

**Request for Proposals
2P11-006**

The City of Bristol, Connecticut is accepting Proposals for the following:

**Professional Services
Odor Control Study**

All submissions must be made in accordance with the specifications supplied by

The City of Bristol
Purchasing Office
111 North Main Street
Bristol, CT 06010



Submissions will be received until **11:00 am, July 21, 2010.**

Roger D. Rousseau
Purchasing Agent
Tel (860) 584-6195
Fax (860) 584-6171
<http://www.bristolct.gov/bids>

Date issued: July 1, 2010



Request For Proposals 2P11-006
Professional Services
Odor Control Study

The City of Bristol, Connecticut is seeking proposals from qualified individuals or firms with expertise in wastewater treatment facilities to conduct an odor control study, making recommendations for findings resultant from said study.

The scope of services and proposal submission documents are available from
the City of Bristol Purchasing Department
111 North Main Street, Second Floor
Bristol, CT 06010

between the hours of 8:30 am and 5:00 pm Monday through Friday, or by downloading from the website noted below.

Proposal submissions will be accepted by the Purchasing Department until July 21, 2010 at 11:00am; submissions received after this date and time will not be considered. The City reserves the right to waive any informalities in any submission, to reject any and/or all submissions, and to accept the proposal(s) that in its judgment is in its best interest. Each submission shall contain one original and five copies as well as one copy via compact disk or USB drive (pdf or similar standard readable format), and shall be in a sealed envelope or package clearly identified as "RFP 2P11-006 Professional Services – Odor Control Study" delivered to the address noted above.

Roger D. Rousseau, Purchasing Agent
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July 1, 2010

City of Bristol, Connecticut
RFP 2P11-006
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REQUEST FOR PROPOSALS CITY OF BRISTOL, CONNECTICUT

2P11-006

Professional Services - Odor Control Study

I. PROJECT SPECIFICATIONS

1. INTRODUCTION

The City of Bristol owns and operators a 10.75 mgd municipal wastewater treatment facility. The facility is located at 75 Battisto Road in Bristol. The Facility employees have made numerous odor control measures to reduce fugitive odor emissions from impacting the neighboring public. There are a number of businesses located within 300 feet of the plant Headworks and primary clarifiers. Despite the odor control measures currently in place, the surrounding businesses experience period odors from the facility. The City intends to obtain the services of a consulting engineering firm to conduct an odor study at the treatment facility.

The Study will determine the specific source of the odors with the facility and under what conditions those odors will be strong enough to impact the surrounding neighbors. The Study will develop specific options to reduce or eliminate the occurrence of these odors.

The Study shall identify all costs associated with the proposed odor control recommendations. Such costs shall include, but not be limited to, initial engineering design, capital costs, ongoing operating costs; energy, labor, process analytical, chemical, equipment depreciation, etc.

It is anticipated the study will require theoretical analysis, a degree of analytical testing of both liquid and atmospheric parameters of concern, numerous onsite odor surveys under various operating and seasonal weather conditions and daily operating conditions, evaluation of side stream processes and bench top testing to evaluate the effectiveness of chemical addition.

The periodic odors are usually transient in nature. The more persistent odors are often related to low wastewater flows during warm and humid weather conditions, experienced during the summer months. The Study will like require a number of late night odor survey visits.

The firm selected for this work will be required to meet with the Public Works Board and the Sewer Committee as necessary for coordination and development of this project.

2. EXISTING CONDITIONS

The City of Bristol owns and operates a municipal waste water treatment facility, located at 75 Battisto Road in Bristol Connecticut. The plant was constructed 1988 with a design capacity of 10.75 mgd and a peak capacity of 33 mgd. The plant has three approximately 300,000 gallon primary clarifiers. The primary effluent is mixed with the Return Activated Sludge and lifted by four Screw Pumps to the Aeration Basins. Each screw pump has an 11 mgd capacity.

The six aeration / nitrification tanks in the facility are divided into two parallel treatment trains. Each train consists of three 500,000 gallon tanks. The first tank is an anoxic tank for Denitrification. The second two tanks provide BOD removal and nitrification.

After the Anoxic/Aerobic treatment stage the wastewater then flows to the three 110 foot diameter secondary clarifiers (approx 900,000 gallons each). The reclaimed water finally flows through an ultraviolet disinfection system in the basement of the Operations Building. Photos of the facility can be seen on the City's web site.

Waste Activated Sludge is wasted directly to the plant influent channel and co-thickened in the primary clarifiers. The mixed sludge from the primary clarifiers is pumped to an aerated holding tank. The mixed sludge is dewatered on weekdays through belt filter presses. A chloride solution is added to the sludge to control odors during dewatering. The resulting sludge cake which has an average concentration of 23 percent solids, is conveyed to trailers and disposed of off site. Hauling and incineration is performed by a private contractor. The belt filter press filtrate is pumped back to the plant influent channel.

The facility utilizes the following odor control measures:

Air from the Headworks building and portions of the influent channel are exhausted into a biofilter. Screenings are processed through a shredding, washing and dewatering unit and stored in closed lid receptacles.

Aerated sludge storage tanks are exhausted through a dual chemical (sodium hydroxide and sodium hypochlorite) wet scrubber and then discharged through a biofilter. Air from the septage receiving pit is exhausted through the same wet scrubber and biofilter system.

Sludge fed to the belt filter presses is treated with a 25% sodium chlorite solution.

Air from the Belt filter Press room is exhausted to a biofilter.

The sludge from the presses is conveyed directly into a trailer. Odor control fogging fans blanket the trailer area.

Significant effort is dedicated to clean all areas of the facility to reduce odor potential.

3. SCOPE OF SERVICES

The scope of services is generally defined below. Firms submitting proposals are required to include information on how this scope of services will be addressed, including a timeline relative to the tasks defined.

The Consultant shall meet with City Staff to review progress and obtain direction from the City at critical stages of the study to assure progress and decision points are in accordance with the City's goals and objectives for this study.

The Consultant shall produce a Final Report which will include, but is not limited to:

- Identification of specific odor sources and the associated aggravating conditions that result in detectible odor problems.
- Operational and Upgrade Options to address the individual sources of odors leaving the facility. Each option shall be presented with implantation costs, annual costs (life cycle costs) and timeline for implementation. Upgrade options shall include treatment schematics and site diagrams indicating the potential locations of any proposed components.

Control options that require chemical dosing should identify the recommended chemical and potential control systems utilizing a feed back loop to optimize chemical usage.

The Report shall include impacts to existing side stream processes, and associated costs to modify the operation and any ongoing costs due to changes in operations.

The Consultant shall make a presentation of the study in a semi-final stage to the Bristol Sewer Committee and a Final presentation of findings and recommendations to the Sewer Authority.

After the presentation to the Bristol Sewer Authority, but prior to final acceptance, the report shall be submitted to the CT DEP for review and comment. The consultant shall integrate DEP comments into the Final Report.

4. RESOURCES AVAILABLE

The City will make available to the awarded firm the following information as it relates to the project:

Bristol WPCF Wastewater Facilities Planning Study – May 2003, amended 2006; includes Evaluation of existing systems, wastewater characteristics, Odor Control Evaluation.

Plant Process and Lab Analysis Database – The facility records all plant flow and analytical data in an OPS32 computer database.

Data can be statistically analyzed within the OPS32 program or exported into an Excel format.

The City will provide other additional information in its possession as may be needed by the consultant, if such information is currently and readily available.

5. PROJECT SCHEDULE

The following is the proposed schedule for the selection process and work program:

Date of RFP Issuance	July 2, 2010
Submittals Due	July 21, 2010
Interviews Conducted (if necessary)	August 2, 2010
Recommendation of Contract Award	August 10, 2010
Contract finalized by	August 24, 2010
Completion of all work	November 1, 2010

II. SUBMISSION REQUIREMENTS

1. SUBMISSION DUE DATE

Proposals will be accepted at the City of Bristol Purchasing Office, 111 North Main Street, Bristol, Connecticut, 06010 until **11:00 am, July 21, 2010**. Proposals received after that time will not be considered. Proposals may be withdrawn 120 days after opening if no award has been made.

The City may invite a short list of responding firms for an interview based upon its review of the written submissions. Your firm should have **Monday, August 2, 2010** available if selected for an interview; your firm will be notified no later than **Thursday, July 29, 2010** if your firm is selected.

Unless otherwise indicated, proposals that are submitted are assumed to be valid for ninety (90) days from the date that proposals are due.

2. DIRECTIONS FOR WRITTEN SUBMISSION

Interested firms are required to submit **one original and five (5) copies as well as one copy via compact disk or USB drive (pdf or similar readable format)** of the proposal to Roger Rousseau, Purchasing Agent, no later than the date and time noted above. Submittals shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and any cost projection included will remain in effect for 90 days after the due date.
- b. A concise and complete description of the work to be performed, including:
 1. An explanation of your firm's understanding of the project, its approach to the work, the key issues to resolve and the level of detail to be provided.
 2. A detailed work program and time schedule for each phase of the project, including milestones for periodic review of the work with the advisory committee(s).
 3. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
 4. A description of similar projects which your firm has been involved in, including references.
 5. A summary of your firm as outlined in Section II.3 of this document.
- c. A fee schedule for the services. If your firm is selected for an interview, and as a result of the interview certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the City.

Submittals shall be delivered to the City of Bristol Purchasing Department, 111 North Main Street, Bristol CT 06010, clearly marked as "2P11-006 Professional Services - Odor Control Study".

3. VENDOR INFORMATION

A. Vendor Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the City.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.

B. Client Base

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service
- Contact name, title and telephone number

The references must be relevant to service in the last forty-eight (48) months, and shall include specific details on how the project represents a project of similar scope. Information on your firm's specific role must be included.

4. ADDENDA

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

<http://www.bristolct.gov/bids>

This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Bristol does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document should be referred to Roger D. Rousseau at (860) 584-6195 or at <rogerrousseau@ci.bristol.ct.us>.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

5. EVALUATION CRITERIA

Selection of firm(s) will be the responsibility of a committee consisting of City designated representatives. The evaluation will be based upon the written submittals and selected presentations and interviews. The factors which will be evaluated include the following:

- a. Proposed Fee Schedule.
- b. The specialized experience of the firm and its assigned personnel on similar projects.
- c. The firm's understanding of and technical approach to the project.
- d. The firm's knowledge of project requirements.
- e. The firm's schedule and its ability to perform the work in a timely manner.
- f. Clarity, organization, and effective presentation of submittal.
- g. Review of references listed.

The City may invite a short list of responding firms for an interview based upon its review of the written submissions. **Your firm should have August 2, 2010 available** if selected for an interview.

Final recommendations regarding award of contract(s) for services will be made after the City and firm(s) have negotiated reasonable fee schedule(s) for services to be provided, and have concurrence on the methods to be used for payment for services rendered.

III. CONTRACT CONSIDERATIONS

1. EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age.

Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

2. INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the City of Bristol, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the City of Bristol or its officers, agents or employees.

The City, as a sovereign government, cannot indemnify businesses or individuals.

3. INSURANCE

Prior to the execution of any contract, the City of Bristol requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.
- Professional Liability, in an amount not less than \$500,000.00 per occurrence and \$1,000,000.00 aggregate.
- Worker's Compensation as defined in the Connecticut General Statutes.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of substantial completion of the project as agreed to by the City and the awarded firm.

4. INVOICING AND PAYMENT

Invoices shall be paid promptly by the City unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days from receipt of properly executed invoice(s). The City cannot make payments for "execution of contract" (payments due upon contract signing).

5. TERMINATION PROVISIONS

Subject to the provisions below, the contract may be terminated by either party, upon thirty (30) days' advance notice to the other party, but if any work or services hereunder are in progress, but not completed, as of the dated of termination, then this contract may be extended upon written approval by the City until said work or services are completed and accepted.

A. Termination For Convenience

In the event that the contract is terminated or canceled upon request and for the convenience of the City, without the required thirty (30) Days' advance written notice, then the City shall negotiate reasonable termination costs, if applicable.

B. Termination For Cause

Termination by the City for cause, default or negligence on the part of the Bidder shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days' advance notice requirement is waived in the event of termination by cause.

6. AWARD CONSIDERATIONS

The City may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the City will be guided by consideration of the interests of the City. The City also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the best interests of the City.

Firms selected for interview will be provided with the content of the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to immediately following the interview process.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the City of Bristol.

Unless otherwise noted within a proposal, proposals received in response to this document, including proposed fee schedules, are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of the City and the firm submitting the proposal.

The awarded firm grants to the City full ownership of any instruments of service (i.e. deliverable materials and/or data) provided through any resultant contract award.

**REQUEST FOR PROPOSALS
CITY OF BRISTOL, CONNECTICUT 06010**



**2P11-006
Professional Services
Odor Control Study**

Due Date: 11:00 am, July 21, 2010

City of Bristol
Purchasing Office
111 North Main Street
Bristol, Connecticut 06010

In accordance with the City's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Proposals, is aware that the City reserves the right to reject any and all proposals, and is making submission without collusion with any other person, individual or corporate.

Witness

Signature

Company Name

Printed Name

Address

Title

Town State Zip

Date

Federal ID #

Telephone Number

Email address

Fax Number

RETURN THIS FORM IMMEDIATELY!

City of Bristol, Connecticut
Acknowledgment: Receipt of RFP Documents

**Request For Proposals 2P11-006
Professional Services
Odor Control Study**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date issued: July 1, 2010
Date documents received: ____/____/____
Do you plan to submit a response? Yes____ No____

Print or type the following information:

Company name: _____
Address: _____
City or Town: _____
Phone: _____
Fax: _____
Email: _____
Received by: _____

**Note: Faxed acknowledgments are requested!
FAX (860)584-6171
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX PROPOSALS.
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**

**CITY OF BRISTOL
PURCHASING DEPARTMENT
111 NORTH MAIN STREET
BRISTOL, CT 06010**

Proposal Check List

This form need not be returned with your submittal. It is suggested that you review and check off each action as you complete it.

- ___ 1. The proposal has been signed by a duly authorized representative of the company.
- ___ 2. Any fee schedule you have offered has been reviewed and verified.
- ___ 3. Standard payment terms are net 30 days. Net terms for periods less than 30 days may result in proposal rejection. (You may offer cash discounts for prompt payment).
- ___ 4. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the proposal.
- ___ 5. Any addenda to this document have been acknowledged and included.
- ___ 6. The envelope has been addressed to:
City of Bristol Purchasing Department
2P11-006 Professional Services
Odor Control Study
111 North Main Street
Bristol, CT 06010
- ___ 7. The envelope has been clearly marked with the proposal number and opening date.
- ___ 8. If additional copies are required as part of your response, make sure the original is clearly marked.
- ___ 9. The proposal is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses are **NOT** accepted under any circumstances. Faxed responses are not accepted. Please allow enough time if mailing your proposal.



**CITY OF BRISTOL, CONNECTICUT
NON-COLLUSION CERTIFICATION**

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Please complete and sign

Legal Name of Bidder: _____

Business Address: _____

Name of Authorized Agent _____ Title: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

Employment Information Form



City of Bristol
Workplace Analysis Affirmative Action Report
Employment Information Form

Purchasing Department
111 North Main Street
Bristol, CT 06010

Company Name Street Address City State Zip	Contact Person	Phone Number	Date
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Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
TOTALS ABOVE											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.	