

**INVITATION TO APPLY FOR PRE-QUALIFICATION FOR THE RICHLANDS
WASTEWATER TREATMENT PLANT UPGRADE PROJECT**

The Town of Richlands is soliciting contractor's pre-qualifications for the construction of the Richlands Wastewater Treatment Plant (WWTP) Upgrade Project, located at 425 Plant Road, Richlands, Virginia.

Only contractors that have been pre-qualified in accordance with the procedures in the Pre-qualification Requirements will be eligible to submit bids for this project. Bids received from those who have not been pre-qualified will not be considered. Construction bids for this project are scheduled to be received in June 2021.

The proposed project is a rehabilitation of the existing 4.0 MGD rated plant with no increase in treatment capacity. Much of the WWTP equipment has remained in operation beyond its expected service life. Except for one raw sewage influent pump and the rehabilitated mechanical screen, the mechanical equipment at the plant is all still "original" as of the 1993 upgrade, which means it has been operational for approximately twenty-six years. Replacement parts are no longer available for the UV equipment, and are difficult to find or must be custom made for many other plant facilities. The mechanical equipment, most notably the pumps, are worn and inefficient and in need of replacement. The rehabilitation will include replacement of much of the WWTP's existing equipment, enabling the WWTP to sustainably meet VPDES permit requirements, especially the upcoming stringent ammonia discharge limits, and minimize impact on the Clinch River.

Improvements at the plant generally include the following elements:

- Influent Pump Station Rehabilitation
- Pretreatment Building Rehabilitation
- Primary Clarifiers
- Secondary Clarifiers
- Aeration Basins (extended aeration, three train each with three cells)
- Disinfection System – UV System Replacement
- Effluent & Non-Potable System
- Gravity Thickeners
- Anaerobic Digesters
- Dewatering/Shop Building
- Instrumentation
- Raven Doran Lift Station
- Other Miscellaneous Items as outlined in the Contractor Prequalification Requirements

The General Contract for this project is anticipated to be advertised for bid on April 13, 2021. The projected contract award is planned for July 13, 2021 with an anticipated construction start on August 30, 2021. The overall construction duration is planned to be 18 months. These are estimated dates and durations and are subject to change. The cost of this project is estimated to be \$8 - 10 million.

MBE/WBE firms are encouraged to submit pre-qualification proposals. Bidders must comply with the following: the President's Executive Order #11246 prohibiting discrimination in employment regarding race, color, creed, sex, or national origin; the President's Executive Orders #12138 and 11625 regarding utilization of MBE/WBE firms; the Civil Rights Act of 1964; the Davis-Bacon Act; and Section 436 of P. L. 113-76, American Iron and Steel. Bidders must certify that they do not or will not maintain or provide for their employees any facilities that are segregated on the basis of race, color, creed, or national origin.

Pre-qualification Proposals will be received at the office of Thompson & Litton, Inc., P.O. Box 5427, Princeton, WV 24740, (1105 Mercer Street, Princeton WV 24740), until exactly **2:00 p.m. on Wednesday, February 24, 2021**. Proposals received after this time will not be accepted.

A hard copy of the Contractor Pre-qualification Requirements may be obtained commencing on Monday, February 1, 2021 from Thompson & Litton, Inc., P.O. Box 5427, Princeton, WV 24740, (1105 Mercer Street, Princeton WV 24740); AGC of America, Blountville, TN; Contractor's Association of West Virginia, Charleston, WV; Mc-Graw-Hill Construction Dodge, Richmond, VA; Valley Construction News, Roanoke, VA; and Builder's Exchange, Inc., Knoxville, TN.

A pdf version may also be downloaded from Thompson & Litton's website (www.T-L.com).

The Town of Richlands reserves the right to reject any and all Proposals, and to waive informalities and irregularities in the Pre-qualification Requirements.

Town of Richlands

January 25, 2021
Date

By: Timothy Taylor, Town Manager

**CONTRACTOR PREQUALIFICATION
REQUIREMENTS
FOR THE
RICHLANDS WASTEWATER TREATMENT PLANT
UPGRADE PROJECT**



TOWN OF RICHLANDS, VA

Mailing Address

**200 Washington Square
Richlands, VA 24641**

Physical Address

**200 Washington Square
Richlands, VA 24641**

January 2021

GENERAL

The Town of Richlands (Owner) invites interested contractors to submit prequalification proposals for construction of the Richlands Wastewater Treatment Plant Upgrade Project, pursuant to Section 2.2-4317 of the Code of Virginia. This document lists the requirements for contractor prequalification, provides specific instructions for submittal of contractor prequalification proposals, and describes the evaluation criteria to be used by the Owner in the evaluation of submitted proposals.

PURPOSE

The purpose of the prequalification process is to select only those contractors qualified and capable of completing the Project in conformance with the Contract Documents (i.e., plans, specifications, project addenda, etc.) Only prequalified contractors will be allowed to submit a bid.

Subcontractors, specialty trades, suppliers, and manufacturers do not require formal prequalification at this time. However, contractors may be required to submit, together with their bid, documentation demonstrating adherence to certain minimum qualification and/or experience requirements for the as may be required by the Contract Documents. The contractor shall not accept quotes, proposals, or sub-bids from any subcontractors, specialty trades, suppliers, or manufacturers that are not qualified to provide the service or supplies required in accordance with the Contract Documents. The contractor is encouraged to inform any prospective subcontractors, specialty trades, suppliers, or manufacturers about the proper execution of the work. Failure to provide documentation showing compliance with minimum qualifications and/or experience may result in the contractor's bid being considered nonresponsive and rejected by the Owner.

Selection as a prequalified contractor does not imply Owner's acceptance or approval of the contractor's specific personnel, equipment, or methods, whether or not these items are described in the contractor's prequalification proposal, nor does it ensure that the contractor's bid will be considered responsive or responsible.

PROJECT DESCRIPTION

The proposed project is a rehabilitation of the existing 4.0 MGD rated plant with no increase in treatment capacity. Much of the WWTP equipment has remained in operation beyond its expected service life. Except for one raw sewage influent pump and the rehabilitated mechanical screen, the mechanical equipment at the plant is all still "original" as of the 1993 upgrade, which means it has been operational for approximately twenty-six years. Replacement parts are no longer available for the UV equipment, and are difficult to find or must be custom made for many other plant facilities. The mechanical equipment, most notably the pumps, are worn and inefficient and in need of replacement. The rehabilitation will include replacement of much of the WWTP's existing equipment, enabling the WWTP to sustainably meet

VPDES permit requirements, especially the upcoming stringent ammonia discharge limits, and minimize impact on the Clinch River.

Improvements at the plant generally include the following. For items which list equipment or processes, the project scope includes full replacement or installation of new equipment.

Influent Pump Station Rehabilitation

- Influent Pumps & VFDs
- Valve Replacements
- New Walkway
- Monorail & Electric Hoist
- Sludge Pumps & VFDs
- Painting, Repl. Windows & Doors, LED lighting
- HVAC Upgrades

Pretreatment Building Rehabilitation

- Refurbish metal building enclosure
- Mechanical Screen and Compactor
- Grit Classifier & Cyclone
- Grit Fine Bubble Air System
- Grit Pumps & VFDs
- Grit Blowers & VFDs
- Belt Conveyor
- Influent channel modifications
- Valve Replacements
- Septage Receiving Station

Primary Clarifiers

- Primary Clarifiers Mechanism Rehab
- Valve Replacements
- Primary Sludge Pumps & VFDs

Secondary Clarifiers

- Secondary Clarifiers Mechanism Rehab
- Valve Replacements
- RAS Pumps
- WAS Pumps
- 30"x30" Sluice Gate Replacements in Influent Box

Aeration Basins (Extended aeration, three train each with three cells)

- VFDs and Controls for Aerators
- 2 Replacement Aerator Motors & Gearboxes
- Mud Valve Replacements
- 30"x30" Sluice Gate Replacements in Influent Box

Disinfection System

- UV System Replacement

Effluent & Non-Potable System

- Post-Aeration Blowers
- Effluent Pumps & VFDs
- Non-Potable Pumps
- Diffused Air System & Valve Replacement

Gravity Thickeners

- Thickener Mechanism Rehab.
- Telescopic Valve Replacement

Anaerobic Digesters

- New Digester Mixing System
- Replace Digester Safety Vents
- Valve Replacements
- Sludge Transfer & Recirculation Pumps
- Clean Digesters

Dewatering/Shop Building

- Belt Press
- Sludge Cake Conveyor
- Processed Sludge Pumps
- 20 Yard Roll-off Dumpster
- Valve Replacements

Instrumentation

- DO, ORP and pH Meters (9 each)
- Replace Plant Flow Meters
- Replace Pressure Gauges

Raven Doran Lift Station

- New pumps, VFDs, valves, second wetwell, bypass piping

Miscellaneous

- Sump Pumps
- Misc. Yard Piping Replacement
- Laboratory Instrumentation & Supplies
- New Automatic Samplers
- Bypass Pumping during Construction
- Closed Circuit Security Camera System
- Electrical & controls replacements throughout plant
- SCADA Update (Software, Interfaces, PLCs)
- 8 ft. Chainlink fence with barbed wire (replace)

- Chainlink fence Swing Gate (replace)
- Rehab allowance for concrete structures
- Access Road & Parking Lot, 1.5-inch Pavement Overlay

All work shall be complete and operational, including all testing, training, warranty and start-up services and all other work necessary to complete the Work in accordance with the Contract Documents. The estimated construction cost is approximately \$8-10 million.

SUBMITTAL PROCEDURE

Prequalification proposals must be submitted to the office of Thompson & Litton, Inc. P.O. Box 5427, Princeton, WV 24740, (1105 Mercer Street, Princeton WV 24740), **until 2:00 p.m. on Wednesday, February 24, 2021**. Eight sealed (8) copies of the contractor’s proposal must be submitted in a package marked "RWWTWP Prequalification Proposal". Any proposal omitting any of the requested information in the requested format shall be considered unresponsive and rejected.

Information contained in the proposals will be considered confidential and reasonable precautions will be taken to ensure the security of the documents. All proposals will become and remain the property of the Owner.

The Owner reserves the right to request a contractor to clarify any answer or statement given in its proposal. Response to such requests must be made in writing and will become part of the proposal. Unsolicited supplementary information and materials received after the deadline will not be considered in the evaluation.

TENTATIVE PROJECT SCHEDULE

The tentative project schedule is as follows:

Advertise for Contractor Prequalification	January 31, 2021
Prequalification Instructions Available	February 1, 2021
Contractor Prequalification Proposals Due	February 24, 2021
Prequalified Contractors Notified	March 12, 2021
30-day Appeal Process	April 12, 2021
Begin Advertising for Bids from Prequalified Contractors.....	April 13, 2021
Project Documents Available to Contractors	April 14, 2021
Contractor Site Visit (Mandatory)	10:00 a.m., May 13, 2021
Bid Opening	2:00 p.m., June 23, 2021
Award	July 13, 2021
Notice to Proceed	August 30, 2021
Construction Completed	February 21, 2023

This schedule is preliminary and is subject to change at the Owner's discretion. The Owner reserves the right to cancel, delay or postpone bidding and award of project pending funding availability or for any other reason that the Owner deems necessary and in its best interest.

CONTENT OF PROPOSAL

The prequalification proposal shall include the information requested below. The organization of the proposal shall generally follow the outline below:

1. Title page
2. Contractor Prequalification Information Form
3. Personnel and Firm Qualifications
4. Previous Project Experience
5. Financial Information

Title Page

The title page shall identify the document as a prequalification proposal and shall include the name of the Owner, the name of the Project and the name of the contractor submitting the proposal. The Contractor name shall be the complete, legal name as would appear on the Contract.

Contractor Prequalification Information Form

The contractor shall complete and sign the attached Contractor Prequalification Information Form and include it with the proposal.

Personnel and Contractor Qualifications

Present information which identifies key personnel who will be assigned to the Project, such as Project Manager, Project Superintendent, office support personnel, etc.

Describe the background and experience of each of these individuals. Provide detailed resumes for the proposed Project Manager and proposed Project Superintendent.

Describe the approach to scheduling and accomplishing the work. Identify which major trade work (i.e., structural, pipelines, mechanical, electrical, earthwork) will be completed by the contractor's forces and which will be performed by subcontractors.

Previous Project Experience

Present information on similar projects completed by the contractor as required under Item #21 of the attached Contractor Prequalification Information Form. Projects listed shall demonstrate experience in

the construction of wastewater treatment plants, including the construction of concrete water retaining structures, installation of mechanical equipment similar to that included in this project, SCADA systems, and in-stream work. Include the following information for each project listed:

- Name of Project
- Description of Project, including Size and Capacity, Location, Overall Description, etc.
- Owner (include reference and phone number)
- Engineer (include reference and phone number)
- Year Completed
- Dollar Value of Work Performed
- Completed Within Time Allowed? (If no, explain)
- Were any Claims or Disputes Filed? (If yes, explain)

Financial Information

Submit a certified financial statement for the contractor's most recent accounting period. Submit a letter from contractor's surety company specifying contractor's total bonding capacity and current unused bonding capacity. Submit additional references and information sufficiently comprehensive to permit an appraisal of contractor's current financial condition.

EVALUATION OF PROPOSALS

Proposals will be evaluated based on the following criteria:

- Personnel.
- Financial ability to perform the contract.

Contractors who do not meet all the following minimum criteria will be found not qualified to perform the work:

- Contractor shall have sufficient financial ability to perform the Project in conformance with the Contract Documents.
- Contractor shall have a minimum available bonding capacity equal to 1.25 times the estimated project construction cost. If a range is provided for the construction cost estimate, use the highest estimate provided (i.e., estimated cost is \$8-10 million, available bonding capacity shall be \$10 million x 1.25 = \$12.5 million).
- Contractor and contractor's employees shall have appropriate experience in the construction of wastewater treatment plants including, but not limited to, construction of reinforced concrete water retaining structures, installation of mechanical equipment similar to that included in this project, SCADA systems, and in-stream work.

- The contractor or any officer, director, or owner shall not have had any judgments entered against them within the past ten years for the breach of contracts for governmental or non-governmental construction, including, but not limited to, design-build or construction management.
- The contractor shall have been in substantial compliance with the terms and conditions of prior construction contracts with public bodies. Substantial compliance shall include demonstrated ability to perform in accordance with project schedules.
- The contractor or any officer, director, owner, project manager, procurement manager, or chief financial official thereof shall not have been convicted within the past 10 years of a crime related to governmental or non-governmental construction or contracting, including, but not limited to, a violation of (i) Article 6 (Section 2.2-4367 et seq.) of the Code of Virginia, (ii) the Virginia Governmental Frauds Act (Section 18.2-498.1 et seq.), (iii) Chapter 4.2 (Section 59.1-68.6 et seq.) of Title 59.1, or (iv) any substantially similar law of the United States or another state.
- The contractor or any officer, director, or owner thereof shall not currently be debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state, or agency of the federal government.
- Contractor shall hold a current contractor's license in a classification appropriate to this Project.
- Contractor shall provide to the public body in a timely manner any information requested by the public body relevant to aforementioned criteria.

The Owner/Engineer shall be entitled to contact each reference listed by the contractor. The contractor, by submitting a prequalification proposal, expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the Owner.

NOTIFICATION OF PREQUALIFIED CONTRACTORS

All contractors submitting prequalification proposals will be notified in writing if they did or did not prequalify. A brief explanation of reasons for not prequalifying will be provided to unsuccessful contractors. Only contractors which are prequalified will be invited to bid. The Owner's decision will be final, unless appealed pursuant to Section 2.2-4342 of the Code of Virginia.

In the event no more than two qualified contractors submit proposals, Owner reserves the right to issue a second advertisement and solicit additional proposals from qualified contractors. In such event, the contractors who submitted qualifications in response to the first advertisement and were found qualified will not be required to resubmit proposals and shall be deemed qualified to bid on the project.

CONTRACTOR PREQUALIFICATION INFORMATION FORM

Complete the following information and submit this form with the proposal.

- 1. Contractor's Name: _____
- 2. Business Address: _____

- 3. Telephone Number: _____
- 4. Fax Number: _____
- 5. Email Address: _____
- 6. Firm Type: _____ Corporation _____ Partnership _____ Individual _____ Joint Venture
- 7. Date Company Organized: _____
- 8. List the names and titles of all owners, directors, members, or other key individuals and/or officers of the firm:

- 9. Number of permanent office and support employees: _____
- 10. How long has your company been doing work similar to the proposed project? _____
- 11. Contractor's License:
 Primary Trade Classification: _____
 License No. & Expiration Date: _____
 State(s) Licensed: _____
 Name on License (if different than Contractor Name): _____

- 12. Contractor's Surety (Name, address, telephone number & contact person): _____

- 13. Contractor's Bank/Financial Institution (Name, address, telephone number & contact person):

14. Contractor's Insurance Company (Name, address, telephone number & contact person):

15. Has the contractor or any officer, director or owner thereof had any judgments entered against them within the last ten years for the breach of construction contracts, including but not limited to, project management or design build contracts? _____ If yes, please provide explanation and other details on separate page.
16. Has the Contractor or any of its parents or subsidiaries ever had a bankruptcy petition filed in its name, voluntarily or involuntarily? ___ If yes, specify date, circumstances, resolution, and other details on separate page.
17. Are there any unresolved claims or disputes on any work awarded to the Contractor during the past five years? _____ If yes, give Owner's name and details on separate page.
18. Has the Contractor ever failed to complete any work that it was awarded?
_____ If yes, give Owner's name and details on separate page.
19. Does the Contractor maintain a Permanent Safety Program? _____ If yes, provide a brief summary or outline of the program on separate page.
20. Does the Contractor have a formal Quality Assurance Program? _____ If yes, provide a brief summary or outline of the program on separate page.
21. List your experience in the last 10 years with the construction of wastewater treatment plants of similar size and complexity. Contractor must have completed a minimum of two (2) similar projects in the indicated time period, each with a construction value of at least \$3 million. The experience descriptions shall include all of the requested project information described in the prequalification requirements and shall be provided on separate page.

I hereby warrant that the information presented in this proposal is true, accurate, and complete.

By: _____

Title: _____

Date: _____