Proposal (RFP) from the City of Coos Bay's website at [www.coosbay.org](http://www.coosbay.org). Should you have any questions please contact Jennifer Wirsing, Engineering Service Coordinator, at 541-269-1181 extension 2247.

#### **SUBMISSION OF THE PROPOSAL PACKAGE**

Maintaining the integrity of the RFP process is extremely important to the City of Coos Bay. As such all questions, shall be directed to the project manager, Jennifer Wirsing, via email at [jwirsing@coosbay.org](mailto:jwirsing@coosbay.org). Answers to all questions will be posted on line and made available to all firms intending to provide a submittal for this project. Failure to adhere to these restrictions may significantly reduce your prospects for selection.

The City of Coos Bay reserves the right to reject any and all proposals, and has the right, at its sole discretion, to accept the proposal it considers most favorable to the City's interest and the right to waive minor irregularities in procedures.

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## **CITY OF COOS BAY**

### **INSTRUCTIONS TO SUBMITTERS TO PROVIDE OPERATION, MAINTIENCE, AND MANAGMENT SERVICES OF THE SEWER TREATEMENT AND COLLECTION SYSTEM**

#### **GENERAL INSTRUCTIONS**

The City of Coos Bay is accepting proposals to provide operation, maintenance, and management services of the sewer treatment and collection system. The contract term will be for 10 years. The sanitary sewer system consists of 2 treatment plants, 21 lift stations, 93 miles of piping, and a facultative sludge lagoon. The storm sewer system consists of 3 pump stations and 50 miles of piping. Prior to accepting a submittal the City is performing a prequalification of prospective proposers pursuant to ORS 279B.120. The City will only accept proposals from contractors that have submitted a pre-qualification package and received approval of that package. The City invites qualified contractors to submit a pre-qualification package in accordance with the requirements set forth in this document.

The proposal package must be in conformance with the requirements and specification set forth within this Request for Proposal (RFP). All submittals are subject to the provisions and requirements of the City of Coos Bay Rules of Local Contract Review and the Oregon Revised Statutes.

#### **SUBMISSION OF QUALIFICATION AND PROPOSAL PACKAGE**

Maintaining the integrity of the RFP process is extremely important to the City of Coos Bay. As such all questions, shall be directed to the project manager, Jennifer Wirsing, via email at [jwirsing@coosbay.org](mailto:jwirsing@coosbay.org). Prior to contact, please review the General Information regarding Additional Information Requests, located on Page 4 of this packet. Answers to all questions will be posted on line and made available to all firms intending to provide a submittal for this project. Failure to adhere to these restrictions may significantly reduce your prospects for selection.

The City of Coos Bay reserves the right to reject any and all submittals, and has the right, at its sole discretion, to accept the submittal it considers most favorable to the City's interest and the right to waive minor irregularities in procedures.

As previously mentioned, this RFP is a two part process. In order to receive consideration of your qualification and proposal package you must successfully complete both parts as described in this RFP:

#### **PART 1- PREQUALIFICATION APPLICATION PACKAGE (EXHIBIT A)**

To be able to submit a Proposal package, the proposer shall submit a prequalification application package in conformance with the following instructions:

1. Complete Prequalification Application Package in conformance with the instructions (refer to Exhibit A within this RFP).
2. All Prequalification Application Packages shall be delivered to:  
City of Coos Bay  
Public Works  
Attn: Jennifer Wirsing  
500 Central Avenue  
Coos Bay, OR 97420

3. Submit nine (9) bound copies, one (1) unbound copy marked "original", one (1) CD-ROM in electronic PDF format of the Prequalification Application Package by 2:00 p.m. on November 9, 2015.
4. The application package must be clearly marked "PREQUALIFICATION APPLICATION PACKAGE FOR OPERATION, MAINTIENCE, AND MANAGMENT SERVICES OF THE SEWER TREATEMENT AND COLLECTION SYSTEM".
5. The City shall notify the contractors by November 20, 2015 of the status of their application. If the application is deemed not complete or it does not meet the requirements set forth in this RFP the contractor will not be eligible to submit a Proposal package (Part 2).

**PART 2 – PROPOSAL PACKAGE (EXHIBIT B)**

To receive consideration, the proposer shall successfully complete Part 1 as described above and the qualification and proposal package (Part 2) must be submitted in accordance with the following instructions:

1. Prepare a Proposal Package in conformance with this RFP.
2. All proposal packages shall be delivered to:

City of Coos Bay  
Public Works & Development Department  
Attn: Jennifer Wirsing  
500 Central Avenue  
Coos Bay, OR 97420

3. Submit nine (9) bound copies and one (1) unbound copy marked "original" of the proposal plus one (1) CD-ROM with the entire proposal in electronic PDF format by 2:00 p.m. on January 19, 2016.
4. The package must be clearly marked "PROPOSAL PACKAGE FOR OPERATION, MAINTIENCE, AND MANAGMENT SERVICES OF THE SEWER TREATEMENT AND COLLECTION SYSTEM".

## **SCHEDULE FOR RFP EVENTS**

RFP Advertised (1 <sup>st</sup> Round)	October 13, 2015
RFP Advertised (2 <sup>nd</sup> Round)	October 19, 2015
Mandatory Pre-Submittal Meeting and Tour	October 26, 2015 at 1:30
Deadline for Additional Info Requests for Prequal	October 30, 2015
Response to Additional Info Requests for Prequal	November 3, 2015
Prequalification Application Package Due	November 9, 2015 at 2 p.m.
Notification of Prequalification Application Status	November 20, 2015
Protest Period for Prequalification Application	November 23, 2015 – December 28, 2015
Deadline for Additional Information Request for RFP	January 8, 2016
Response to Additional Information Requests	January 12, 2016
Proposal Package Due	January 19, 2016 at 2 p.m.
Posting of Shortlist	January 29, 2016
Schedule Interview (subject to City's discretion)	February 1, 2016
Interviews (subject to City's discretion)	February 8 and 9, 2016
Council Consideration of Award of Project	February 16, 2016
Contract Negotiation w/ Selected Contractor	February 17 – March 4, 2016
Council Consideration of Contract	March 15, 2016
Protest Period	March 16 - 23, 2016
Award of Project	March 24, 2016

## **MANDATORY PRE-SUBMITTAL MEETING & TOUR**

A mandatory pre-submittal meeting will be conducted on October 26, 2015 at 10:00 a.m. to noon. The meeting will be held at City Hall, Council Chambers, 500 Central Avenue. At the meeting there will be a presentation of the project and a question and answer session. The meeting will adjourn and break for lunch. At 1:00 p.m. there will be a tour of the two treatment plants, lagoon, and five pump stations. All of the questions and answers will be documented and provided online for review.

**This will be your only opportunity to tour the plants, lagoon, and pump stations.** As the plants are currently operational, please dress accordingly and bring a hardhat and safety glasses. Attendance to this meeting is mandatory. A submittal will not be accepted from contractors that did not attend the required meeting.

## **RFP METHOD**

The City will use the Request for Proposal (RFP) procurement method. The process has several major components, including but not limit to: 1) RFP notice, 2) Mandatory pre-submittal meeting, 3) Receipt of Prequalification Application form, 4) Qualification evaluation, 5) Approval of Prequalification Application, 6) Receipt of Proposal package, 7) Proposal evaluation, 8) Shortlist of qualified contractors, 9) Interviews (Subject to the City's discretion), 10) Recommendation to the City Council for Council approval to commence forward with contract negotiations, 11) Contract negotiation, and 12) Recommendation to the City Council for Council approval of contract.

## GENERAL INFORMATION

### PROCUREMENT PROCESS

This RFP is a two part process. In order to receive consideration of your qualification and proposal package you must successfully submit and receive approval of the Prequalification Application. All contractors that wish to submit on this RFP shall attend the mandatory pre-submittal meeting and conform to all requirements and specifications set forth in this RFP

### RESOURCES TO BE PROVIDED

The City has made available at the City's website ([www.coosbay.org](http://www.coosbay.org)) the following documents for your use in preparation of your proposal. A hard copy of any of the reports can be provided for a fee by contacting Jennifer Wirsing at 541-269-1181 ext. 2247 or [jwirsing@coosbay.org](mailto:jwirsing@coosbay.org) to obtain directions and access to the ftp site.

1. Plant 1 NPDES Permit
2. Plant 2 NPDES Permit
3. Biosolids Permit
4. Facility Plan and Facility Plan Amendment for Plant 2
5. Proposed Plant 2 Final Design Plans
6. Existing Plant 2 Plan Set
7. Facility Plan for Plant 1
8. Existing Plant 1 Plan Set
9. Sanitary Sewer Master Plan
10. Storm Sewer Master Plans
11. Smoke Testing & I/I Report
12. Driver's Vehicle Inspection Report
13. Vehicle List

### INTERVIEWS

Proposers **may** be invited to an interview with the City's Selection Committee. Selected firms will be contacted regarding time and location of an interview.

### COMPLIANCE WITH RULES

Proposers responding to this RFP must follow its procedures and requirements. Failure to comply with or complete any part of this PROPOSAL may result in rejection of your Proposal.

### REQUEST FOR ADDITIONAL INFORMATION

Proposers may submit questions or a request for additional information. All questions and/or requests must be submitted either by mail or email:

City of Coos Bay  
Public Works  
Attn: Jennifer Wirsing  
500 Central Avenue  
Coos Bay, OR 97420  
[jwirsing@coosbay.org](mailto:jwirsing@coosbay.org)

All requests for additional information, must clearly reference the "ADDITIONAL INFORMATION REQUEST FOR THE RFP FOR OPERATION, MAINTIENCE, AND MANAGMENT SERVICES OF THE SEWER TREATMENT AND COLLECTION SYSTEM". All requests for the prequalification package application must be received no later than October 30, 2015. All requests for the proposal package application must be received no later than January 8, 2016. The responses to the requests will be made available at the City's website: [www.coosbay.org](http://www.coosbay.org) Hard copies of the questions and

responses can be mailed upon request for a fee.

#### **PROPOSAL WITHDRAWAL**

Any Proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawal to the issuing office. A duly authorized representative of the agency shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new Proposal.

#### **CITY'S RIGHT TO CANCEL PROCESS OR REJECT PROPOSALS**

The City may cancel a solicitation process, or reject any proposal in whole or in part when it is in the City's best interest as determined by the City. This may include rejecting any proposal not in compliance with all prescribed public contracting procedures and requirements, and for good cause, rejection of all proposals upon a finding that it is in public interest to do so. If the City chooses to reject the proposal in part, it may in certain instances provide notice of any correction or modifications to prospective firms who originally submitted proposals, solicit supplemental information from them, and set an expedited deadline for their supplemental submissions.

#### **APPEALS**

Bidders who wish to appeal a disqualification of the Prequalification Application and/or the Qualifications and Proposal package or the award of contract may submit the appeal in writing to the City Manager's Office within five (5) working days of the postmarked Notice of Award or disqualification. Disagreement with the process, e.g., scoring by evaluators, is not subject to appeal.

Address: City of Coos Bay  
Attn: City Manager  
500 Central Avenue  
Coos Bay OR 97420

#### **OWNERSHIP OF DOCUMENTS**

Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

#### **CONFIDENTIALITY OF INFORMATION**

All information and data furnished to the proposer by the City and all other documents to which the proposer's employees have access during the preparation and submittal of the Proposal shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

#### **PUBLIC RECORD**

All Proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all Proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

#### **INDEMNITY**

The proposer shall hold harmless, indemnify, and save the City, its officers, employees, and agents, from any and all liability claims, losses, or damages arising or alleged to arise during the performance of the work described herein by reason of any act or omission of the proposer or any of its agents, employees or representatives. The indemnity applies to both active and passive acts, or other conduct.

#### **CONTRACT BETWEEN SUCCESSFUL PROPOSER AND CITY**

The successful proposer shall enter into a standard professional services contract with the City.

The details of the contract will be negotiated with the successful proposer. However, the City has insurance requirements. The City's insurance requirements are located in Exhibit D. It is anticipated that the successful proposer has read and agrees with the insurance requirements in Exhibit D. If the proposer has questions or would like to request modifications to the insurance requirements, **this discussion must occur prior to January 8, 2016.** .

#### **COST OF RFP AND ASSOCIATED RESPONSES**

This RFP does not commit the City to paying any expenses incurred by any Proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation of a proposal, or in traveling to the site of the interviews. All such costs and expenses shall be borne by each Proposer.

#### **RIGHT TO CLARIFICATION AND ADDITIONAL RESEARCH**

The City reserves the right to obtain clarification of any point in a proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in rejection of the proposal. The City may obtain information from any legal source for the clarification of any proposal or for information on any proposer including, but not limited to, police files, insurance files, agency files, credit bureaus, and/or professional organizations. The City shall not be required to inform the Proposer of any intent to perform additional research in this respect or of any information thereby received. The City shall have the right to disqualify any proposal based on information gathered in its research.

#### **PROTEST OR PROCESS & SOLICITATION**

For public improvement contracts, a prospective Proposer may protest specifications or contract terms and conditions pursuant to OAR 137-049-0260(3), (4) and (5). Unless otherwise specified in the invitation to propose, the protest shall be filed with the RFP Contact no later than the deadlines set forth in this RFP schedule.

1. PROPOSER'S WRITTEN PROTEST SHALL INCLUDE:

- A detailed statement of the legal and factual grounds for the protest;
- A description of the resulting prejudice to the Proposer; and
- A statement of the desired changes to the Contract terms and conditions, including any specifications.

2. A PROPOSER SHALL MARK ITS PROTEST AS FOLLOWS:

- "Contract Provision Protest"; and
- RFP title.

3. CITY RESPONSE: The City is not required to consider a Proposer's request for change or protest after the deadline established for submitting such request or protest. The City shall provide notice to the applicable Person if it entirely rejects a protest. If the City agrees with the Proposer's request or protest, in whole or in part, the City shall either issue an Addendum reflecting its determination under OAR 137-049-0260 or cancel the solicitation under OAR 137-049-270.

4. EXTENSION OF CLOSING: If the City receives a written request for change or protest from a Proposer in accordance with this rule, the City may extend the RFP due date if the City determines an extension is necessary to consider the request or protest and issue an Addendum, if any, to the RFP Document.

#### **PROTEST OF INTENT TO AWARD**

Anyone responding to the Request for Proposal who is not recommended for award by the



evaluation committee may protest the recommendation, which is also the Intent to Award, to the City of Coos Bay Council, in accordance with 137-049-450(4)(50(6)(7).

1. **FORMAT:** Any protest must be made in writing, be received before the contract is awarded by the City, clearly state the grounds for the protest, and indicate what condition(s) resulted in the proposal not being recommended for award. Any protest which does not comply with the applicable procedures may be rejected.
2. **TIMING:** Any protest must be received by the City no later than seven (7) calendar days after notice of the City's decision was mailed. Upon receipt of the protest, the City shall notify the proposer recommended for award of the protest and the evaluation committee. The Proposer and the evaluation committee shall have three (3) calendar days from the date the protest was filed to respond to the protest in writing, if they so desire.
3. **CITY RESPONSE:** When a protest is filed, the City shall prepare written analysis of the protest, and make a recommendation to the City Council as to appropriate action to be taken.
4. **THE GROUNDS FOR PROTEST ARE:**
  - The evaluation committee has failed to conduct the evaluation of proposals in accordance with the criteria or processes described in the solicitation materials.
  - Different criteria were used to evaluate different proposals.
  - The evaluation committee unfairly applied the evaluation criteria to a proposal.
  - A member or members of the evaluation committee had a relationship with a proposer that represented a conflict of interest.
  - The criteria used to evaluate the proposals did not pertain to the services or products requested.
  - A member or members of the evaluation committee demonstrated bias toward a proposal or proposer.
  - The City abused its direction in rejecting the protester's proposal as nonresponsive.
  - The evaluation of the proposals is otherwise in violation of any provisions of ORS 279A or ORS 279b of 279C.
  - All higher ranked proposals are nonresponsive.
5. **REVIEW OF PROTEST CRITERIA AND DECISION:** The City shall present the issues orally or in writing at a public meeting. The appellant shall then have ten (10) minutes to specifically address the protest criteria, and the evaluations committee's recommendation and the recommended proposer(s) shall have a total of ten (10) minutes to responds, divided between them as they wish. If a protest is timely filed with City of Coos Bay, City councilors will consider the evaluation committee's recommendation and the allegations of the protest before rendering a final decision and shall state the conclusions reached and reasons, either in writing or on record in a public meeting of the City council. Any decision to overturn the recommendation shall be based on a finding that one of the criteria above occurred to the substantial prejudice of the appellant.

**EXHIBIT A**

**PREQUALIFICATION APPLICATION PACKAGE**



**City of Coos Bay**  
**Public Works Department**  
500 Central Avenue, Coos Bay, OR 97420  
PH 541-269-8918 – FAX 541-269-8916  
[www.coosbay.org](http://www.coosbay.org)

**- EXHIBIT A -**

**Prequalification Application Package to Provide Operation,  
Maintenance, and Management Services of the Sewer  
Treatment and Collection System**

The City of Coos Bay is accepting proposals to provide operation, maintenance, and management services of the sewer treatment and collection system. The sanitary sewer system consists of two treatment plants, 21 lift stations, 93 miles of piping, and a facultative sludge lagoon. The storm sewer system consists of 3 pump stations and 50 miles of piping. Prior to accepting a submittal the City is performing a prequalification of prospective proposers pursuant to ORS 279B.120. The City will only accept proposals from contractors that have submitted a pre-qualification package and received approval of that package. The City invites qualified contractors to submit a pre-qualification package in accordance with the requirements set forth in this document.

**BACKGROUND**

The City of Coos Bay is the largest community on the Oregon coast and provides wastewater collection, treatment, and disposal services to retail customers within the City limits. The topographic characteristics of the City are gentle low lying hills. As such, there is a ridgeline that divides the City into two primary basins for gravity collection, served by two wastewater treatment plants (WWTPs). The City owns and operates both of these activated sludge wastewater treatment plants. Wastewater is conveyed to one of the two wastewater treatment plants using a combination of up to 21 sanitary sewer pump stations and a combined total of over 90 miles of sanitary collection system piping. Wastewater from the western area is treated at WWTP 2, while WWTP 1 treats wastewater from the eastern area.

WWTP 2 is located in the Empire area, on the western side of town, and has a 2.02 mgd average dry weather design flow. It has been in service since 1973 and was upgraded in 1990 to meet National Pollutant Discharge Elimination System (NPDES) permit requirements. In 1990, a new headworks and a second secondary clarifier were added to the plant. Other plant processes included influent pumps, primary clarification, activated sludge, secondary treatment, secondary clarification, disinfection, dechlorination and anaerobic digestion of sludge. The city is planning on constructing a new treatment plant, however that treatment plant will not be online till end of 2017. At that time, the City will renegotiate the contract to accommodate any changes associated with the new plant.

WWTP 1 is located on the eastern side of town and has a 2.9 average dry weather design flow. The plant was originally constructed in 1954, secondary treatment was added in 1973, and upgraded in 1990. In 1990 the upgrades included a Class I mechanical upgrade and electrical reliability up to an instantaneous peak hydraulic flow of 15 MGD. The upgrades further consisted of a new headworks, primary clarifier and secondary clarifier.

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## **I. GENERAL INSTRUCTIONS**

The City of Coos Bay invites qualified contractors or firms to submit a Prequalification Application package to be reviewed and approved. Proposal packages for the operation, maintenance, and management services of the sewer treatment and collection System will only be accepted from contractors that have an approved prequalification application package.

The Prequalification Application package must be in conformance with the requirements and specification set forth within this document. All submittals are subject to the provisions and requirements of the City of Coos Bay Rules of Local Contract Review and the Oregon Revised Statutes (ORS).

### **SUBMISSION OF QUALIFICATION AND PROPOSAL PACKAGE**

Maintaining the integrity of the prequalification process is extremely important to the City of Coos Bay. As such all questions, shall be directed to the Wastewater Project Engineer, Jennifer Wirsing. Proposers may submit questions or a request for additional information. All questions and/or requests must be submitted either by mail or email to:

City of Coos Bay  
Public Works  
Attn: Jennifer Wirsing  
500 Central Avenue  
Coos Bay, OR 97420  
[jwirsing@coosbay.org](mailto:jwirsing@coosbay.org)

All requests for additional information, must clearly reference the “PREQUALIFICATION APPLICATION PACKAGE FOR OPERATION, MAINTIENCE, AND MANAGMENT SERVICES OF THE SEWER TREATEMENT AND COLLECTION SYSTEM”. All requests must be received no later than October 30, 2015 at 2:00 pm. Hard copies of the questions and responses can be mailed upon request for a fee. All responses to the requests will be made available at the City's website: [www.coosbay.org](http://www.coosbay.org)

The City of Coos Bay reserves the right to reject any and all submittals, and has the right, at its sole discretion, to accept the submittal it considers most favorable to the City's interest and the right to waive minor irregularities in procedures.

The following are the requirements for the Prequalification Application. Failure to adhere to these requirements may result in the dismissal of the application.

### **PREQUALIFICATION APPLICATION**

To be able to submit a Qualification and Proposal package, the proposer shall submit a prequalification application in conformance with the following instructions:

1. Complete Prequalification Application form in conformance with the instructions. All questions and requested information must be submitted.
2. All Prequalification Application forms shall be delivered to:  
City of Coos Bay  
Public Works & Development Department  
Attn: Jennifer Wirsing  
500 Central Avenue  
Coos Bay, OR 97420

3. Submit nine (9) bound copies, one (1) unbound copy marked "original", one (1) CD-ROM in electronic PDF format of the Prequalification Application by 2:00 p.m. on November 9, 2015.
4. The application package must be clearly marked "PREQUALIFICATION APPLICATION FOR OPERATION, MAINTIENCE, AND MANAGMENT SERVICES OF THE SEWER TREATMENT AND COLLECTION SYSTEM".
5. The City shall review all Prequalification Applications submitted on or prior to November 9, 2015 at 2:00 p.m. and notify the contractors by November 20, 2015 of the status of their application. If the application is deemed not complete or it does not meet the requirements set forth in this document, the contractor will not be eligible to submit a proposal package.

#### **SCHEDULE FOR RFP EVENTS**

RFP Advertised (1 <sup>st</sup> Round)	October 13, 2015
RFP Advertised (2 <sup>nd</sup> Round)	October 19, 2015
Mandatory Pre-Submittal Meeting and Tour	October 26, 2015 at 1:30
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Contract Negotiation w/ Selected Contractor	February 17 – March 4, 2016
Council Consideration of Contract	March 15, 2016
Protest Period	March 16 - 23, 2016
Award of Project	March 24, 2016

#### **COMPLIANCE WITH RULES**

Proposers submitting a Prequalification Application package must follow its procedures and requirements. This prequalification process is in conformance with ORS 279B. Failure to comply with or complete any part of this package may result in rejection of your package

#### **CITY'S RIGHT TO CANCEL PROCESS OR REJECT PROPOSALS**

The City may cancel a solicitation process, or reject any package/proposal in whole or in part when it is in the City's best interest as determined by the City and in compliance with ORS 279B. This may include rejecting any package not in compliance with all prescribed public contracting procedures and requirements, and for good cause, rejection of all proposals upon a finding that it is in public interest to do so. If the City chooses to reject the proposal in part, it may in certain instances provide notice of any correction or modifications to proposers who originally submitted proposals, solicit supplemental information from them, and set an expedited deadline for their supplemental submissions.

## **PROTEST/APPEALS**

Proposers who wish to appeal a disqualification of their Prequalification Application package may submit the appeal in writing to the City Manager's Office within five (5) working days of the postmarked notice of disqualification. Disagreement with the process, e.g., scoring by evaluators, is not subject to appeal.

Address: City of Coos Bay  
Attn: City Manager  
500 Central Avenue  
Coos Bay OR 97420

## **PROTEST PROCEDURE AND FORMAT**

Anyone submitting a Prequalification Application package that was not approved and thus not eligible to submit a proposal may protest, to the City of Coos Bay Council, in accordance with ORS 137-049-450(4)(50(6)(7).

1. **FORMAT:** Any protest must be made in writing, clearly state the grounds for the protest, and indicate what condition(s) resulted in the proposal not being recommended for award. Any protest which does not comply with the applicable procedures may be rejected.
2. **TIMING:** Any protest must be received by the City no later than five (5) working days after notice of the City's decision was mailed. Upon receipt of the protest, the City shall notify the proposers that received approval of the Prequalification Application package and the selection committee. The Proposers and the selection committee shall have three (3) calendar days from the date the protest was filed to respond to the protest in writing, if they so desire.
3. **CITY RESPONSE:** When a protest is filed, the City shall prepare written analysis of the protest, and make a recommendation to the City Council as to appropriate action to be taken.
4. **THE GROUNDS FOR PROTEST ARE:**
  - The selection committee has failed to conduct the evaluation of the Prequalification Application package in accordance with the criteria or processes described in the solicitation materials.
  - Different criteria were used to evaluate different Prequalification Application packages
  - The selection committee unfairly applied the evaluation criteria to a Prequalification Application package.
  - A member or members of the selection committee had a relationship with a proposer that represented a conflict of interest.
  - The criteria used to evaluate the Prequalification Application package did not pertain to the services or products requested.
  - A member or members of the selection committee demonstrated bias toward a Prequalification Application package or proposer.
  - The City abused its direction in rejecting the protester's Prequalification Application package as nonresponsive.
  - The evaluation of the proposals is otherwise in violation of any provisions of ORS 279A, ORS 279B, or 279C.
  - All higher ranked Prequalification Application packages are nonresponsive.
5. **REVIEW OF PROTEST CRITERIA AND DECISION:** The City shall present the issues orally or in writing at a public meeting. The appellant shall then have ten (10) minutes to specifically address the protest criteria, and the evaluations committee's recommendation and the recommended proposer(s) shall have a

total of ten (10) minutes to respond, divided between them as they wish. If a protest is timely filed with City of Coos Bay, City councilors will consider the selection committee's recommendation and the allegations of the protest before rendering a final decision and shall state the conclusions reached and reasons, either in writing or on record in a public meeting of the City council. Any decision to overturn the recommendation shall be based on a finding that one of the criteria above occurred to the substantial prejudice of the appellant.

**OWNERSHIP OF DOCUMENTS**

Any material submitted by a proposer shall become the property of the City.

**PUBLIC RECORD**

Except for exempt materials, all Proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued.

**INDEMNITY**

The proposer shall hold harmless, indemnify, and save the City, its officers, employees, and agents, from any and all liability claims, losses, or damages arising or alleged to arise during the performance of the work described herein by reason of any act or omission of the proposer or any of its agents, employees or representatives. The indemnity applies to both active and passive acts, or other conduct.

**COST OF PREQUALIFICATION APPLICATION PACKAGE AND ASSOCIATED RESPONSES**

This Prequalification Application package does not commit the City to paying any expenses incurred by any Proposer in the submission or presentation of a package, or in making the necessary studies for the preparation of a package, or in traveling to the site. All such costs and expenses shall be borne by each Proposer.

**RIGHT TO CLARIFICATION AND ADDITIONAL RESEARCH**

The City reserves the right to obtain clarification of any point in a proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in rejection of the proposal. The City may obtain information from any legal source for the clarification of any proposal or for information on any proposer including, but not limited to, police files, insurance files, agency files, credit bureaus, and/or professional organizations. The City shall not be required to inform the Proposer of any intent to perform additional research in this respect or of any information thereby received. The City shall have the right to disqualify any proposal based on information gathered in its research.



### III. PACKAGE EVALUATION CRITERIA

The City will follow a select procedure that involves the review of all Prequalification Application Packages in accordance with the City's local and the state's procurement requirements. The package will be evaluated based on the information presented with respect to corporate core values, O&M experience and existing client satisfaction, technical competence and staff, and environmental compliance and safety record. The package shall be reviewed by the selection committee and will be based on the package requirements.

#### SCORING CRITERIA

The packages will be evaluated and scored by the selection committee. The scoring criteria will be:

Corporate Core Values	25%
O&M Experience and Existing Client Satisfaction	25%
Technical Competence and Staff	25%
Environmental Compliance and Safety Record	<u>25%</u>
	100%

## II. PREQUALIFICATION APPLICATION FORMAT

The City desires to enter into an agreement with a contractor or firm that can demonstrate competency and experience in providing the requested services to the City. Each proposer must successfully submit a Prequalification Application package (Part 1 of this selection process) and receive approval from the City to be qualified to submit a Proposal package (Part 2 of this selection process). Parts A through D must not exceed twenty (20) pages. One page is considered to be one side of a single 8 ½" x 11" sheet and double sided sheets will be considered as two pages. Each sheet shall be numbered. The following items are excluded from the 20 page limit: title page, table of contents, section dividers, and Part D. Proposers are required to organize this information requested below in accordance with the format outlined. The proposer will not be penalized for providing additional information, however this information shall be at the end of the package, Part E, and not included in the 20 page limit. Failure to follow the format and order as described below or failure to answer or provide all of the requested information below may result in a disqualification of the Prequalification Application package and the City will not accept a Proposal from the applicant. At a minimum the 20 pages shall include the following

### PART A – CORPORATE CORE VALUES

1. Describe your firm's overall organizational structure, including relationships with parent companies and subsidiaries. Include a history of your company's ownership over the last five years.
2. Describe your senior management structure and its turnover history in the last five years, specifically with respect to your contract operations firm and your parent company. Write a brief summary of your corporate senior management structure and the number of years each of the senior management personnel have been in their positions.
3. Provide any Corporate Policies/commitment statement concerning Safety, Health and Environment (SHE).
4. Describe the impact of SHE performance upon the compensation of management and the employee?
5. What is the Company position regarding people treatment and respect for others? Where is it documented?
6. What policies and practices are in place regarding people treatment? Where is it documented?
7. How are people treatments incidents handled and measured? Where is it documented?
8. What is the Company position in respect to business ethics? Where is it documented?
9. What are the policies and practices that are in place to support the company's position on ethics? How are business ethics incidents handled and measured?
10. List the awards and recognition your firm has received in the past 5 years within the state of Oregon. Discuss additional relevant awards and recognitions for quality, business leadership and operations standardization. You may provide a more comprehensive list of awards in other geographic areas as a supplement or appendix to your submittal.
11. Provide current wage and benefit structure.

### PART B - O&M EXPERIENCE AND EXISTING CLIENT SATISFACTION

1. Present a history of your operation and maintenance business for utility service projects, preferably in Oregon and in similar size to that of Coos Bay, including your growth history, current business volume, number of Municipal sites, a map and list of sites operated, and focus of that business service. Also, provide references for

- at least three (3) of the municipal sites.
2. Define your mix of business between government facilities, municipal facilities and municipal facilities with respect to operation.
  3. Provide an overview of your firm's experience in managing the operation and maintenance of municipal wastewater treatment facilities. Include a summary of the number of sites currently under management and the experience in operating facilities similar to or more complex than the Coos Bay sites in size and technical description. Pictures of treatment facilities are recommended.
  4. Present a summary of your existing client base, your renewal rate and any problems that you have had with past clients. Also, describe the average life of your existing contracts with these clients.
  5. Provide the average number of community service activities per project, also total number of community service activities for the company for the past year. Provide examples of such service projects.
  6. Discuss your approach to community outreach, including sponsorships, volunteerism and in-kind services. How will involvement in community activities support your offer of service to Coos Bay?
  7. Provide the percent of firm's revenue received from O&M contract operations.
  8. Detail your company's bonding capacity and capability
  9. Provide your company's 3-Year profit trend (as % year over year).
  10. Describe your use of any quality management system for optimizing delivery of O&M projects.
  11. Provide your companywide O&M employee turnover rate and average longevity per employee.

#### **PART C – TECHNICAL COMPETENCE AND STAFF**

1. Describe your training and certification programs for operations and maintenance personnel of sewer systems. Summarize your current percentage of certified operators and provide the certification levels/class. How many of these are certified in Oregon?
2. Describe your plan for ongoing recruiting, training and development of operation and maintenance and operations personnel. Provide resumes of key staff that would manage and operate the Coos Bay sites and discuss your management plan for overseeing the ongoing operation of the facilities
3. Provide examples of successful programs or ideas your company has implemented at municipal wastewater treatment facilities you operate and indicate resultant capital or cost savings/efficiency improvements.
4. Provide examples of pollution prevention or source reduction ideas you initiated at municipal wastewater treatment facilities.
5. Provide examples of energy and cost saving measure that your company has implemented at municipal wastewater treatment facilities.
6. Provide information and technical abilities and experience of your proposed plant manager and their immediate supervisor.

#### **PART D – ENVIRONMENTAL COMPLIANCE AND SAFETY RECORD**

1. Provide details about your liability coverage for environmental fines and liability as well as any costs resulting from negligent operations that resulted in plant upsets or equipment failures. Describe specifically how that coverage would apply to the Coos Bay projects.
2. List your Experience Modification Rate (EMR) for each of the last three years for your contract operations organization only.
3. Summarize your Total Incident Rate (TIR) from your OSHA 200 log and the results of any OSHA audits over the last five years for your contract operations and maintenance

organization only.

4. Describe any legal actions or litigation on financial, legal, community actions or safety issues, environmental, which are pending or have been settled in the last ten years. Discuss how they might impact your ability to fulfill your obligations under the Coos Bay/contractor contract. Provide any information regarding local, state, or federal environmental violations or enforcement activity that your company has been involved with.
5. Summarize your firm's performance track record for wastewater treatment facilities, which you have operated. Describe the number of agency audits during the past 3 years that have occurred for your operations and the fines and violations that have occurred at these facilities. Explain why the violations occurred and what your firm did in response to the violations.
6. Describe your plan and audit method to achieve excellence in safety, health and environmental performance. Provide any additional details that will assist Coos Bay in understanding your approach and commitment to maintaining environmental compliance at the facility.
7. Describe how you maintain competence and current understanding of environmental regulatory statutes.

**PART E – ADDITIONAL INFORMATION**

1. Provide additional information that the contractor deems necessary and pertinent to the prequalification application package.

**EXHIBIT B**

**REQUEST FOR PROPOSAL PACKAGE**



## **City of Coos Bay**

### **Public Works Department**

500 Central Avenue, Coos Bay, OR 97420

PH 541-269-8918 – FAX 541-269-8916

[www.coosbay.org](http://www.coosbay.org)

### **- EXHIBIT B -**

## **Request for Proposal Package to Provide Operation, Maintenance, and Management Services of the Sewer Treatment and Collection System**

The City of Coos Bay is accepting proposals to provide operation, maintenance, and management services of the sewer treatment and collection system. The sanitary sewer system consists of two treatment plants, 21 lift stations, 93 miles of piping, and a facultative sludge lagoon. The storm sewer system consists of 3 pump stations and 50 miles of piping. The City will only accept proposals from contractors that have submitted a pre-qualification package and received approval of that package. The City invites those pre-qualified contractors to submit a proposal package in accordance with the requirements set forth in this document.

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## PROPOSAL PACKAGE REQUIREMENTS

**This section discusses the items that must be included in your proposal package.**

Items 1 through 4 must not exceed twenty (20) pages. One page is considered to be one side of a single 8 ½" x 11" sheet and double sided sheets will be considered as two pages. Each sheet shall be numbered. The following items are excluded from the 20 page limit: title page, table of contents, section dividers, and Attachments A through E. Proposers are required to organize this information requested below in accordance with the format outlined. Failure to adhere to this direction may significantly reduce your prospects for selection. At a minimum the 20 pages shall include the following:

1. **Cover Letter.** All proposal packages must include a cover letter, made to the attention of Jennifer Wirsing, Wastewater Project Engineer, and signed by a person legally authorized to bind the applicant to its Proposal. The cover letter shall introduce your firm and include any potential conflicts of interest your firm or any key individual may have with this project. Additionally, the cover letter must include the following items:
  - a. the firm name,
  - b. the names of local partners/principals and the number of local personnel,
  - c. address, telephone, and FAX numbers of the firm, and
  - d. contact information, including an email address, of the person(s) who are authorized to represent the proposer.
2. **Firm & Personnel.** All proposal packages must include the following information related to the firm and key personnel who will be working on this project. Specifically this section relates to the firm, project principal, project manager, key office and field staff and any preferred key sub-contractors, if applicable. Please note that the City's contract for professional services for this project will require commitment from the selected firm that the personnel listed below will be assigned to the project in the roles stated by your firm.
  - a. Firm Description - Provide a brief description of your firm's history, the type of work you have performed and your capabilities. If joint venture, provide the information for each of the firms involved. List the sub-consulting firms, if applicable, that will be part of your team.
  - b. The names of the partners, managers and other key staff persons who will be assigned to the project along with brief resumes that indicate their experience in operation, maintenance, and management of sewer treatment plans and collection system:
    - i. Operation, Maintenance and Management of sewer treatment and collection systems that incorporate activated sludge plants, Sequencing Batch Reactors (SBRs) treatment, UV disinfection.
    - ii. Operation, Maintenance and Management of biosolids management and land application.
    - iii. Operation, Maintenance and Management of sanitary sewer collection system, including pump stations
    - iv. Operation, Maintenance and Management of storm sewer collection system, including pump stations
    - v. Construction experience in repairing storm and sanitary sewer lines
  - c. Indicate the key staff's job classification, roles and responsibilities, professional registrations and certifications. Indicate the availability of all



individuals proposed on this project. Define the extent of project manager involvement and roles of key members.

- d. An organizational chart identifying members of the team, including any sub consultants, who would be assigned to this project. The chart should clearly delineate roles and responsibilities of the various team members.
- e. If applicable, for the proposed sub consultants, please provide the name of each firm, the office location, contact name and telephone number, and the services to be provided.

Proposer shall have key personnel available for the time and magnitude of the project throughout its duration. Key personnel assigned to the project shall maintain their assigned position throughout the project unless requested to be removed by the City or unless otherwise approved by the City. Proposer should provide information relating to cross-training programs (philosophies) and the incentives that are provided to the operations and collections crew to ensure certification.

3. **References.** All proposal packages must include the following information related to the references and qualifications relative to the scope of work associated with this proposal.

- a. List of government jurisdictions (Oregon preferred), along with contact name and number, your firm is currently providing operation, maintenance, and management services for sewer plants and collections systems (including plants that incorporate Sequencing Batch Reactors (SBRs) treatment and UV disinfection) within the last 10 years.
- b. Relevant Project Summary/Profile Sheets completed within the last 10 years. At a minimum, the sheets shall provide a brief description of the project, provide length of time that they have provided services for, size of collection system, size and type of treatment plant. Identify any claims associated with the project. Provide owner information and contact person. Additionally, the sheets should also include the following information:
  - I. Provide references. Indicate the project involved and the individual's role. Provide contact information for the reference.
  - II. Revenue and expense budget.
  - III. Description of computer systems utilized and the extent of automations systems at this facility.
  - IV. Duration of contract.

4. **Project and Scheduling Approach.** Describe how your firm will insure the City's schedule requirements are met. Specifically how will your firm organize your work staffing and coordination of team members in order to ensure that all schedule milestones are achieved? How will your firm report progress and mitigate delays? Describe prior experience.

A preliminary scope of work has been included with this RFP, however it is anticipated that the proposal will include any amendments and/or provide additional recommendations based on the consultant's experience on similar projects. Summarize why your firm should be selected. The firm shall demonstrate an understanding of the work and present an overall summary of

their approach. At a minimum the discussion shall include the items identified in the Scope of Work Section within this RFP.

The following attachments are required information that should accompany your proposal but are excluded from the twenty page limit:

**Attachment A - Safety and Compliance Record**

Provide the firm's OSHA reportable accident rate and current Worker's compensation insurance modifier for the last 3 years. Provide OSHA reportable accident rate on projects managed by the proposed superintendent or project manager over the past 3, year period. Provide the firm's site safety plan.

Provide the firm's environmental compliance record for the last 3 years. Indicate the nature and disposition of all complaints filed by State or Federal environmental agencies during the last 5 years against the firm.

**Attachment B – Insurance Information**

Insurance Company: Provide the name, address, and phone number of insurance company, or if applicable, the insurance company of all parties to a proposed joint venture project. Provide a certificate of insurance outlining coverage and policy limits. Can this coverage be extended for work on this project? Can coverage be increased? Are there any current claims that will affect coverage limits available for this project? Have you, or if applicable all parties to the joint venture, ever been refused insurance?

Provide information regarding contingent liabilities, bankruptcies, and litigation.

**Attachment C – Minimum Pre-Qualifications**

Provide copy of prequalification approval letter from City.

**Attachment D – Fee Component**

Provide copy of requested fee information. Fee information must be submitted in a sealed envelope.

**PART E – ADDITIONAL INFORMATION**

Provide additional information that the contractor deems necessary and pertinent to the prequalification application package.

## **PROPOSAL EVALUATION CRITERIA**

The City will follow a select procedure that involves the review of all qualified proposals, the evaluation and ranking of proposals, negotiation of fees with the most qualified firm and award of contract is based upon our local and state procurement requirements. The previous section titled, "Proposal Package Requirements" describes the minimum information required in the proposal. The selection of the most qualified firm will be performed by the evaluation committee and will be based on the proposal package requirements and the following criteria.

### **PROJECT STAFFING**

Is the project manager qualified to manage all phases of the project? Does project manager have experience in managing a biosolids program (hauling, storing, land application, reporting, monitoring, working with local property owners, etc.)? Does project manager have experience with operating treatment plants in similar size and type as Coos Bay? Does project manager have experience with operating and managing a sewer collection system? Does project manager have sufficient credentials that meet NPDES permit requirement (Wastewater Operator Certification in Collection and Treatment)? Does support staff have sufficient experience with related work? Does support staff have Wastewater Operator Certifications in Collection and Treatment? Does support staff have sufficient experience with related work? Are all required disciplines represented in this scope of work? Have key personnel worked successfully together on past projects? If sub consultants are proposed, have they worked with the key personnel before? Have all team members had similar experience regarding project scope and magnitude?

### **PROJECT EXPERIENCE**

Are similar and current projects submitted as examples? Does the reference confirm a "job well done"? Are references current and accessible? Does the City of Coos Bay have a positive experience with the proposer? Does firm show experience working successfully with public agencies and under the public contracting statutes and requirements? Does firm show experience with O&M projects in public sector? Was a detailed listing of any ongoing claims provided?

### **PROPOSAL APPROACH**

Does proposal present all required material in a clear and professional manner? Does proposal address all required information? Is a clear understanding of the project stated and demonstrated throughout? Is the scope detailed and comprehensive? Is the scope consistent with the teaming and staffing levels? Is firm's overall O&M plan for the project clear and concise?

Does the approach at a minimum address the following:

1. Indicate the resources available to provide operation maintenance and management services for the sewer system.
2. Indicate the in-house resources and identify resources outside of organization.
3. Discuss approach and experience interfacing with municipalities and stakeholders.
4. Describe project tracking and cost control within the established budget throughout project.

### **SCHEDULING APPROACH**

Describe how your firm will ensure the City's schedules are met. Specifically, how will your firm organize your work, staffing, and coordinate team members in order to ensure that all schedule milestones are achieved? How will delays be mitigated? How will firm report progress? How will you ensure that the NPDES and biosolids permits monitoring and

reporting requirements are met, corrective and preventative maintenance occurs to all sewer facilities, all of the sanitary sewer lines are cleaned at least once every five years, and land application of biosolids occurs within the allowed time frame?

**PROJECT FEE COMPONENT**

The fee component will be evaluated on clarity of the cost breakdown, the cost itself, and what is included or excluded in the breakdown of cost.

**SCORING CRITERIA**

The submittals will be evaluated and scored by the selection committee. The scoring criteria will be:

Project Staffing	20%
Project Experience	20%
Proposal Approach	20%
Scheduling Approach	20%
Fee Component	<u>20%</u>
	100%

## **BACKGROUND AND SCOPE OF WORK**

### **BACKGROUND**

The City of Coos Bay is the largest community on the Oregon coast and provides wastewater collection, treatment, and disposal services to retail customers within the City limits. The topographic characteristics of the City are gentle low lying hills. As such, there is a ridgeline that divides the City into two primary basins, served by two wastewater treatment plants (WWTPs). The City owns and operates both of these activated sludge wastewater treatment plants. Wastewater is conveyed to one of the two wastewater treatment plants using a combination of up to 21 sanitary sewer pump stations and a combined total of over 90 miles of sanitary collection system piping. Wastewater from the western area is treated at WWTP 2, while WWTP 1 treats wastewater from the eastern area.

WWTP 2 is located in the Empire area, on the western side of town, and has a 2.02 mgd average dry weather design flow. It has been in service since 1973 and was upgraded in 1990 to meet National Pollutant Discharge Elimination System (NPDES) permit requirements. In 1990, a new headworks and a second secondary clarifier were added to the plant. Other plant processes included influent pumps, primary clarification, activated sludge, secondary treatment, secondary clarification, disinfection, dechlorination and anaerobic digestion of sludge. The city is planning on constructing a new treatment plant, however that treatment plant will not be online till end of 2017. At that time, the City will renegotiate the contract to accommodate any changes associated with the new plant.

WWTP 1 is located on the eastern side of town and has a 2.9 average dry weather design flow. The plant was originally constructed in 1954, secondary treatment was added in 1973, and upgraded in 1990. In 1990 the upgrades included a Class I mechanical and electrical reliability up to an instantaneous peak hydraulic flow of 15 MGD. The upgrades further consisted of a new headworks, primary clarifier and secondary clarifier.

Additionally, the City has a storm sewer system that captures and conveys the storm water runoff ultimately to several locations along the Bay. The storm sewer system consists of approximately 50 miles of piping and 3 pump stations.

The City is planning to replace WWTP 2. This plant will be replaced with a Sequencing Batch Reactor with UV disinfection. This new plant will be on a greenfield site and construction should have minimal impact on the existing operations of WWTP 2. Additionally, a force main will be constructed from the new WWTP 2 to the WWTP 1 digesters. This proposal will not address this upcoming plant. It is anticipated that the contract will be re-negotiated once the new treatment plant is on-line. It is also anticipated that during construction and the startup of the new plant, the successful proposer will be involved and play an active role.

### **PROJECT UNDERSTANDING AND APPROACH**

Coos Bay is requesting proposals for the operation, maintenance, and management of the wastewater treatment plants, pump stations, storm and sanitary collection system. It is imperative for the prospective contractor to develop a clear understanding of the site and the specific tasks that the City is asking the selected contractor to perform.

It is the intent of Coos Bay to place the primary responsibility for the efficient operation and maintenance of the wastewater treatment facilities and sewer system on the selected contractor. While Coos Bay will maintain all permits and interface with regulatory personnel (with the assistance of the successful proposer), the contractor will be responsible for fines

and penalties that might result from the improper operation of the facilities. Coos Bay is looking for a contractor that understands the needs of the City, brings the expertise necessary to provide efficient operation, and understands the ongoing regulatory and technical changes that would require Coos Bay to upgrade or modify the facilities.

Coos Bay is not looking for a simple manager of operating personnel, but is searching for a firm that brings a wealth of industry experience, trained employees and overall dedication to environmental compliance to enrich the Coos Bay program of environmental stewardship. Coos Bay is looking for a partnership. Coos Bay is not looking for a contractor that is not willing to have an open door policy to Coos Bay staff. Coos Bay is looking for a partner that will be vested in the sewer system and help Coos Bay maintain and operate the system and constantly look for more efficient ways in which to do so.

The general requirements listed below and in the individual site scope packages should be considered a part of the scope of work for any contract that Coos Bay would execute with a contractor. This list is not an all-inclusive list:

1. The prospective contractors will base their proposals on providing effective/efficient operation of wastewater treatment in compliance with all local, state and federal regulations and in accordance with Coos Bay Policy/Procedures.

The Contractor will deliver an uncompromising/unrelenting commitment to flawless compliance and will be expected to strive for continuous improvement in the operation of all systems under their responsibility.

The Contractor will be knowledgeable of current regulations and technology that affect wastewater treatment plants operated by the selected Contractor, and provide recommendations where needed to stay in compliance.

2. Coos Bay will provide adequate information regarding current operations to enable the prospective Contractor to provide an innovative and understandable proposal package and will treat each prospective Contractor fairly
3. The Contractor shall prepare and provide a detailed monthly operations report which discusses any upsets or unusual occurrences, or any specific operational problems which the wastewater treatment plant has experienced, or any other information determined necessary by Coos Bay. It should also include at a minimum, a summary of the pertinent operations data for the month and should be submitted to the designated Coos Bay site contract administrator. The report shall also include:
  - The Contractor will prepare a maintenance report each month, detailing what maintenance was done on equipment and instrumentation and forecasting the maintenance planned for the upcoming month and submit it to the designated Coos Bay site contract administrator.
4. Contractor must provide certified personnel as indicated in the scope package.
5. Contractor shall be liable for those fines or civil penalties which may be imposed by a regulatory agency for violations of the effluent quality requirements that are a result of Contractor's negligent operation. Contractor shall be liable for all judgments, liabilities, damages, claims, and other costs (including, but not limited to, Coos Bay attorney fees) associated with any citizen suits precipitated by violations of the plant's

wastewater discharge permit, caused by Contractor's negligence. Should Coos Bay be assessed fines as a result of Contractor negligence in performance of its contractual obligations, Contractor will reimburse Coos Bay for such fines.

6. Contractor is responsible for training of its employees. Coos Bay will provide guidance during the transition between current employees and Contractor, as needed.
7. Contractor will use a Coos Bay public purchasing rules to purchase all maintenance and operating supplies, including chemicals used at the wastewater treatment plant, unless the Contractor can get the item at better total price to Coos Bay through its own sources, or an emergency situation necessitates the use of other methods of procurement.
8. Contractor shall prepare and provide input for a capital budget and an operations and maintenance cost budget each year in time to be incorporated into the City's plant site's budgeting process.
9. Contract laboratories utilized for DMR required analysis are subject to auditing by Coos Bay. The Coos Bay practice has been to use the services of a Coos Bay approved laboratory for legal analysis. Any change in laboratories used for DMR analysis must be approved by Coos Bay prior to the change.

#### SCOPE OF SERVICES

The City is seeking a consultant that shall provide services necessary for the management, operation, and maintenance of all equipment, grounds, and facilities now existing within the present property boundaries of or being used to operate Coos Bay's Wastewater Treatment Plants, Pump Stations, Sanitary and Storm Sewer Collection Systems, and Other Facilities for a term of 10 years. The facilities include:

TREATMENT SYSTEM (PLANTS)	Wastewater Treatment Plant 1, 680 Ivy Ave Wastewater Treatment Plant 2, 100 Fulton Ave
COLLECTION SYSTEM (SANITARY AND STORM SEWER)	Twenty four (24) Collection System Pump Stations Ninety Three (93) miles Sanitary Collection Lines Fifty (50) miles Storm Sewer Collection Lines Twenty Two (22) Tide Gates Undetermined Number of Storm Sewer Culverts Undetermined Number Manholes & Catch Basins
COLLECTION SYSTEM (OTHER FACILITIES)	East Side Shop, 9th & "D" St. Stormwater Sump, 755 Grant St. Cathodic Protection, Bunker Hill (bridge)

The following is a list of the scope of services to be provided by the successful proposer:

#### Operation, Maintenance, & Management

1. Provide necessary insurance for liability coverage for environmental fines and liability as well as any costs resulting from negligent operations that result in plant upsets or equipment failures, and be able to describe specifically how that coverage would apply to the Coos Bay projects



2. Within the design capacity and capability operate the project so that the requirements of NPDES Permit No. 100699 dated May 22, 2013 for Plant No.1 and NPDES Permit No. 100771 dated August 21, 2003 for Plant No.2 are met. The successful proposer shall be responsible for meeting the requirements of Coos Bay's NPDES permits.
3. Provide a CMMS that is mutually accessible by Contractor and Coos Bay for submittal and tracking of collection system and storm system service requests. The City shall have full access to this system and be trained by successful proposer. This system shall also be accessed by the City.
4. Asset Management Plan - Provide and document all preventive maintenance and corrective maintenance for the Plant 1, Plant 2, Storm Sewer Collection System, Sanitary Sewer Collection System and Biosolids Lagoon with a Coos Bay approved computerized maintenance management system (CMMS).
5. Provide and document all repairs for the project, the total repair amount shall be determined each fiscal year and based on anticipated needs of the system. Coos Bay-authorized repairs and related expenses above approved amount will be paid for by Coos Bay. Any amount that is remaining at the end of the fiscal year shall be 100% refunded to the City of Coos Bay.
6. Provide Coos Bay with a detailed accounting of repairs on a monthly basis.
7. Provide Coos Bay access to all laboratory testing and sampling.
8. Conduct "repair versus replace" analyses for repair activities and coordinate with City their recommendation.
9. Pay all direct costs incurred in normal project operations, and provide Coos Bay, on a monthly basis, a report of direct costs in the format identified by COOS BAY
10. Determine and report the costs of Plant 1, Plant 2, Sanitary Collection System and Storm Collection System.
11. Calculate and report the flows and loadings from Bunkerhill Sanitation District and Charleston Sanitary District Plant 1 and 2, respectively.
12. Responsible to administer all safety programs, inspections, training, safety equipment repair, and preventive maintenance required to comply with OSHA and State of Oregon regulations.
13. Prepare all NPDES permit reports pertaining to the services in a timely manner to Coos Bay, DEQ, and other appropriate regulatory agencies
14. Biosolids Management - Contractor shall prepare, implement, monitor, and report information for the Biosolids Management Plan required by the City of Coos Bay, 40 CFR 503 Regulations, and the Oregon Department of Environmental Quality as described in Oregon Administrative Rules, Chapter 340, Division 50 "Land Application & Disposal of Sewage Treatment Plant Sludge & Sludge-Derived Products Including Septage". This can include but is not limited to:
  - a. Responsible for treating, transporting, and disposing (land application) of all solids (including screenings, grit, and biosolids) generated at wastewater treatment plants including, but not limited to, obtaining land owner permission, site specific preparation cost/logistics and permits necessary for the beneficial reuse of solids
  - b. Prepare and submit annual biosolids handling reports. All biosolids records must be retained and updated accordingly by successful proposer. The successful proposer shall provide copies of all reports to the City.
  - c. Pay for the outside laboratory cost of analyzing all samples of beneficial use sites. Testing must be in conformance with biosolids permits. However annual testing of all sites shall be performed on land that is receiving biosolids. This information will be maintained by the successful proposer and provided to Coos Bay.



- d. Prepare and maintain monthly biosolids handling reports
14. Provide Coos Bay with updated operations and maintenance standard operating procedures for both treatment and collections which shall be reviewed and updated annually.
15. Provide Coos Bay with updated emergency operating plan for the wastewater system which shall be reviewed and updated annually
16. Be onsite to call-outs 24-hours/day and within 30 minutes of notification.
17. Maintain aesthetics of all facilities associated with this RFP to include but not limited, landscaping, exterior painting, etc.
18. Provide access for periodic inspection of all facilities and allow for Coos Bay participation in daily staff assignment meetings.
19. Operate all processes and facilities in such a manner that odor problems are minimized including odors from grit, grease, scum, and other odor sources.
20. Comply with DEQ and EPA requirements regarding wastewater treatment plant operations and maintenance, and provide Coos Bay with reports and other information regarding potential or actual violations involving the project.
21. Comply with regulatory reporting requirements, including directly notify regulatory agencies regarding potential or actual violations.
22. Annually provide Coos Bay with a Capital Improvement Purchase list for items valued greater than \$5,000. The list shall include items necessary for Plant 1, Plant 2, the collection system (including the pump stations), vehicles, etc.
23. Utilizing the facility plans and master plans as a baseline, conduct and prepare a facilities assessment report which will evaluate the condition of wastewater treatment facilities and major equipment in detail. This report will be re-evaluated midway of the contract duration. This report will be utilized to submit a Capital Improvement Forecasting Plan which shall be in the form of a 3-year plan to be updated annually.
24. Maintain site vehicle cleanliness and appearance to the standard identified by Coos Bay. The Driver's Vehicle Inspection Report has been provided as one of the resources associated with this RFP
25. Deliver site vehicles to specific service locations as requested by Coos Bay for maintenance and repair
26. Comply with all disposition protocol as requested by Coos Bay prior to disposal and any Coos Bay property
27. Provide an annual presentation of O&M services status for COOS BAY City Council
28. Participate in a minimum of three (3), COOS BAY approved, community involvement projects annually.
29. Coordinate and work with Coos Bay to explore alternative delivery methods to implement capital improvements in the most cost-effective manner.
30. Make regular, routine purchases of new and replacement equipment, other than capital equipment.
31. The City maintains a data base of the sewer facilities. This data base will be available to the successful proposer in the form of ARCReader. This data base ARCReader houses the location of sewer facilities and any as-built information that the City has. When discrepancies are identified between the data base for the existing facility, the successful proposer is responsible to provide this information to the City such that the maps can be updated. This data base will be utilized to perform the sewer locates.
32. Cooperate and assist with Coos Bay and any consultants and contractors retained by Coos Bay for any planning, design, and construction related to the Wastewater Treatment Facilities, known as Plant Nos. 1 and 2, Sewer System, Pump Stations, and any other facilities, vehicles or project equipment.

33. Cooperate with Coos Bay and any consultants retained by Coos Bay for any performance audits of the project, and provide access to operational cost information during normal business hours.
34. Responsible for rodent and other vector control at all facilities as needed.
35. Remove and dispose of debris left on property of Coos Bay resulting from transient citizens
36. Monitor and report occupancy of transient citizen within property of Coos Bay.
37. Utilize the Microsoft Office Suite.
38. Added Value Service. It is understood that the City cannot list every generally accepted practice that should be associated with a scope of work of this magnitude. As such the City has an expectation that the selected contractor perform the necessary scoping items that are reasonable and rational. The City does not expect to receive out of scope change orders because a single specific item was not discussed in this scope.

#### Staffing

39. Staff the project with employees who have met the certification requirements of the State of Oregon, and possess the skills and ability to perform routine maintenance and repairs on site and conduct ongoing training programs for all personnel to ensure proper operation and maintenance of the all systems. On annual bases, provide the City with a list of staff members and the certifications.
40. Staff the project with maintenance staff with the qualifications to perform onsite electrical work as required for the State of Oregon ORS479.730.
41. Staff must meet the minimum requirements set forth in Exhibit B.
42. Due to the small nature of the staff, it is essential that all staff be cross trained. For example, this can include but is not limited to; operators being trained at both plants and familiar with the pump stations tributary to each, collections having a working knowledge of the CCTV and the software associated, staff having flagger training, crew trained on the operation of the dredge at eastside lagoon, crew trained on land application of biosolids, crew trained on biosolids reporting, etc.

#### Collections

43. Clean and maintain the sanitary collection system, storm sewer collection system, and pump stations including lines, manholes, and pump station wet wells will be inspected and cleaned on a mutually agreeable schedule, which shall be revised periodically based on system needs to maintain free-flowing conditions; however, the goal shall be to inspect and clean the entire sanitary collection system every five (5) years.
44. Operate and maintain pump stations to insure free-flowing conditions and elimination of pump station overflows.
45. Perform daily inspections of telemetered and non-telemetered pump stations.
46. The storm water collection system including lines, manholes, tide gates, and catch basins will be inspected and cleaned on an as-needed basis to maintain free-flowing conditions; however, no requirement to inspect and clean the entire storm water collection system is contemplated within the term of this Agreement.
47. Be onsite to call-outs 24-hours/day and within 30 minutes of notification.
48. Perform up to ten (10) line repairs per year to a maximum depth of eight (8) feet and maximum length of twenty (20) feet. Crew must have proficient construction knowledge and equipment operating experience typical of that of trench construction for sewer repairs. Crew must have proficiency in OSHA requirements for trench construction.

49. Adjust manholes and control vectors as needed.
50. Utilize CCTV to televise lines to locate lateral and stub-out connections and sources/causes of problems relating to storm collection system and sanitary collection system.
51. Assist Coos Bay with dye and smoke testing to locate laterals, broken lines and illegal connections.
52. Perform all storm and sanitary sewer locates for the City of Coos Bay within the time frame specified by the Oregon Notification Center. This is generally 48 hours from the time the locate ticket is issued. Emergency locates shall be performed as soon as reasonably possibly and in conformance with state law. All locates shall mark all public wastewater collection lines and pressure lines according to the Oregon Administrative Rules, Chapter 852, Division 1, as defined in the Oregon Utilities Coordinating Council Standards Manual. For the purposes of this scope of work, assume 700 locates per year.
53. The Successful proposer shall attend regularly scheduled meetings and be active in the South Coast chapter of the Utilities Coordinating Council.
54. Maintain a free flowing condition within the storm water collection system including gravity lines, manholes, culverts, tide gates, and catch basins.
55. Provide potholing services using the vacuum truck at locations requested by Coos Bay up to a total of 300 labor hours annually
56. Perform, at COOS BAY request, dry excavation, catch basin cleaning on private property, city pool cleaning and Fire Dept. wet well cleaning.

## FEE COMPONENT

The successful proposer will be responsible to provide the City with an initial Direct Cost. The Direct Cost includes both labor and non-labor costs. Non-labor costs are utilities, repairs, office supplies, copy machines, computers, petroleum, chemicals, insurance, etc. Non labor costs also include repairs. A repair budget (repairs less than \$5,000 each) will be negotiated annually. The City will receive 100% of the amount remaining in the repair budget at the end of the fiscal year. Should the budget need to be exceeded, the City will pay 100% percent, however the successful proposer shall obtain approval prior to exceeding the negotiated repair budget. Understanding that petroleum, chemicals, utility bills, insurance, and repairs may fluctuate and change year to year, for the purposes of the fee component these should be omitted. During contract negotiations with the successful proposer these fees will be determined. However, the remaining non-labor costs such as maintaining offices (provide furniture, cleaning, etc.), provide and upkeep and replacement of office equipment and supplies should be known and should be accounted for the in the non-labor costs for the fee component.

Labor costs should also be known. For the purposes of this scope, the proposer must provide labor costs (benefits included) for the assumed FTEs that are requested in this RFP. Additionally, if the proposer feels that the FTE assumption can be adjusted, either higher or lower, an additional cost can be provided. It is the responsibility of the proposer, if an additional cost is provided, to clearly state what each change is from the assumed FTE and clearly state a justification for each change. It is not the responsibility of the City to interpret the assumptions of the proposer. If the additional costs are not clear and concise they will be rejected and not reviewed and evaluated with the overall proposal. The assumed FTEs are as follows:

OPERATION, MAINTENANCE, & MANAGEMENT OF SEWER TREATMENT AND COLLECTION SYSTEM
One (1) Project Manger Five (5) Operators (One of which shall be the lead) Three (3) Collections (One of which shall be the lead) One (1) Electrician Two (2) Mechanics One (1) Administrative/Laboratory Assistant

### All FTEs must match the job description and qualifications set forth in Exhibit B.

It is assumed that there will be a management fee. The management fee will be a percentage that is multiplied to the Direct Cost. The Management Fee and the Direct Cost will equal the Base Fee. It is also assumed that each year the Direct Cost will fluctuate up or down based on cost of living, increase in utilities and chemicals, etc. As such a fluctuation fee/rate will also be requested. A line item for an additional fee for services during construction of the new Plant 2 and the startup has also been included. While the City does not anticipate that this should be an extra fee, the option to submit a fee has been included for the proposer if the proposer deems this necessary. The construction for the new Plant 2 schedule is anticipated for two years and will be located on the property at the northeast corner of Cape Arago Highway and Fulton Avenue. For the purposes of this scope the proposer must provide the following numbers:

Proposed Fee	Notes
<b>Operations</b>	
• Labor assuming the City's FTEs	One lump sum expressed in dollars.
• Optional – Labor as Submitted by Proposer	One lump sum expressed in dollars <sup>(1)</sup>
• Non-Labor Costs <sup>(2)</sup>	One lump sum expressed in dollars
<b>Collections</b>	
• Labor assuming the City's FTEs	One lump sum expressed in dollars.
• Optional – Labor as Submitted by Proposer	One lump sum expressed in dollars <sup>(1)</sup>
• Non-Labor Costs <sup>(2)</sup>	One lump sum expressed in dollars
<b>Management Fee</b>	Present this number as a percentage
<b>Maximum Fluctuation Fee<sup>(3)</sup></b>	Present this number as a percentage
<b>Plant 2 Construction Support and Startup</b>	One lump sum expressed in dollars.

(1) It is the responsibility of the proposer, if an additional cost is provided, to clearly state change/deviation from the assumed FTE. Each change/deviation must have a justification/explanation.

(2) For the purposes of this Fee Component, non-labor costs should not include petroleum, chemicals, utility bills, insurance, and repairs.

(3) Fluctuation Fee cannot exceed the CPI for the West Region.

By submitting these numbers, the proposer is conditioning that the labor costs and non-labor costs (excluding petroleum, utilities, chemicals, and repairs) will be utilized the first year. While there is no requirement, each year this fee has the ability to increase, but no more than what is allowable by the maximum fluctuation fee which shall not exceed the CPI for the West Region. The management fee and maximum fluctuation fee will be utilized for the duration of the contract.

## **EXHIBIT C**

### **JOB DESCRIPTIONS**



**City of Coos Bay**  
**Public Works Department**  
500 Central Avenue, Coos Bay, OR 97420  
PH 541-269-8918 – FAX 541-269-8916  
[www.coosbay.org](http://www.coosbay.org)

**- EXHIBIT B -**

**Job Descriptions**

**PLANT MANGER**

This position is responsible for managing and overseeing the operation and maintenance of the wastewater treatment plants, biosolids program, and sewer collection system to ensure the efficient, safe, and economical treatment of wastewater, treatment and land application of biosolids, and maintaining free flowing conditions in the sewer system. Manages and oversees finance, materials, quality assurance/control, human resources and information systems. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is required. Supervise operators, mechanics, electricians, and collection crew and institute plant policies and procedures, direct training programs and complete employee performance reviews. Ensure that the plant and its operators comply with state health standards by regularly testing the water supply and keeping meticulous records. They're also responsible for maintaining a safe work environment and ensuring all equipment is in proper working condition.

**EXAMPLES OF DUTIES TO BE PERFORMED:**

1. Plans, organizes, assigns, directs, and reviews the work of employees engaged in the operation and maintenance of the wastewater treatment plant and collection system.
2. Oversees operation of facilities to meet all applicable regulatory requirements and in accordance with design criteria. Develops and implements techniques and methods of process control which increase plant efficiency.
3. Oversees preparation of monthly, quarterly, and annual reports.
4. Oversees the work of others contracted to work on plant components.
5. Confers with City Staff on plant operational problems.
6. Oversees the preventive maintenance program of the plant.
7. Oversees emergency and unscheduled work to assure appropriate follow through.
8. Prepares reports for submission to City Staff.
9. Implements, directs and enforces plant safety and risk management programs.
10. Coordinates equipment repair or replacement such that plant effluent quality limits are maintained.
11. Oversees preparation of work orders.
12. Oversees the requisition process for tools, materials, equipment, and services.
13. Responsible for inventory of stored material for use in the plant.
14. Reviews and comments on all plans for construction, repair, or replacement of any plant components.
15. Oversees training activities.

16. Responsible for all section personnel issues including hiring, evaluating, disciplining, and terminating.
17. Assists City Staff in preparation of budget by providing input relative to plant CIP and O & M fiscal needs.
18. Performs other duties as assigned by City.

**REQUIRED KNOWLEDGE AND SKILLS:**

1. Knowledge of and ability to apply policies and procedures of the City.
2. Knowledge of the methods, materials, tools and equipment used in the operation, maintenance, inspection, repair, and installation of wastewater treatment plant and collection components.
3. Knowledge of the mechanical, biological, and chemical processes involved in the operation of a wastewater treatment plant.
4. Knowledge of operating and managing a biosolids program.
5. Knowledge of the occupational hazards in wastewater treatment plants and safety measures to be implemented.
6. Knowledge of and ability to apply principles of sound management and budget.
7. Knowledge of computer skills and Microsoft Office Suite.
8. Ability to plan and direct the work of subordinate employees.
9. Ability to operate and maintain equipment used in the wastewater treatment process.
10. Ability to recognize needed repairs.
11. Ability to perform, analyze, and interpret laboratory tests for the purpose of making operational adjustments.
12. Ability to deal effectively with people at all levels.
13. Ability to read and interpret engineering specifications and drawings pertaining to plant expansions and improvements.

**TRAINING AND EXPERIENCE:**

This position, at a minimum requires a high school diploma (or equivalent) with related technical field with at least 15 years experience in plant operations including seven years in a supervisory capacity. Other combinations of experience and education which provide the knowledge and skills required to perform the job may be considered. 1. Must possess a Level 4 and Level 3 Oregon DEQ Wastewater Treatment Certification in operations and collections, respectively, or have the ability to obtain within 6 months.

**LEAD OPERATIONS**

Under the direction of a Plant Manager, oversees the daily production operations of the plant. Monitors operations for efficiency and safety, ensuring that all applicable regulatory requirements are met/followed. Develops production schedules to meet internal goals as well as expectations of customers. Oversees production staff, including hiring/training of personnel. Must hold, at a minimum, a Level 3 Oregon DEQ Wastewater Treatment Certification in operations. Requires, at a minimum, a high school diploma (or equivalent) with at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to Plant Manager. Must have good computer skills and general knowledge of the Microsoft Office Suite.



### **OPERATOR**

Ensures that pumps, conveyors, blowers, chlorinators, vacuum equipment and other waste water treatment equipment are functioning properly. Monitors equipment for potential failures and may make minor repairs or adjustments as needed. Collects water samples for chemical analysis. Requires a high school diploma or its equivalent. Must have at minimum of Level 1 Oregon DEQ Wastewater Treatment Certification in operations or the ability to obtain this certification within one year of employment.

### **LEAD COLLECTIONS**

Under the direction of a Plant Manager, oversees the daily production operations of the collection system. Monitors collections for efficiency and safety, ensuring that all applicable regulatory requirements are met/followed. Develops production schedules to meet internal goals as well as expectations of customers. Oversees production staff, including hiring/training of personnel. Must be able to operate vacuum equipment and truck along with television investigation equipment. Must hold, at a minimum, a Level 2 Oregon DEQ Wastewater Treatment Certification in collections. Requires, at a minimum, a high school diploma (or equivalent) with at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Leads and directs the work of others. A wide degree of creativity and latitude is required. Typically reports to Plant Manager. Must have good computer skills and general knowledge of the Microsoft Office Suite.

### **COLLECTIONS**

Ensures that the sewer system is safely conveying sewer and free of blockages. Utilizes vacuum equipment and video investigation as necessary. Monitors equipment for potential failures and may make minor repairs or adjustments as needed. Collects water samples for chemical analysis. Requires a high school diploma or its equivalent. Must have at minimum of Level 1 Oregon DEQ Wastewater Treatment Certification in collection or the ability to obtain this certification within one year of employment.

### **MECHANIC**

Constructs, maintains, and tests mechanical equipment, machinery, and components. Identifies parts for replacement and machines that need new parts and places orders as necessary. Requires a high school diploma or its equivalent.

Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Works under immediate supervision of the Collections or Operations Lead.

### **ELECTRICIAN**

Perform onsite electrical work as required for the State of Oregon ORS 479.730. Constructs, maintains, and tests electrical systems and components. Uses measuring and diagnostic tools to test and modify electronic parts. Ensures systems and components meet established specifications. Requires a high school diploma or its equivalent. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Typically reports to a Collections or Operations Lead.

### **ADMINISTRATIVE AND LABORATORY ASSISTANT**

Organizes and directs the daily activities of the laboratory. Responsible for conducting and overseeing quality assurance and quality control, and collecting, analyzing, and interpreting lab results. A minimum of a high school degree or equivalent is required. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to project manager or lead. Must have at minimum of Level 1 Oregon DEQ Wastewater Treatment Certification in operations or the ability to obtain this certification within one year of employment. Must have extensive computer knowledge and ability, specifically with the CMMS system and the Microsoft Office Suite. Perform administrative duties as needed.

## **EXHIBIT D**

### **INSURANCE REQUIREMENTS**



**City of Coos Bay**  
**Public Works Department**  
500 Central Avenue, Coos Bay, OR 97420  
PH 541-269-8918 – FAX 541-269-8916  
[www.coosbay.org](http://www.coosbay.org)

**- EXHIBIT C -**

## **Insurance Requirements**

### **Insurance Policy Statement**

Any company or individual performing work for the City of Coos Bay (hereinafter “the City”) on City property shall be required to provide proof of insurance to the City per applicable insurance level.

1. General Liability shall be a per occurrence form and must cover the time for which the work/event/contract is being performed/held.
2. Proof of insurance of not less than the amount required is to be provided. Limits shown in the requirements are a minimum per occurrence limit.
3. If the City is required to use Federal or State insurance policy limits, or is subject to the Federal or State tort claim limits, the limits required through this statement shall be superseded by such limits.
4. If a claim occurs where the amount of the claim exceeds the insurance policy limits required by this directive, the company or individual performing work/hosting event assumes full responsibility for the payment of such claim.
5. Waivers of the policy limits or provisions in this policy must be approved by the City Manager, City Attorney and the City Risk Manager of Record. Insurance policy limits may also be required to be higher based upon the City's review of the specific application for which insurance is required.
6. Tail Coverage”: If any of the required liability insurance is on a “claims made” basis, recipient shall maintain either “tail” coverage or continuous “claims made” liability coverage, provided the effective date of the continuous “claims made” coverage is on or before the effective date of the Contract/Agreement, for a minimum of 24 months following the later of:
  - (1) Recipient's completion of all services and the City's acceptance of all services required under the Contract/Agreement, or

- (2) The expiration of all warranty periods provided under the Contract/Agreement. Notwithstanding the foregoing 24-month requirement, if recipient elects to maintain "tail" coverage and the maximum time period "tail" coverage is reasonably available in the marketplace is less than the 24-month period described above, recipient shall maintain "tail" coverage for the maximum time period "tail" coverage is reasonably available in the marketplace for the coverage required.

## 7. Definitions:

Commercial General Liability: To cover bodily injury, death, and property damage. This insurance shall include contractual liability coverage for the indemnity provided under those listed in the Agreement/Contract, personal and advertising injury liability, products liability and completed operations liability. Coverage may be written in combination with Automobile Liability Insurance (with separate limits).

Professional Liability: To cover error, omission or negligent acts related to the professional services to be provided under the Agreement/Contract.

Automobile Liability: To cover each accident for bodily injury and property damage, including coverage for owned, hired, non-owned, leased, or rented vehicles as applicable. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits).

Builders Risk: To cover structures being built, temporary structures at the building site, and building materials not yet having become part of the building. The building materials are covered while on the insured location, in transit, or in storage at another location.

Installation Floater: To cover materials, equipment, and personal property while in transit, installation, and until coverage terminates according to the terms of the floater. This coverage can cover the property of others in the contractor's care, custody or control that is often excluded under the contractor's general liability coverage.

Umbrella Liability: To cover excess liability over several of the insured's primary liability policies. An excess liability policy may be what is called a following form policy, which means it is subject to the same terms as the underlying policies; it may be a self-contained policy, which means it is subject to its own terms only; or it may be a combination of these two types of excess policies.

Umbrella policies provide three functions:

- (1) To provide additional limits above the each occurrence limit of the insured's primary policies;
- (2) To take the place of primary insurance when primary aggregate limits are reduced or exhausted; and
- (3) To provide broader coverage for some claims that would not be covered by the insured's primary insurance policies, which would be subject to the policy retention.

Most umbrella liability policies contain one comprehensive insuring agreement. The agreement usually states it will pay the ultimate net loss, which is the total amount in

excess of the primary limit for which the insured becomes legally obligated to pay for damages of bodily injury, property damage, personal injury, and advertising injury.

8. Should the Umbrella/Excess Insurance coverage combined with Commercial General Liability coverage not equal or exceed the minimum combined coverage shown, coverage must be increased to equal or exceed the minimum total coverage limits shown.

If there is no Umbrella/Excess Insurance coverage, then the Commercial General Liability, Employers Liability, and Automobile Liability limits must be increased to equal or exceed the minimum total coverage limits shown.

9. (If applicable) Contractor will purchase and maintain property insurance for the entire work at the site on a replacement cost basis.

Contractor shall obtain, at Contractor's expense, and keep in effect until final acceptance of the work performed under this contract, an Installation Floater or equivalent property coverage for materials, equipment, supplies, and tools to be used for completion of the work performed under this contract.

The Installation Floater shall include coverage for testing, if applicable.

The minimum amount of coverage to be carried shall be equal to the full amount of this contract.

The contractor will be responsible for any applicable deductibles.

10. The Certificate of Insurance(s) and Endorsement(s) will be a part of the Contract/Agreement and shall be provided to the City with endorsement(s) indicating that the Commercial General Liability insurance coverage is in effect which shall be **primary and non-contributory** with any insurance maintained by the City.

For construction contracts, a per project aggregate (form CG 2503 05/09 or equivalent) shall also be required.

In all situations, the City shall be included as an additional insured under the commercial general liability, automobile liability, and umbrella liability policies as applicable.

As applicable, a waiver of subrogation under the workers' compensation and commercial general liability policies shall also be provided.

Copies of such endorsements or coverage enhancements **shall be attached to the certificate(s)** provided to the City and will become a part of the Contract/Agreement.

Insurance Coverage provided must be underwritten by an insurance company deemed acceptable by the City. The City reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

**Insurance Requirements:**

Workers' Compensation	Statutory Limits
Commercial General Liability (Expanded Pollution Coverage, as applicable)	\$1,000,000 per Occurrence, Combined Single Liability (C.S.L.) \$2,000,000 General Aggregate
Automobile Liability (include coverage on all owner, non-owned, hired autos)	\$1,000,000
Contractor's Pollution Liability	Claims Made Basis, in the Amount of \$1,000,000 per Claim and in Aggregate
Umbrella Liability	\$4,000,000 per Occurrence (C.S.L.)

The following vehicles will maintain Pollution Liability Insurance, which will include coverage for claims resulting from the operation of these vehicles owned by Coos Bay:

YEAR	MAKE/MODEL	VIN NUMBER
2012	Dragon Vac Tank Trailer	1UNST4225CL114521
2010	Kenworth Tractor	1XKDD40X4AJ270083
1990	International truck	1HTGLJXT8LH248937
2005	Freightliner Vac truck	1FUBCYDC85HV10651
2008	Freightliner (sludge truck)	1FVXAU0028PZ13174
2009	International Sewer Cleaner	1HTWXAHT69J054617
1996	Ford LNT8000 truck	1FDZW82E0TVA05067