

City of Bellingham
71B-2023
Solids Handling Pilot Program RFP



RFP INFORMATION

Purchasing Telephone:	360-778-7750
Issue Date:	August 3, 2023
Contact Email:	bids@cob.org

CLOSING INFORMATION

Date:	November 2, 2023
Time:	11:00 AM
Location:	Purchasing Office
Mailing Address:	2221 Pacific Street Bellingham, WA 98229

In an effort to comply with City of Bellingham waste reduction policies, we request that responses be submitted on recycled paper, printed in black and white (no color), copied on both sides of the page, no laminated sheets, no wire/comb binding and no cardstock. Responses shall be stapled in the upper left-hand corner only.

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1. REQUEST FOR PROPOSAL PROCESS

1.1 Inquiries

All respondents are requested to review this invitation carefully and to submit any questions concerning this Request for Proposal (“RFP”), the City’s requirements or its evaluation process to Purchasing Office via the City’s procurement portal at [City of Bellingham \(procurement.com\)](http://CityofBellingham.procurement.com).

Questions should be received no later than seven (7) calendar days prior to response submission deadline so that they can be addressed through the portal to ensure any necessary amendments can be published and distributed to plan holders to prevent receipt of a non-responsive solicitation.

No other City official, employee or department is empowered to speak for the City with respect to this RFP. Any Information obtained from any other source shall not be considered binding and may disqualify your proposal.

1.2 Closing Date

The City requests that one (1) complete copy and 1 USB of each proposal must be received by 11:00 a.m., Pacific time on November 2, 2023.

City of Bellingham
Attn: Purchasing Office, RFP # 76B-2023
2221 Pacific Street
Bellingham, Washington 98229

Office: 360-778-7750

Proposals shall be submitted in hard copy and their envelopes should be clearly marked with the name and address of the Proponent and the Request for Proposal number and name. DO NOT ADDRESS YOUR PROPOSAL TO AN INDIVIDUAL. Proposals must not be sent by facsimile.

1.3 Late Proposals

Late proposals will not be accepted. The City of Bellingham accepts no liability for misdirected or lost documents.

1.4 Evaluation Committee

Evaluation of proposals will be by a committee formed by the City. The committee will rank proposals based upon the evaluation criteria identified in this RFP. The City’s intent is to enter into a contract with the proponent who has the highest overall ranking (receives the highest evaluated score).

1.5 Negotiation Delay

If a written contract cannot be negotiated within thirty days of notification of the successful proponent, the City may at its sole discretion at any time thereafter, terminate negotiations with that proponent and either negotiate a contract with the

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proponent who received the next highest score or choose to terminate the RFP process and not enter into a contract with any of the Proponents.

1.6 Estimated Time Frames

The following timetable outlines the anticipated schedule for the RFP and contract process. The timing and the sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by the City.

EVENT	ANTICIPATED DATE
Pre-Proposal Meeting	September 19, 2023
Pre-Proposal Plant Tour	September 21, 2023
Last Day to Submit Questions	October 26, 2023
RFP Submission Deadline	November 2, 2023

2. PROPOSAL PREPARATION

2.1 Signed Proposals

The proponent must ensure its proposal includes a letter, or statement(s), substantially similar in content to the sample proposal cover letter provided in Attachment A, **signed** by a person duly authorized to legally bind the person, partnership, company or corporations submitting the proposal.

2.2 Irrevocability of Proposals

By submission of a clear and detailed written notice, the proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the proponent agrees that should its proposal be successful, the proponent will enter into a contract with the City.

2.3 Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the City, if any. If the City elects to reject all proposals, the City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

2.4 Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

2.5 Firm Pricing

Prices will be firm for the entire contract period unless this Request for Proposal specifically states otherwise.

2.6 Currency and Taxes

Prices quoted are to be:

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- a) In U.S. dollars;
- b) Inclusive of duty, where applicable;
- c) F.O.B. destination, delivery charges included where applicable;
- d) Including all taxes, where applicable

2.7 City Business Registration

Proposal shall include a statement to the effect the Proponent understands its obligation, and agrees, to obtain/maintain a City of Bellingham business registration as a requirement for performing these services/work. Access to the City's registration process can be found at: <https://www.cob.org/services/business/pages/business-registration.aspx>

2.8 Cooperative Purchasing Language

The City of Bellingham has entered into intergovernmental (Interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted proposal price. By submitting an offer, the Proponent agrees to make the same bid terms and pricing, exclusive of freight, available to other Washington governmental agencies. Those public agencies that have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase agreement/contract from the public agency, directed to the Proponent or other party contracting to furnish goods or services to the City of Bellingham. The City of Bellingham will not accept responsibility for purchases issued by other public agencies.

This offer of cooperative purchasing shall be extended by the Proponent to cover the City of Bellingham's contract duration (for any subsequent purchase agreements/contracts resulting from this RFP) or 90 days post award (for one-time purchases).

2.9 Public Disclosure Notice

All materials provided by the Proponent are subject to State of Washington public disclosure laws. Marking the entire proposal as proprietary or confidential, and therefore, exempt from disclosure will NOT be accepted or honored and may result in disclosure of the entire proposal or disqualification of the proposal solely at the discretion of the City of Bellingham. Documents identified as confidential or proprietary will not be treated as such if public disclosure laws take precedence, the information is publicly available, the information is already in the City of Bellingham's possession, the information is obtained from third parties without restriction on disclosure, or the information was independently developed without reference to the confidential information.

2.10 Completeness of Proposal

By submission of a proposal the Proponent warrants that if this RFP is to design, create, or provide a system, or manage a program, all components required to run the system or manage the program have been identified in the proposal, or will be provided by the contractor at no charge.

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3. ADDITIONAL TERMS

Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, nor other changes made, to this list in the Contract without the written consent of the City.

3.1 Acceptance of Proposals

This RFP should not be construed as an agreement to purchase goods or services. The City is not bound to enter into a contract with the proponent who submits the lowest priced proposal or with any proponent. Proposals will be assessed in light of the evaluation criteria. The City will be under no obligation to receive further information, whether written or oral, from any proponent.

Neither acceptance of a proposal nor execution of a contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, state, or municipal statute, regulation or by-law.

3.2 Definition of Contract

Notice in writing to a proponent that it has been identified as the successful proponent and the subsequent full execution of a written contract and or City purchase order will constitute a contract for the goods or services, and no proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

3.3 Liability for Errors

While the City has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

3.4 Modification of Terms

The City reserves the right to modify the terms of this RFP at any time at its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a contract with the successful proponent.

3.5 Ownership of Proposals

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All documents, including proposals, submitted to the City become the property of the City.

3.6 Contract Term

The term of the contract resulting from this RFP shall be *three (3) years* unless otherwise extended by mutual consent for the period needed to complete the pilot testing.

4. PROJECT OR PROGRAM REQUIREMENTS

4.1 Overview. –

This City requests certain information from potential system technology Providers (Proposers) interested in pilot testing their solids processing system at the City of Bellingham's (City) Post Point Resource Recovery Plant (Post Point). These pilot tests will help provide valuable information as the city continues planning for future solids handling upgrades at the treatment plant.

This RFP specifically asks for information from Proposers generally regarding:

- The types of solids handling processing and technology proposed (i.e. gasification, pyrolysis, drying/dewatering, etc.)
- The ability of the proposer to pilot test their system at Post Point.
- The types of renewable / beneficial uses / products to be generated from the process (end products)
- The input / output requirements to connect the pilot equipment to city facility to provide pilot testing services (i.e. electrical requirements, natural gas, feed pipe size, solids discharge)
- Land area required for equipment/personnel during pilot test
- Time required to complete pilot test. Not less than 4 weeks, not more than 6 months.
- Financial cost to the city to pilot test proposer's system.

4.2 Background –

The City currently utilizes multiple-hearth furnaces to incinerate wastewater residual solids recovered from Post Point. Approximately 4,650 dry tons per year of residual solids are currently generated at Post Point. The city uses gravity belts to thicken the TWAS to 6% solids and then centrifuge to dewater to approximately 24% solids. An aerial map of Post Point and the surrounding neighborhood is shown as Figure 1.

The city has a desire to employ a more sustainable solids management solution.

The City would like to contract with one or more process respondents to pilot test proposed systems utilizing diverted sludge from the Post Point facility. The intent of these pilot test program(s) is to help determine a possible path forward in upgrading the city's solids handling process.

The City will be collecting information from Proposers to determine the number of pilot tests that can be supported by the city, and the technology proposed. Those pilot tests

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will assist the city in making key decisions regarding the decision-making process used for future full scale solids handling upgrades.

The City will review all proposals and may engage with multiple Proposers to determine the application of the proposed systems for pilot testing at Post Point. The City may choose to engage further and conduct pilot testing with all, some, or none of the proposers.



Figure 1. Aerial view of the Post Point Wastewater Treatment Plant

5. REQUIREMENTS AND PROJECT SCOPE

5.1 Project Scope and Time-Frames –

The City intends to accomplish the following objectives to the maximum extent practicable with respect to the requested services:

- Enter into an agreement with technology/system/equipment Provider(s) to pilot test their solids treatment process.
- Enter into an agreement with a Service Provider that is capable of and willing to provide the guarantees necessary to assure the City of reliable, long-term performance during the pilot test duration.
- Priority may be given to commercially proven processing technologies that generate a sustainable biosolids end product.

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- Utilize data gathered during pilot testing to assist in planning the path forward for future solids handling upgrades.
- Minimize impacts on the Post Point facility site and within the surrounding communities.

Schedule

The City will work with selected technology/process/equipment suppliers to schedule a time slot of not less than 4 weeks and not more than 6 months to complete the pilot test.

Parameters on testing

The City places the following parameters on testing:

- At any time during the pilot test the proposers test skid will only be fed at a maximum of 10% of actual plant system feed rate.
- Proposer will have the choice of receiving feed product from either the gravity belt storage tank at 4-6% solids or the centrifuge discharge hopper at approximately 20-24% solids.
- No interruption of current system operation will be permitted.

Pre-proposal Meeting

A RFI Pre-Proposal informational meeting will be held on September 19, 2023 to brief all interested parties. This meeting will be virtual. This meeting is non-mandatory, but all potential Proposers are encouraged to attend. One plant tour will be offered on September 21st, 2023 for interested parties. This plant tour is non-mandatory. Please sign up to attend these meetings on Procureware or emailing bids@cob.org.

Acronyms

CFR	Code of Federal Regulations
EQ	Exceptional Quality
NS	No Standard
RFI	Request for Information – Expression of Interest
RFP	Request for Proposals
TPAD	Temperature Phased Anaerobic Digestion
TS	Total solids
WWTP	Wastewater Treatment Plant

Defined Terms

Exceptional Quality	As defined by Title 40 Part 503 of the Code of Federal Regulations, Exceptional Quality biosolids are Class A biosolids with low pollutant levels that may be distributed without additional restrictions.
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Key Firms Firm’s fulfilling the key roles that are identified in RFI Proposer’s Submittal. Key Firms may include a Service Provider, Design-Builder, Project Manager, and any specialty subconsultants and subcontractors, vendors or other entities named in the Proposer’s Submittal.

City City of Bellingham

Post Point The City of Bellingham’s Post Point Resource Recovery Plant

Proposer An entity responding to this RFP

6. EVALUATION CRITERIA

All parties shall provide a response containing all required elements herein to the City of Bellingham at the stated address by the deadline given.

The City intends to enter into a contract with the Proponent who provides a proposal that, in the opinion of the City, best meets all the below listed evaluation criteria (receives the highest evaluated score) as determined by a selection committee formed by the City. Further, the City reserves the right to conduct interviews with one or more proponents as necessary to complete its evaluation.

Evaluation Criteria	Weight
Team Structure & Business Approach	30
Proposed Technical Approach	30
Proposed Fees/Costs	30
References	10
Total	100 pts.

The City of Bellingham reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Bellingham.

7. PROPONENT RESPONSE

In order to receive full consideration during evaluation, proposals should include the following:

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7.1 Team Structure and Business Approach (10 Page Limit)

Objectives: Ideally, the City would like to engage a technology system Provider for pilot testing of a solids handling technology that can produce a beneficial use end product that is sustainable and provides reduction in greenhouse gas/fossil fuel.

Submittal Requirements:

1. **Team Structure:** Describe the anticipated team structure. Within this description, describe the expected personnel you would require to be onsite at each point of pilot testing (setup, operate, removal).
2. **Qualifications:** For each potential team member, provide relevant qualifications / expertise level relevant to the task they are performing. If available provide References able to attest to the relevant qualifications are preferred.
3. **Coordination and Communication:** Describe your ideal approach to coordinating with the City in order to successfully pilot test your system.
4. **Other Logistics:** Please describe any concerns on how you would be coordinating the necessary logistics (i.e., trucking, set up, site cleanup after testing) associated with performance of pilot testing.

7.2 Proposed Technical Approach (10 Page Limit)

Objectives: The City intends to accomplish the following objectives to the maximum extent practicable with respect to the requested services:

- Enter into an agreement with a technology/system/equipment Provider to pilot test their solids treatment process.
- Enter into an agreement with a Service Provider that is capable of and willing to provide the guarantees necessary to assure the City of reliable, long-term performance.
- Priority may be given to commercially proven processing technologies that generate a sustainable biosolids end product.
- Utilize data gathered during pilot testing to assist in planning the path forward for future solids handling upgrades.
- Minimize impacts on surrounding communities, both surrounding the Post Point site and at the processing location.

Submittal Requirements:

1. **Processing Technology:** Describe the main processing technology to be employed in the proposed solution, addressing the compatibility of this technology with Class A biosolids.

Final Product: Describe, at a high level, the anticipated characteristics of the resulting final product. Address the anticipated target markets for the product and the compatibility of the product with those target markets.

7.3 Proposed Fees/Costs

Provide price estimate including total cost for services being proposed. Any expenses that are to be included as part of your proposal must be listed as a separate line item (lump sum amount is acceptable) and must include both the total anticipated expenses to be claimed and nature of the expenses.

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7.4 References

Include a list of references (including contact name and contact information) of at least three (3) completed or current projects within the last four years of this size and nature. The City reserves the right to contact references without prior notification.

7.5 Contractual Arrangement (5 Page Limit)

At this time, the City is flexible with regards to contractual arrangement. For example, the City would consider entering into a long-term service agreement, a DBO Agreement for development of processing facility(ies), or an arrangement with private financing.

In reviewing this section, the City will be looking to address whether Respondents have a preferred contractual arrangement and preference regarding the contract term.

Submittal Requirements:

- 1. Type of contract:** Respondents should address the form of contract you expect to be entered into with the City, whether:
 - a.** an agreement for services, or
 - b.** a contract where facilities are all or partially paid for by the City during development, followed by services provided by the service contractor (i.e., a DBO or P3-type contract, depending on who is providing financing).
 - c.** Include your rationale for the type of contract selected, including benefits to the City, financing, or other implementation considerations.
- 2. Contract Term:** Provide any additional input, as desired, regarding the City's proposed contract term.
- 3. Merchant Solutions:** Address whether the technical solution proposed is part of a larger, regional solution or if the solution is unique to/for the City. If part of a regional solution, provide information as to what other commitments of biosolids or other organics would be required, in addition to the City's, to make the solution feasible.

7.6 Additional Information (5 Page Limit)

Respondents may provide any additional information deemed pertinent to evaluating the proposed solution.

8. PROPOSAL FORMAT

The following format and sequence should be followed in order to provide consistency in proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

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- a) Signed proposal cover letter as per sample provided.
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e., the “Proponent Response.” that addresses all elements identified in section 7

9. PROPONENT CHECKLIST

This checklist has been provided solely for the convenience of the proponent. Its use is not mandatory, and it does not have to be returned with the proposal.

<p>☐ Everyone involved in putting together the proposal has read and understood the requirements.</p>	<p>☐ The proponent’s name and the RFP # appear on the proposal envelope.</p>
<p>☐ The proposal meets all the mandatory requirements.</p>	<p>☐ The appropriate number of copies of the proposal have been made.</p>
<p>☐ The proposal addresses everything asked for, particularly those things identified in the proponent response section.</p>	<p>☐ The proposal will be at the closing location before the closing time.</p>
<p>☐ The proposal clearly identifies the proponent, the project, and the RFP #.</p>	<p>☐ The proposal is being delivered by hand, courier, or mail – not fax.</p>
	<p>☐ The covering letter has been signed and attached.</p>

SELECTED CONTRACT CLAUSES

A.1 Software

It is the Proponent’s responsibility to ensure that the City has all licenses required to use any software that may be supplied by the Proponent pursuant to the contract.

A.2 Intellectual Property Rights

The City will be the owner of the intellectual property rights, including patent, copyright, trademark, industrial design, and trade secrets in any product developed through a contract. Licensing and marketing rights to the developed product will not be granted in the contract. Proposals regarding these rights should not be submitted in response to this Request for Proposal and will not be considered in evaluating responses. If, in the future, the City elects to commercialize the developed product, the licensing and marketing rights will be negotiated separately.

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ATTACHMENT A

Sample
Proposal Cover Letter

Letterhead or proponent's name and address

Date

Subject: ***Request for proposal name***
 Request for proposal number
 List any amendment nos. and dates

The enclosed response is submitted in response to the above-referenced Request for Proposal. Through submission of this proposal, we agree to all of the terms and conditions of the Request for Proposal.

We have carefully read and examined the Request for Proposal and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in this proposal and to any agreement resulting from the proposal.

Yours truly,

Signature

Name: _____

Type or print

Title: _____

Legal name of proponent: _____

Date: _____