



## City of Cashmere

101 Woodring Street  
Cashmere, WA 98815

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Website [www.cityofcashmere.org](http://www.cityofcashmere.org)

# Request for Qualifications (RFQ) for Contract Services of City Water and Wastewater Systems

## I. General

The City of Cashmere (CITY) is soliciting Statements of Qualifications from qualified firms capable of managing, operating and maintaining municipal water and wastewater systems. It is the intent of the CITY to investigate the possibility of contracting effective and efficient management, operations and maintenance of the CITY's water and wastewater systems. The preliminary scope of work includes full-service contract management, O&M of the following facilities and departments:

- 1.1 MGD Wastewater Treatment Plant
- 4 Wastewater Lift Stations
- 20 miles of sewer main
- 3.46 MGD Water Treatment Plant
- 2 Water Pump Stations
- 2 Water Reservoirs
- 2 Groundwater wells
- 20 miles of water main

Additional information including the water and wastewater comprehensive plans are located at: <https://www.cityofcashmere.org/government/request-for-qualifications-rfq>

The preliminary scope of work is subject to revision. Items may be added or subtracted in the best interest of the CITY. The preliminary scope of work is intended to measure a firm's capabilities and is not a binding scope of work. The water and wastewater treatment facilities shall be operated in full compliance with all applicable regulations, statutes, and local ordinances. Respondent shall maintain the assets to reliably treat water and wastewater while seeking to improve the assets' useful life cycles; and consider innovations to lower the capital and operating costs of any and all aspects of operations. Respondents should demonstrate experience operating similar facilities.

Respondents should take into consideration; that all or a portion of the facilities subject to this RFQ were financed with proceeds of tax-exempt bonds and are subject to the private use limitations of the Federal Tax Code and regulations.

## II. General Intent

Full-service contract operations require the Respondent to employ all O&M staff and pay all supplies and utilities as determined in the contract with the Respondent fully responsible for all aspects of facility management, operation, and maintenance. Proposed contract term for an initial period of five (5) years with option to extend the contract for additional five (5) year terms.

To be considered for evaluation, written statements **must be received by 2:00 PM on October 4, 2021 local time**. SOQ's received after this deadline will not be considered. An electronic copy or five (5) hard copies of the SOQ shall be delivered to:

Steve Croci  
Director of Operations  
City of Cashmere  
101 Woodring Street  
Cashmere, WA 98815  
steve@cityofcashmere.org

The subject line on the email or the outside of the envelope must be clearly marked "SOQ - CONTRACT O&M, Water and Wastewater.

To minimize disruption of staff, facility tours as well as any and all questions, clarifications, or requests shall be requested in writing to:

Steve Croci  
Director of Operations  
City of Cashmere  
101 Woodring Street  
Cashmere, WA 98815  
steve@cityofcashmere.org

All questions, clarifications, and requests, together with answers, if any, will be provided to all firms that have indicated an interest or intention to submit statements, but the names of any firms submitting any questions, clarifications, or requests will not be disclosed until after the deadline for submitting SOQs. The CITY reserves the right to respond or not respond to any questions, clarifications, or requests.

## III. Schedule of Events

Publish Notice of RFQ	September 10, 2021
<b>Deadline for SOQ Submittals</b>	<b>October 4, 2021 by 2:00 PM:</b>
Committee Evaluation/ Interviews of SOQ's	October 4 - 15, 2021
Contract Scope of Work and negotiation	October 18 - November 30
City Council Decision on Contract	December 13, 2021
Commencement Date of Contract	TBD

## IV. Evaluation and Selection Process

A selection committee will evaluate submittals and shortlist one firm for further consideration. However, the CITY reserves the right to terminate this process at any time, and no guarantee is expressed or implied that obligates the CITY to contract operation of said facilities. Said committee, using their sole discretion and judgment, will shortlist one firm for further consideration.

It is understood that the information contained in this SOQ and the experience and innovative approaches demonstrated therein shall be the general basis for selection of a Respondent to provide these professional services. The CITY expects to select the most qualified Respondent based on qualifications, abilities, experience, technical expertise, financial strength, corporate resources and depth, and innovative approaches. 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.

In addition to the data and documentation being submitted by the Respondent the CITY reserves the right to make an onsite inspection and evaluation of any facility at which contract operations services are currently being performed by the Respondent

#### **V. Required Respondent Information**

This section establishes standards of experience and financial capability that the CITY requires for a Respondent to be considered qualified. The CITY, in its sole discretion, will decide if a Respondent meets the standards. Please note, the Respondent is the entity responding to this solicitation and not a parent company, joint venture partners, or other corporate affiliates. The CITY reserves the right to waive one or more or portions of the following requirements if deemed in the best interest of the CITY.

Respondent must:

1. Have been in the business of providing full contract operation for operation, maintenance, and management (O&M) of water and wastewater treatment systems for at least five (5) years. Full contract operations means, at a minimum, providing all labor and management and paying operations and maintenance expenses.
2. Operate at least five (5) water and wastewater systems equivalent to or larger than the CITY's systems.
3. Have at least five (5) years of continuous working experience with the State of Washington's regulatory agencies.
4. Have at least five (5) years of continuous experience providing water and wastewater treatment plant management services to municipalities.
5. 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.
6. Have demonstrated successful project transition experience.
7. Have verifiable existing support resources.
8. Have established systems and procedures for quality control, quality assurance, safety, maintenance, regulatory compliance and cost control.

Additionally, Respondents must answer each of the following requests/questions in a clear and comprehensive manner.

A. Provide the full name, tax identification number, and main office address of the entity (hereinafter referred to as the "Respondent") which would ultimately enter into a contract with the CITY.

B. Identify when the Respondent was organized, and if a corporation, where incorporated and how many years engaged in providing full-service contract operations under that name. Provide a comprehensive description of Respondent's corporate ownership history. Fully identify and explain any changes in corporate ownership and/or operating name. Describe parent company relationship and history of parent company.

C. Provide a comprehensive reference list of all facilities (water or wastewater) where the Respondent currently provides full-service contract operations. The above-described comprehensive reference list shall include only full-service contract operations contracts. Full-Service Contract Operations is defined as where the Respondent employs all treatment facility O&M staff, pays all chemical and power costs, and is fully responsible for all aspects of facility management, operation, and maintenance. Respondent shall not include listings on the reference list that are:

i. Facilities owned or operated by a parent or holding company, or by other subsidiary of said parent or holding company.

ii. Facilities where the Respondent does not provide full-service contract operations. Facility startup or operations troubleshooting are not considered full-service contract operations (i.e., startup for facility that was designed by Respondent parent engineering firm).

iii. Facilities where the Respondent provides "management consulting" services only (i.e., Respondent provides facility manager only, with the majority of staff being provided by the client).