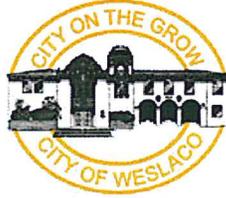


# City of Weslaco

"The City on the Grow"



David Suarez, Mayor  
Olga M., Mayor Pro-Tem, District 2  
David R. Fox, Commissioner, District 1  
Greg Kerr, Commissioner, District 3  
Gerardo "Jerry" Tafolla, Commissioner, District 4  
Lupe V. Rivera, Commissioner, District 5  
Fidel L. Peña III, Commissioner, District 6

Mike Perez, Interim City Manager

## CITY OF WESLACO Invitation for Proposals

The City of Weslaco hereby requests sealed proposals for the following:

### **Operations and Management of City of Weslaco Water Plant, Wastewater Plant, and Lift Station Operations = RFP No. 2014-15-20**

Sealed proposals addressed to Homer Rhodes, will be accepted at the Weslaco City Hall Purchasing Office, 255 S. Kansas Avenue, Weslaco, Texas 78596, until **3:00 p.m. on April 9, 2015**, at which time they will be opened and read aloud. Please mark envelope, Sealed Proposal

**"Operations and Management of City of Weslaco Water Plant, Wastewater Plant, and Lift Station Operations = RFP No. 2014-15-20"**

**An informative, non-mandatory Pre-Submittal Conference meeting followed by a Walk-Through will be held at 10:00 am on March 20, 2015 at Weslaco City Hall – Purchasing Conference Room C, located at 255 S. Kansas Avenue, Weslaco, Texas.**

Potential Respondents are advised that the proposal documents can be downloaded from the City of Weslaco web page address: [www.weslacotx.gov](http://www.weslacotx.gov), and may also be secured at the Weslaco City Hall Purchasing Office, 255 S. Kansas Avenue, Weslaco, Texas 78596, or by calling 956.447.2240. Be advised that if your company is contemplating on submitting for this project you must contact the Purchasing Office, so that any changes/additions via addendum form can be forwarded to your company. (Please include your company name, address, e-mail, telephone and fax, and contact person). **No electronic proposals will be accepted.**

The City of Weslaco reserves the right to accept or reject any or all proposals, to waive any informalities, and to accept the proposal to be the best and most advantageous to the City and to hold proposals for a period of forty-five (45) days without taking action, for the purpose of reviewing the proposals and investigation of Respondents' qualifications prior to proposal award. Proposals submitted past the aforementioned date and time will not be accepted.

City of Weslaco  
  
Homer Rhodes,  
Purchasing Office  
hrhodes@weslacotx.gov

**VENDOR'S NOTICE OF INTENT TO SUBMIT A PROPOSAL**

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If you intend to submit a Proposal for the **Operations and Management of City of Weslaco Water Plant, Wastewater Plant, and Lift Station Operations** with the City of Weslaco as outlined in the specifications, please indicate your intention by signing, dating, and returning this form to the address below prior to April 9, 2015 so that you may receive any addendums to the specifications should the need arise.

**Homer Rhodes  
City of Weslaco  
Purchasing Office  
255 S. Kansas Avenue  
Weslaco, Texas 78596  
Phone: 956.447.2240  
Fax: 956.969.8452  
hrhodes@weslacotx.gov**

Name: _____ Signature: _____ (print / contact person)
Title: _____ Company/Agency: _____
Mailing Address: _____ City/State/Zip: _____
Phone: _____ Fax: _____
Email Address: _____

Proposal No.: 2014-15-20

## Solicitation Overview

The City of Weslaco is soliciting Proposals for:

TITLE: Request for Proposals for the Operations and Management of City of  
Weslaco Water Plant, Wastewater Plant, and Lift Station Operations  
RFP Number: 2014-15-20  
Due Date: 3:00 p.m., April 9, 2015  
Location: City of Weslaco, Purchasing Office  
255 S. Kansas Avenue  
Weslaco, Texas 78596

### Pre-Submittal Conference:

Date: March 20, 2015  
Time: 10:00 a.m.  
Location: City Hall, Purchasing Office Conference Room C  
255 S. Kansas Avenue  
Weslaco, Texas 78596

*This conference is recommended, but not mandatory*

### Public Opening of Submittals:

There will be a public opening of submittals in the Purchasing Office conference room immediately following the submission due time/date. Only the names of submitters will be read aloud. Interested parties are invited to attend.

### Written Questions:

Submit written questions to:

Homer Rhodes, Purchasing Agent at [hrhodes@weslacotx.gov](mailto:hrhodes@weslacotx.gov)

Questions may be submitted through 3:00 p.m., March 20, 2015

No verbal questions will be accepted.

Questions of a substantial nature will be addressed in an addendum, posted on the City's Purchasing Web page for all interested parties.

## **I. INVITATION**

The City of Weslaco, Texas invites proposals from qualified contractors for the Operations and Management of City of Weslaco Water Plant, Wastewater Plant, and Lift Station Operations. All questions concerning this Request for Proposals shall be directed to Homer Rhodes, Purchasing Agent City of Weslaco.

## **II. SCOPE OF SERVICES**

The Contractor shall provide the City of Weslaco all the required labor and supervision for the operation and maintenance of the Water Plant, Wastewater Plant, and Lift Stations. The work shall include treatment of potable water, treatment of wastewater, operation of lift stations, corrective and preventive maintenance of City-owned appurtenances and equipment, to also include repairs, report preparations, and other services. The City of Weslaco owns:

1. One (1) 18 MGD Water Treatment Plant
2. Two (2) Wastewater Treatment Plants; 2.5 MGD and 5.5 MGD
3. Fifty-one (51) Lift Stations.

## **III. CITY PROVIDED SERVICES AND EQUIPMENT**

- A. One (1) Sewer Vacuum Truck (Driver Included): The City shall provide a sewer jet truck, including fuel and repair as needed.
- B. Six (6) 1/2 Ton Pick-up Trucks: The City shall provide a total of 6 (six) half ton pick-up trucks for mobilization.
- C. Electricity: The electrical cost for all the facilities will be provided by the City.
- D. Water Pumping Fees: Water delivery will be provided by the City.
- E. Telephone Service: Telephone services will be provided by the City.

## **IV. TERMS**

- A. A five (5) year term with additional two (2) year term extensions to include a termination for convenience clause along with a 180 day contract termination clause if the level of performance is unsatisfactory or no longer required.
- B. Provisions of indemnification and hold harmless of the City of Weslaco and its agents, officers, assigns, employees, etc. from any loss or liability for claims, damages, lawsuits for reasons resulting from the Contractor's negligence during the period of the contract.
- C. Provisions of comprehensive liability insurance policies naming the City of Weslaco as additional insured for bodily injury and/or property damage in an amount of not less than Five Million Dollars (\$5,000,000); a certificate of such

insurance shall be submitted to the City of Weslaco upon signing of the O&M contract.

- D. Submit evidence of bonding capability in the annual contract amount. The amount of the bond may be modified depending upon the final scope of services.
- E. A maintenance repair and replacement provision with a fixed dollar value identifying specific decisions for terms.
- F. Have existing support resources within the State of Texas.
- G. Provisions that the Contractor shall be responsible for all manufacture warranties on equipment items purchased during this contract and enforce equipment warranties and guarantees.
- H. Provision that the Contractor shall operate all facilities such that odor and noise shall be effectively controlled and that no disruption of adjacent neighborhoods shall result.
- I. Provision that the Contractor shall provide the City of Weslaco with a full accounting of all expenditures at intervals and in sufficient detail as may be determined, and assist in the preparation of annual operating budgets.
- J. Provision that the Contractor will provide monthly cost reports and also a complete financial audit of this project at the request of the City.
- K. Provision that within the first ninety (90) days, the Contractor shall provide the City of Weslaco with a listing of any recommended capital improvements the Contractor believes will be required for any of the facilities covered under the contract. However, the Contractor will not be relieved of his responsibilities to perform if the recommendations are not implemented.

## **V. CONTINUITY OF SERVICES**

To ensure continuity of essential services, the successful proposer must be prepared to fully commence work upon receipt of 30 Day Notice to Proceed from the City.

## **VI. FORM OF CONTRACT**

The Contractor shall provide a proposed "Draft Contract" for review and comment by the City.

## **VII. CONTRACTOR PROFILE**

The Contractor shall fully describe the scope of the proposed services to the City as well as the costs to be incurred by both parties. The following items, at a minimum, shall be provided:

- A. Project Manager: Full time Monday – Friday 8 hr/day and possess an Operator's License as required by the TCEQ.
- B. Facility Operations Staff: The City has one (1) water treatment facility operated 24hrs/day, 7 days/week; two (2) wastewater treatment plants operated 8hrs/day, 7 days/week; and Fifty One (51) lift stations operated 8hrs/day, 7 days/week.  
Staffing requirements:
  - 1. Water Plant Supervisor: A minimum of one (1) licensed operator as required by TCEQ.
  - 2. Water Plant Operators: A minimum of four (4) licensed operators as required by the TCEQ.
  - 3. Wastewater Plant Supervisor: A minimum of two (2) licensed operators as required by TCEQ.
  - 4. Wastewater Operators: A minimum of four (4) licensed operators as required by TCEQ.
  - 5. Collection Operators: A minimum of one (1) collection operator shall be on call 24/7 to respond to after hour call-outs and emergencies.
  - 6. Maintenance Staff: A fully dedicated technician must be provided to check each City-owned sewage pumping station 7 days per week, 365 days/year.
  - 7. Office Support Staff: Contractor will maintain an office with an Office Administrator working 8 hours/day, 5 days per week. That person will answer calls from the Public and route trouble calls to line personnel, enter locate tickets, complete and close out work orders, etc. Contractor shall provide all office supplies, cell phones, etc.
- C. Project Equipment: The Contractor will provide the following vehicles, rolling stock and other equipment: Dump Truck, Excavator of sufficient size, Equipment Trailers, By-pass Pumps, Pavement Cutting and breaking Equipment, All tools required for this Project, All normal office equipment, desks, computers, copiers, telephone, fax and other communication needs, hand-tools and first aid equipment.
- D. Treatment and Laboratory Chemicals: On an as needed basis for all facilities.
- E. Sludge Management and Disposal: As needed for all facilities.
- F. Water and Wastewater Laboratory Testing: As needed for all facilities.
- G. Permits and Reporting as required to the Texas Commission on Environmental Quality (TCEQ): As needed for all facilities.

- H. Electronic Maintenance Management System (EMMS): As needed for all facilities.
- I. Corrective Maintenance Plan: As needed for all facilities.
- J. Preventative Maintenance Plan: As needed for all facilities.
- K. Grounds Maintenance Plan: As needed for all facilities.
- L. The Contractor or its staff shall demonstrate a minimum of ten (10) years professional experience in efficiently maintaining and operating utility systems similar in complexity to those of the City of Weslaco.
- M. Have at least ten (10) years of continuous working experience with the State of Texas's regulatory agencies.
- N. Shall be capable of providing engineering support.
- O. Have established systems for quality control, quality assurance, safety maintenance, regulatory compliance and cost control.

#### **VIII. EVALUATION FACTORS FOR AWARD**

All proposals submitted in accordance with the requirements of this request will be reviewed for completeness and responsiveness by City Staff and City Commission. The award will be made to the responsible Contractor whose proposal conforms to the solicitation requirements and demonstrates the following factors:

1. A sound understanding of the requirements of the Project
2. Sufficient management organization experience and reputation
3. History of contractor's compliance with environmental regulations
4. Last five (5) years of past performance checks from all present and former clients.
5. Competitive and realistic price proposal

The City will begin negotiations with the selected highest scoring Respondent. Should the negotiations fail to result in a timely executed agreement, the City may elect to terminate negotiations with the first ranked Respondent and begin negotiations with another Respondent, or cancel the process. The City reserves the right to award this contract to the Contractor whose proposal is deemed the best "value" to the citizens and represents the most advantageous proposal to the City.

COST FACTOR SHEET

Proposal No.: 2014-15-20

THIS INFORMATION IN THE OPINION OF THE CITY OF WESLACO IS NEEDED TO DETERMINE "REASONABLENESS OF COST" AND IS PART OF THE RANKING CRITERIA.

ITEM NO.	DESCRIPTION	QTY	UNIT COST	TOTAL PRICE
1	Sludge Disposal	_____	_____	_____
2	Chemicals	_____	_____	_____
3	Salaries	_____	_____	_____
4	Operations and Maintenance cost including repairs, laboratory supplies, consultants, and any other required services for a 5 year term.	_____	_____	_____

Total 5 Year Cost: \$\_\_\_\_\_

RESPONDENTS SHALL ATTEST TO THE FACT THAT THEY HAVE READ AND ARE IN COMPLIANCE WITH ALL THE REQUIREMENTS AS STATED IN ALL OF THE AFOREMENTIONED, BY AFFIXING THEIR ORIGINAL SIGNATURE AND ENTERING OTHER INFORMATION ASKED FOR BELOW.

SIGNATURE \_\_\_\_\_

(Failure to sign will disqualify proposal)

TYPE/PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_