



**Request for Proposal  
(RFP)  
City of Menominee  
WASTE WATER TREATMENT PLANT SLUDGE TRANSFER PUMP**

**January 7, 2019**

**1.0 SUMMARY**

- 1.1 Request for Proposals: Contractors with proven experience and expertise in pumps, VFDs and flow meters are invited to submit proposals for the replacement of the Waste Water Treatment Plant's sludge transfer pump.
- 1.2 The Request for Proposal (RFP) does not constitute a purchase agreement for equipment to be provided. If there are any questions and/or to schedule a site visit, contact Mike Thorsen at (906) 630-1016.
- 1.3 Services To Be Performed: The Contractor shall provide a pump with base, pump motor, flow meter and variable frequency drive (VFD) meeting the following specifications: Note: All materials and labor to install pump, flow meter and VFD will be the responsibility of the City.
- 1.3.1 The current pump is a Carter double piston pump (Model 800) with a 5 HP motor (480V three phase). It is rated for a maximum of 170 gpm and 40 ft TDH.
  - 1.3.2 The proposed pump shall be a 6" positive displacement pump capable of meeting the existing pumping requirements. Our normal pumping rate will be in the range of 50 to 150 gpm. A 4" pump can also be proposed.
  - 1.3.3 The proposed pump shall be capable of pumping thickened sludge with a maximum of 4% to 5% solids.
  - 1.3.4 The pump shall be included with an inverter duty premium efficiency motor.
  - 1.3.5 The pump and motor shall be supplied on a baseplate.
  - 1.3.6 Contractor shall supply with their proposal, a pump dimensional print and performance curve of their proposed pump.

- 1.3.7 The VFD shall be a Yaskawa V1000 in a Nema 4X rated enclosure. It shall be sized properly for the proposed pump and rated for heavy duty service constant torque.
- 1.3.8 The flow meter shall be a 4" 8750W Rosemount magnetic flow meter with a remote-mount transmitter and grounding rings. The transmitter shall be contained within a NEMA 4X enclosure. The cable to connect the meter and transmitter shall be provided.

## **2.0 BACKGROUND**

2.1 City's Purpose of the Sludge Transfer Pump Project is to replace the existing pump that is worn.

## **3.0 OBJECTIVES AND ENVISIONED SCOPE OF PROJECT**

3.1 Objectives: The key objective of this project is to replace the sludge transfer pump and add a VFD and flow meter. The overall purpose is to achieve many years of reliable service with a pump which has service and parts readily available.

3.2 Envisioned Scope of Project: The City envisions the following minimum scope of services for the Sludge Transfer Pump Project:

- 3.2.1 Task 1 – The first task of the project will entail an initial meeting or telephone call to discuss the scope of the project as outlined in the proposal and provide a delivery date.
- 3.2.2 Task 2 – Provide all warranty papers and O&M Manuals.
- 3.2.3 Task 3 – Provide start-up and start-up documentation for the pump. Start up for the VFD and flow meter will not be required.

3.3 Schedule for Completion: While the intermediate milestones for completion of the various tasks involved in the project are to be proposed by the Contractor, the City requires that the project be completed in all respects (including submittal of the final deliverables to the City) no later than May 30, 2019. *Note: Because the contractor will be waiting for the City to install the equipment, start-up and start-up documentation may have to be performed and delivered after May 30, 2019 but will be required within seven days after the City installs the equipment.*

## **4.0 DELIVERABLES**

- 4.1 The Contractor is to provide pump, pump motor, VFD and flow meter.
- 4.2 The Contractor is to provide owner's manuals and warranty documents.
- 4.3 The Contractor is to provide start-up and start-up documentation.

## 5.0 SUBMITTAL REQUIREMENTS

- 5.1 General: Please submit one original and two copies (total of three copies) of the proposal in a sealed envelope, no later than **3:00 PM on February 1, 2019** to the attention of:

Kathy Brofka  
Clerk/Treasurer  
City of Menominee  
2511 10<sup>th</sup> Street  
Menominee, MI 49858

\*\*\* Please follow up the official written submittal with an electronic copy sent to [mthorsen@iaewater.com](mailto:mthorsen@iaewater.com). Please send the electronic submittal after the bid opening (February 1, 2019 at 3:00 p.m.).

In the interest of fairness to all proposing consultants and to facilitate timely review of all the proposals by the City, proposals received after the scheduled receipt time stated above will not be accepted and will be returned to the sender marked "LATE". All proposals received on time become the property of the City and will not be returned.

- 5.2 Proposal Organization: To facilitate the City's objective review of the proposals from different Contractors, the Contractors are requested to organize the main document as follows.

5.2.1 A letter on company letterhead indicating that the proposal represents an offer by the Company to provide such equipment for the stated fee according to the RFP. A Principal of the Company authorized to commit the Company must sign the letter.

5.2.2 Information of the following topics:

**5.2.2.1 Executive Summary**: Provide a little information about your company. The ability of your company's on-site and in-house service capabilities including service readiness should be discussed.

**5.2.2.2 Technical Proposal**: Identify and describe the equipment to be provided. State the warranty and parts availability of the proposed equipment. Provide a replacement cost of the normal wear items.

**5.2.2.3 Cost Proposal:** Provide the cost of the each of the proposed equipment. List the costs for the pump with motor, VFD and flow meter separately. The cost shall include delivery of each item and start-up of the pump. The City reserves the right to eliminate one or more of the items from the purchase agreement.

**5.2.2.4 Schedule:** Please provide the proposed delivery schedule.

**5.2.2.5 Terms and Conditions of the Contract:** The City proposes to use a standard City of Menominee purchase agreement (Purchase Order).

**5.2.2.6 Basis of Compensation:** The City requests a Fee Schedule with flat fee sum amounts for Contractor compensation for this project.

## **6.0 SELECTION OF CONTRACTOR**

6.1 **General**: This RFP does not commit the City to enter into agreement, to pay any costs incurred in the preparation of a proposal in response to this request or in subsequent negotiations, or to procure a contract for the project. The City will require the selected proposer, if any, to participate in negotiations and to submit such cost, technical and/or other revisions to the proposals as may result from negotiations. The City reserves the right to perform all or some of the services described in this RFP with its own work force.

6.2 **Selection Criteria**: Proposals will be evaluated, scored, and ranked based upon the following criteria. It is not envisioned that interviews will be a requirement for selection of the Contractor for this project. However, the City reserves the right to request an interview for any potential Contractors during the selection process. Should the City see the need to interview potential Contractors, the potential Contractors will be notified as early as possible in the proposal review process, and selection schedules adjusted accordingly.

6.2.1 Responsiveness to the City's RFP;

6.2.2 Contractor's ability to support their products with service and parts throughout and beyond the warranty;

6.2.3 Technical proposal;

6.2.4 Cost;

6.2.5 Warranty and;

6.2.6 Any special or unusual Terms and Conditions for the contract.

6.3 Schedule for the Selection Process: The following is the anticipated schedule for the Contractor selection process.

<u>Item</u>	<u>Date</u>
City issues RFP	January 10, 2019
Completed Proposals due to City	Must be received by Kathy Brofka no later than 3:00 PM on February 1, 2019.
Waste Water Utility Board Recommendation	February 14, 2019
Submittal by the selected Contractor to the City of complete and signed Contract documents (Purchase Agreement)	On or before Feb 18, 2019
City formal signature of Contract (Purchase Agreement)	On or before Feb 18, 2019

6.4 Proposed Work Schedule: The following is the proposed work schedule for this project.

Begin Project Work	Following NTP
Complete Project Work	Before May 30, 2019