

## SECTION 1.0 NOTICE OF REQUEST FOR PROPOSALS

The City of Jackson, Mississippi (“City of Jackson”) is soliciting proposals from qualified companies for the off-site disposal of geotextile-stored biosolids, removed as part of the Storm Cell Rehabilitation Project (City Project No. 11B0500902), at the Savanna Street Wastewater Treatment Plant (WWTP). Proposals will be received by the City of Jackson at the office of the City Clerk, City Hall, 219 South President Street, Jackson, Mississippi 39205, until 3:30 P.M. local time, **Tuesday, March 31, 2015**, for supplying all labor and materials (as specified) necessary for **BIOSOLIDS SCREENING, LOADING, TRANSPORTATION AND DISPOSAL, CITY PROJECT NUMBER 15B0500901**.

The scope of services is to remove approximately 305,000 WET TONS of dewatered biosolids stored in geotextile tubes at the Savanna Street WWTP, and dispose of the material off site in an environmentally compliant manner. Beneficial use of the majority of the biosolids is required. The details of the work to be performed are described in more detail within the Request for Proposals.

Biosolids disposal operations shall commence within 60 days from the effective date of the Notice to Proceed. In consideration of available City of Jackson funding and a mandated Consent Decree deadline for the project, biosolids disposal shall be accomplished over an approximate 30 month period with roughly one-third of the biosolids disposed of in each of the years **2015, 2016, and 2017**. Accelerated scheduling for disposal will be favorably viewed during the proposal evaluation process. All biosolids disposal must be completed by **December 31, 2017**. Site restoration and road repair work associated with the project shall be completed by **March 1, 2018**. **The full Consent Decree document can be found on the City of Jackson Consent Decree website at [www.COJCD.org](http://www.COJCD.org) within the “Document Library.”**

The City of Jackson faces stipulated penalties from Mississippi Department of Environmental Quality (MDEQ) if the biosolids disposal project is not completed on time; therefore, liquidated damages will be assessed for each consecutive calendar day biosolids disposal has not been completed after the December 31, 2017 required completion date. Liquidated damages will be as follows: \$1,000.00 per day for failure to complete all biosolids disposal operations by December 31, 2017, and for failure to complete site restoration and road repair within 60 days after completion of biosolids disposal operations, in accordance with these documents.

Furthermore, any additional actual costs incurred by the Owner beyond \$1,000 per day shall be added to the daily penalties. These actual costs include, but are not limited to, engineering, roadway repairs, inspection, and other project related costs resulting from the Contractor’s failure to complete the work on schedule.

The City of Jackson is committed to the principle of non-discrimination in public contracting. It is the policy of the City of Jackson to promote full and equal business opportunity for all persons doing business with the City. As a pre-condition to selection, each Proposer shall submit a completed and signed Equal Business Opportunity (EBO) Plan with the proposal submission, in accordance with the provisions of the City of Jackson’s Equal Business Opportunity (EBO) Executive Order. Failure to comply with the City’s Executive Order shall disqualify a Proposer from being awarded an eligible contract. For more information on the City of Jackson’s Equal Business Opportunity Program, please contact the Division of Equal Business Opportunity at 601-960-1856. Copies of the City of Jackson’s Executive Order, EBO Plan Applications, and a copy of the program are available at the following location: 200 South President Street, Room 223, Jackson, Mississippi; or can be assessed from City of Jackson’s Equal Business Opportunity webpage.

The City of Jackson hereby notifies all proposers that in compliance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d to 2000d-4, that all proposers will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex, in consideration for an award.

The City of Jackson, Mississippi is committed to cultivating and ensuring the quality of life of its citizens, through various programs, employment, initiatives, and assistance. The City of Jackson encourages all persons, corporations, and/or entities doing business within the City of Jackson, as well as those who seek to contract with the City of Jackson on various projects and/or conduct business in Jackson to assist the City of Jackson in achieving its goal by strongly considering city of Jackson residents for employment opportunities.

Proposals shall be submitted using the forms provided as part of the Request for Proposals (RFP), sealed in an envelope and plainly marked on the outside of the envelope: **“Proposal for BIOSOLIDS SCREENING, LOADING, TRANSPORTATION, AND DISPOSAL, CITY PROJECT NO. 15B0500901.”**

**Proposal (one original plus five copies) and EBO Plan (one original plus two copies) shall be submitted, stapled individually,** sealed and deposited with the City Clerk, City Hall, Jackson, Mississippi prior to the hour and date hereinbefore designated. Each Proposer must describe in his proposal the company’s qualifications to perform the work. The *Statement of Qualifications* shall list past projects of similar size and nature, a list of references with name and telephone number, a list of key personnel who will perform the work, and other information supporting the qualifications as required by the project described herein. The proposal shall include a technical approach in sufficient detail to demonstrate the proposer’s knowledge of the project and the technical strategies for execution of the work. Additional proposal submittal requirements are specified in Section 2.0 of the RFP.

Proposals will be assessed, rated, and the selection made based on the following criteria: 1) Price of Services; 2) Financial Strength of Proposer; 3) Project Description and Approach, including Maximization of Beneficial Use Options; 4) Qualification and Experience of Proposer; 5) Company Compliance History; and 6) Utilization Level of Local Minority Business.

A **MANDATORY Pre-Proposal Meeting** is scheduled for **Monday, March 9, 2015 at 2:00 P.M.**, local time, in the Main Conference Room of the Administration Building, Savanna Street Wastewater Treatment Plant, 3810 Interstate 55 South Frontage Road, Jackson MS, 39212. Attendance by Proposers intending to submit on the project is required. All potential Subcontractors and other interested parties are invited to attend. As part of the Pre-Proposal meeting, an escorted tour of the biosolids storage area will be provided. Following the Pre-Proposal Meeting, **a Contractor/Subcontractor Networking Session will be held in the Andrew Jackson Conference Room, located on the 1st floor of the Warren Hood Building, 200 South President St., Jackson, MS, from 6:00-7:30 P.M. on March 9.** All interested parties are encouraged to attend to network with sludge disposal general contractors, local trucking companies, and other local subcontractors and suppliers.

In addition to the site visit on the day of the Pre-Proposal Meeting, interested Contractors will have a second opportunity to visit and inspect the site as part of a Group Escorted Site Visit on March 16, 2015, at 2:00 P.M. local time, and ending at 5:00 P.M. local time. Contractors may participate in the escorted project site inspection which shall be led by the Project’s Engineering Team. During these site visits, Contractors may submit questions, collect samples of project’s solids, and conduct any additional site reconnaissance as is reasonable. In order to participate in the second scheduled site visit, Proposer shall be required to submit an email stating intent to attend to Matthew Horton, P.E. at [hortonmr@cdmsmith.com](mailto:hortonmr@cdmsmith.com). All Proposers who intend to participate in either of these site visits will be required to wear the necessary safety clothing including hardhats, safety glasses, and steel toed boots.

All proposals must include a **Proposal Bond** in the amount of 5% of the total contract amount and a Consent of Surety, agreeing that, in the event of the award of a Contract, a **Performance Bond** and a **Payment Bond** will be furnished each in the amount equal to 100 percent of the annual contract amount or one third of the total contact amount, whichever is greater, as outlined in the Special Provisions Section.

The successful Proposer will be required to furnish Certificates of Insurance showing coverage limits as outlined within the RFP. The selected Proposer shall procure, maintain, and keep this coverage in force at all times during the term of the Contract at the Proposer's sole expense. Proposer shall submit proof of ability to obtain such insurance in the proposal.

Copies of the Request for Proposals are on file and open to public inspection in the office of the (1) Water/Sewer Utilities, Department of Public Works, Jackson, Mississippi; and (2) City Clerk in Jackson, Mississippi.

An OFFICIAL version of the RFP, as part of the proposal package, may be obtained electronically by contacting:

CDM Smith  
Matthew Horton, PE  
Tel: (601) 966-0359 or Email: [hortonmr@cdmsmith.com](mailto:hortonmr@cdmsmith.com)

A non-refundable \$50.00 payment, in the form of a check payable to CDM Smith, is required for registering and obtaining the proposal package. Only companies who purchase the RFP document and register with CDM Smith at this address will be considered as valid proposers and will receive Addenda (if issued). Failure to register and obtain an official proposal from CDM Smith will result in disqualification.

Additional information and assistance regarding this contracting opportunity may also be obtained through the MS Procurement Technical Assistance Program, of the Mississippi Contract Procurement Center, which can be found at: [www.mspsc.com](http://www.mspsc.com).

The City of Jackson hereby notifies all Proposers that minority and women business enterprises are solicited to propose on this contract as prime contractors and are encouraged to make inquiries regarding potential subcontracting and/or Joint Venture opportunities, equipment, material and/or supply needs.

The City has retained CDM Smith as the Engineer for the Biosolids Screening, Loading, Transportation and Disposal project. The CDM Smith office is located at 210 East Capitol Street, Suite 1050, Jackson, MS, 39201. For technical questions, contact Matthew Horton, P.E., by phone at (601) 966-0359 or by email at [hortonmr@cdmsmith.com](mailto:hortonmr@cdmsmith.com).

The City of Jackson reserves the right to reject any and all proposals and to waive any informalities or irregularities therein.

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Kishia L. Powell  
Director of Public Works

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Terry Williamson, Legal Counsel

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Gus McCoy, Chief Administrative Officer