PUBLIC NOTICE
ADDENDUM # 3

REQUEST FOR PROPOSAL

WASTEWATER TREATMENT PLANT
OPERATION & MAINTENANCE SERVICES

NOTICE TO ALL POTENTIAL PROPOSERS
ADDENDUM #3

REVISION TO THE FOLLOWING:

1. SECTION 3.2.1.1 Minimum Limits of Coverage:
   1. Bodily injury/property damage liability – combined single limit of $1,000,000 per Occurrence/$5,000,000 general aggregate.
   2. Section removed

2. SECTION 3.2.4:
   Umbrella Liability - $10,000,000 per occurrence/$10,000,000 aggregate.

3. ANSWERS TO PROPOSERS QUESTIONS:
   1. RFP Questions Consolidated 2-10-2014 (Attached – 7 pages total)

   2. Additional Information Attachments
      • 2013 Monthly Operating Reports
      • 2013 Discharge Monitoring Reports
      • 2013 Electric Summary - Sewer Plant
      • 2013 Maintenance Summary
      • 2013 Residuals Transfer Report Summary
      • 2013 Sludge Costs Summary
      • 2013 Sludge Quality Report 1-01-13 to 3-31-13
      • 2013 Waste Characterization Report 2-1-13 to 7-31-13
      • CALDWELL - Storm Sewer Ordinance

ALL POTENTIAL BIDDERS who have picked up specifications shall be notified by E-Mail, Overnight Mail or Fax. Addendum has been posted on the Borough website at www.caldwell-nj.com.

Borough Administrator:
Paul M. Carelli
February 10, 2014
ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Proposer hereby acknowledges receipt of the following Addenda:

<table>
<thead>
<tr>
<th>Addendum Number</th>
<th>Dated</th>
<th>Acknowledge Receipt (initial)</th>
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<tbody>
<tr>
<td>1</td>
<td>1-29-2014</td>
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☐ No addenda were received:

Acknowledged for: ____________________________
(Name of Proposer)

By: ____________________________
(Signature of Authorized Representative)

Name: ____________________________
(Print or Type)

Title: ____________________________

Date: ____________________________
1. Please provide a copy of the Engineer’s design report, including but not limited to:

   a. Average daily hydraulic design loading capacity
   b. Maximum daily hydraulic design loading capacity
   c. Maximum hourly hydraulic design loading capacity
   d. Average daily organic design loading capacity expressed in terms of BOD5
   e. Maximum daily organic design loading capacity expressed in terms of BOD5
   f. Maximum hourly organic design loading capacity expressed in terms of BOD5
   g. Average daily TSS design loading capacity
   h. Maximum daily TSS design loading capacity
   i. Average daily ammonia as nitrogen design loading capacity
   j. Maximum daily ammonia as nitrogen design loading capacity
   k. Average daily total phosphorus design loading capacity
   l. Maximum daily total phosphorus design loading capacity

   **Caldwell will provide a copy of the Engineer’s report used to develop treatment upgrades in the current improvement project.**

2. Please provide the past three (3) years of detailed expenses related to repair and maintenance of the wastewater treatment facility.

   **Attached 2013 Maintenance Summary**

3. Please provide the past three (3) years of monthly discharge monitoring reports for the wastewater treatment facility.

   **Attached 2013 DMR’s**

4. Please provide all notice of violations and consent orders.

   **Caldwell will provide documentation related to recent NJPDES permit modifications.**

5. Please provide a list of industrial and/or commercial users connected to the collections system issued a discharge monitoring permit related to a Municipal Industrial Pretreatment Program.

   **Sewer Utility has no IPP contributors**

6. Please provide a copy of the Borough’s Sewer Ordinance

   **Attached – Chapter 205**

7. Please identify the flow, wastewater characterization and volumes of the contributing municipalities.

   **Caldwell has not conducted any sampling or measurement of contributing municipality flow.**
8. Please provide the current Staffing plan, job classification, job descriptions and hourly rates for each position for the facility.

   *Based on observation and as per the plant manager, the plant is currently staffed by 5 employees. Basic shifts are anticipated to be Monday-Friday from 7 am – 5 pm, and weekends from 8 am-12 pm.*

9. Please provide the past three (3) years of chemical volumes/pounds used at the facility.

   *Caldwell has no record of chemical usage at the facility as all chemical costs are included in the base fee for O&M Services.*

10. Please provide the past three (3) years of sludge volumes removed from the facility for disposal.

   *Attached 2013 Summary*

11. Please provide the method of sludge disposal, ie. Landfill, incinerator, etc.

   *Sludge is disposed of via “other methods” at PVSC*

12. Please provide the past three (3) years of monthly operating reports generated by the facility operator.

   *Attached 2013 reports*

13. Please provide the past three (3) years of the volume of grit and screenings disposed from the facility.

   *Included in the attached 2013 disposal summary*

14. Please provide copies of the O&M manual for the odor control system.

   *Caldwell will have a copy of the Odor Control O&M Manual available for review at the Borough Hall.*

15. Please provide a copy of the facility safety plan.

   *Facility Safety Plan is property of current operator*

16. Please provide the past three (3) years of safety/accident claims incurred at the facility.

   *All safety records are maintained by the current operator.*

17. Please provide chemical usage history for at least the last twelve months, preferably 24 months.

   *Caldwell has no record of chemical usage at the facility as all chemical costs are included in the base fee for O&M Services.*
18. Please confirm if chemical costs are paid by the Owner or by the Operator.

*Caldwell has no record of chemical usage at the facility as all chemical costs are included in the base fee for O&M Services.*

19. Please clarify whether the Owner or Operator pays for sludge/screenings/grit hauling costs and disposal/tip costs.

*It is the intent of this RFP to have the owner responsible for disposal costs for liquid sludge (currently delivered to PVSC). The contractor will be responsible for costs related to trucking of liquid sludge, trucking of grit & screenings, and cost of disposal of grit & screenings as part of the base fee for O&M Services.*

20. Page 1, Paragraph 1 states, “The initial term of this contract shall be for five years.” Does this imply that the contract may be extended beyond five years?

*No - The contract period is intended to be five years.*

21. The level of insurance coverage has been significantly reduced from what is currently required. Please clarify the insurance requirements.

a. Is this project considered “high risk?”
b. Please clarify the insurances stated in items 3.2.2.1, 3.2.2.2, and 3.2.2.3.
c. What amount of Umbrella liability is required?

*Levels of insurance have been clarified and addressed in Addendum #3*

22. What weighting has been established for the stated evaluation criteria?

*The weighting of criteria is the responsibility of the owner only.*

23. How can cooperation with sewer utility management be an evaluation criterion for firms that do not currently have this contract?

*Ability to seamlessly transition in.*

24. The RFP states that bidders must have a minimum of five years of experience. Does that mean five years of experience operating a tertiary treatment plant rated at 4.5mgd?

*Each proposer shall have the opportunity to submit a statement of their experience. Each statement will be evaluated*

25. Will the lowest fee be determined as the aggregate of all five years or will individual yearly bid amounts be considered in the evaluation?

*Aggregate*
26. Please clarify the permits that are to be maintained and the fees that the operator will be required to pay.

_The Borough paid $24,512.81 in permit fees in the 2013 Sewer Utility budget._

27. Please clarify which party (borough or operator) will be responsible for the cost related to the transportation and disposal of sludge.

_It is intended that the operator shall be responsible for the procurement of transportation of sludge for disposal and shall be reimbursed for those costs. It is intended that the owner shall be responsible for the costs of sludge disposal._

28. How many copies of the proposal are we to provide and in what format?

_(3) Hard copies of the proposals are requested._

29. What is the anticipated contract start date?

_The anticipated contract start date is June 1, 2014_

30. Who will administer the Village’s Industrial Pretreatment Program?

_The Borough of Caldwell Sewer Utility does not currently have an Industrial Pretreatment Program_

31. Are any vehicles provided by the Village? If so please provide details

_There are no vehicles being provided as part of this Operation & Maintenance Services contract._

32. Is any landscape maintenance equipment provided by the Village? If so please provide details

_The successful bidder shall have use of any and all “assets” of the Sewer Utility for use in equipment, buildings and grounds maintenance._

33. Does the plant accept any trucked in waste?

_The treatment plant does not accept any trucked in waste._

34. Who is the Borough’s consulting engineer for the wastewater plant?

_The Sewer Utility is in the process of deciding on a consulting engineer for the wastewater plant. Any specific questions shall be directed to the Sewer Director._

35. A copy of the Industrial Pretreatment Program

_The Borough of Caldwell Sewer Utility does not currently have an Industrial Pretreatment Program._
36. Plant Design Drawings, or have them available for onsite inspection.
   
   a. Design Criteria - facility dimensions, capacities, flows & loads, gpm, CFM, horsepower.
   c. Process Piping and Instrumentation Drawings (P&ID's) if available.
   d. SCADA System drawings, layouts, points and control information
   e. Hydraulic Profiles

   **Drawings are available for review at the Borough Hall 1 Provost Square Caldwell, NJ**

37. Plant Equipment Lists - Motor sizes and capacities of the driven units.

   **This information is not readily available to the Borough of Caldwell.**

38. Facility O&M Manual including Appendix with installed facilities & equipment.

   **This information is not readily available to the Borough of Caldwell.**

39. Influent Flow Data - 1 year of Daily Data from monthly reports with monthly averages and maximum.

   **Attached 2013 DMR’s**

40. Influent BOD and TSS - 1 year of daily data from monthly plant reports with averages and max.

   **Attached 2013 DMR’s**

41. Influent Nutrient Data - 1 year of TKN, ammonia nitrogen, and phosphorous data.

   **Attached 2013 DMR’s**

42. Effluent Quality - 1 year of daily data on monthly reports.

   **Attached 2013 DMR’s**

43. Sludge Analysis - Metals, nutrients, solids, TCLP, toxicity.

   **Attached 2013 DMR’s**

44. Current Organizational Chart and Shift Coverage.

   **Based on observation and as per the plant manager, the plant is currently staffed by 5 employees. Basic shifts are anticipated to be Monday-Friday from 7 am – 5 pm, and weekends from 8 am-12 pm.**
45. One year of bills for the following operating costs (if available)
   
   a. Electricity
   b. Sludge disposal
   c. Chemicals

   *Electricity – 2013 Summary attached*
   *Sludge disposal – 2013 Summary attached*
   *Chemicals - Caldwell has no record of chemical usage at the facility as all chemical costs are included in the base fee for O&M Services.*

46. Copies of monthly reports for the past year to the Borough by the Contractor on the operation and maintenance of the wastewater treatment plant

   *Attached 2013 Maintenance Summary*

47. For clarification, section 14.0, is the contractor also the tenant?

   *Yes*

48. On average, how many gallons of liquid sludge are hauled per month?

   *Included in the attached 2013 disposal summary*

49. On average, how many dumpsters (20 cubic yards?) of grit screenings are hauled per month?

   *Included in the attached 2013 disposal summary*

50. The RFP has a maintenance budget. Chemicals are not mentioned; how much polymer is used monthly for thickening?

   *Caldwell has no record of chemical usage at the facility as all chemical costs are included in the base fee for O&M Services.*

51. Is the plant and/or site in a flood plain?

   *Based on the FEMA map, the plant is not in the floodplain.*

52. Was the UV system designed by Hatch Mont (sic) or if not who designed and built the upgrade?

   *The UV system was designed by Hatch Mott McDonald and installed by Maple Construction as part of the current Treatment Plant Upgrade project.*

53. Are there anticipated additional major upgrades to the plant?

   *There are no current upgrade projects planned.*
54. What are the proposed capital expenditures for the next 5 years?

_Caldwell has developed a 5-year capital improvement plan that includes various repairs/upgrades/improvements to plant site and equipment._