

Village of Mantua, Ohio
RESOLUTION 2020-05

A RESOLUTION AUTHORIZING CT CONSULTANTS TO SOLICIT BIDS FOR THE OPERATION AND MAINTENANCE SERVICES FOR THE VILLAGE OF MANTUA WATER AND WASTEWATER FACILITIES, AND DECLARING AN EMERGENCY.

WHEREAS, the Village of Mantua is in need of engaging professional services to operate its Water and Wastewater Facilities; and

WHEREAS, Ohio law requires that in the event that such services will cost in excess of fifty-thousand dollars, they must be obtained through competitive bid.

NOW THEREFORE, BE IT RESOLVED by the Council of the Village of Mantua, two-thirds or more of the members elected thereto concurring, that:

SECTION 1. Mantua Village Engineer CT Consultants is hereby authorized to prepare all necessary bid documents and to solicit bids for Operation and Maintenance of the Village of Mantua Water and Wastewater Facilities as provided by law, in substantial conformity with “Exhibit A”, attached hereto and incorporated herein by reference.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees that resulted in such formal actions were adopted in meetings open to the public, in compliance with Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution is hereby declared an emergency measure, in order to expedite the bidding process and contractual agreements for the aforementioned services, and shall become immediately effective upon its passage by Council, and to further ensure the health, safety and morals of the Village of Mantua.

PASSED AS EMERGENCY this 21st day of January, 2020.

ATTEST:

Linda Clark, Mayor

Jenny August, Clerk

I hereby certify the above Resolution was posted at the five (5) public notice locations in the Village of Mantua, Ohio on the ____ day of January, 2020.

Jenny August, Clerk

Approved as to Form:

Michele Stuck, Solicitor

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“Exhibit A”

REQUEST FOR QUALIFICATIONS & FEE PROPOSAL
OPERATION & MAINTENANCE SERVICES
of
THE WATER AND WASTEWATER FACILITIES
VILLAGE OF MANTUA, OHIO

The Village of Mantua (Village) is interested in outsourcing the operations and general maintenance of its water and wastewater systems including both the water and wastewater treatment plants; the wastewater collection system; the water distribution system; and, all associated infrastructure and appurtenances (System). Village Council is publishing this solicitation per adopted Resolution No. 2020-05 authorizing a competitive bid process pursuant to Ohio Revised Code Section 731.141.

The Village of Mantua, Ohio is issuing this as a formal Request for Qualifications and Fee Proposal. The request detailing the guidelines for the submission of a formal offer to operate the System on a *month to month basis is available upon request from the Village*. All potential bidders shall provide the Village with your contact information including name, address, phone number and email address as an interested party in order to maintain communications on any addenda and/or clarifications made to this request during the bidding period.

The Proposer’s Qualifications and Fee Proposal, in accordance with the requirements contained therein, to operate the System are due no later than **4:00 pm ET on February 14, 2020**. Please include a one-page summary separate from your Qualifications that will serve as the formal bid that addresses the pricing, terms and conditions of the proposal. Submittals are to be addressed and delivered in a sealed package where it will be publicly opened and read to:

Mayor Linda Clark
Mantua Village Hall
4650 West High Street
Mantua, OH 44255
Phone: (330) 274-8776

Questions regarding this solicitation can be addressed to:

Mr. John Trew, Village Administrator
Phone: (330) 274-8776 ext. 156
E-mail: mantuava@sbcglobal.net

Inquiries are to be made to the Village Administrator; and, responses to all inquiries will be in writing to all prospective bidders registered with the Village. There are no specific restrictions and/or limitations on format, pages, etc. of the proposals. Prospective bidders are also advised that while the Village is desirous of a single entity operating both the water and wastewater systems, the Village reserve the option to accept and evaluate alternative proposals.

Advertise: January 24, 2020
January 31, 2020

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QUALIFICATIONS & SCOPE OF WORK

The proposal document should address the following evaluation factors:

Technical Capabilities & Experience: To qualify, the proposer must demonstrate sufficient utility operations and experience serving at least 2,500 customers in Ohio and experience in delivering reliable and sustainable service to our residents. Demonstrate a record of operation and maintenance of water and wastewater utility systems. The Village will provide access to its facilities as well as available technical information associated with the Water and Wastewater Systems

NPDES Permits: The Village currently operates the Water System under Ohio EPA Water System No. OH6702212; and, operates the Wastewater Treatment Plant under Ohio EPA NPDES Permit No. OH0022063. The proposer shall acquire and be familiar with the Village of Mantua's permits to operate both the water and wastewater systems in Ohio. The proposer shall demonstrate its knowledge of the permit(s) conditions and ability to comply with the required certified operations on-site.

Litigation/Notice of Violation: Please identify any pending or previous actions within the last five (5) years against the proposer before any governmental authority or court. Additionally, please identify any written notice from any governmental authority as to any actual or potential violation of any local, state or federal law or regulation received by proposer within the last five (5) years.

MINIMUM SCOPE OF SERVICES: The Village expects the following minimum levels of service.
Continuous Operations – operate the System 24 hours per day, 365 days per year.

- Operate and maintain the water and wastewater treatment plants; the sanitary sewer collection system, the water distribution system and all associated infrastructure.
- Define and provide roles, responsibilities and resumes of key staff involved in the proposer's utility operations. Designate a primary operator in responsible charge; and a backup operator.
- Attend regulatory inspections and meetings and provide coordination with Ohio EPA and any other regulatory agency regarding utility operations.
- Provide the requisite sampling, analysis and monitoring per current Ohio law for the water and wastewater facilities.
- Provide compliance monitoring and collect and deliver to a certified laboratory those parameters required according to the Ohio EPA Public Water Supply Section and the Village's NPDES Permit;
- Monitor and record operational and process control parameters.
- Monitor and report to the Village inventory levels of chemicals, parts and supplies.
- Maintain an Operator Log recording all operational adjustments and maintenance activities.
- Notify the Village of any permit violations or specific equipment issues or capital requirements immediately upon discovery.
- Regularly inspect and lubricate equipment as needed.

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Cybersecurity – have sufficient capability of technology systems (and system security) to protect the System’s, infrastructure and associated information.

Emergency Preparedness – demonstrate ability to address emergencies in conjunction with other agencies within Portage County for the protection of the public.

Safety Program – provide a safety program for the operation and maintenance of the System.

Equal Opportunity Employment – provide your policy for review.

ADDITIONAL INFORMATION:

- Construction drawings are available upon request for the treatment plants and some of the system facilities.
- A report on the update of the Water System Computer Model (August, 2018) is also available upon request.

FEE PROPOSAL

- Please specify in a document separate from the qualifications portion the proposed bid amount expressed on a monthly basis; and your terms if applicable, to operate and maintain the System. Any Agreement with the successful bidder will stipulate that services will be provided on a month-to-month basis, with the option to terminate available to either party with no less than fifteen (15) days notice to the other. Please also include any material assumptions upon which you have relied in arriving at your bid amount.

- **PROPOSAL EVALUATION FACTORS**

Interviews will be conducted only at the Village’s discretion. The Village of Mantua views this process as a value proposition so proposals will be evaluated on the proposer’s capabilities, experience, qualifications and fee to undertake these services. The Village reserves the right to determine in its sole discretion whether any prospective proposer is qualified. In evaluating and comparing qualifications, the Village will, together with our consultants and professional advisors, consider each of the factors set forth herein.

- **CLOSING**

The Village encourages you to provide us with any other information you believe we should consider in evaluating your proposal.

The Village of Mantua expressly reserves the right, in its sole discretion, to evaluate the terms and conditions of all submissions, to accept or reject any such proposal without specifying reasons therefor and to alter or terminate this process at any time. Neither the Village nor any of its employees or agents make any expressed or implied representation or warranty as to the accuracy or completeness of, and disclaims any liability for, any information supplied to you, other than those representations that may be made in an executed definitive agreement.

By submitting a proposal, you acknowledge that you are relying solely on your own independent

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investigation and evaluation of the water & wastewater systems. Proposers are responsible for all costs incurred in connection with your proposal.

Thank you for your interest in this opportunity. We look forward to hearing from you.

Linda Clark
Mayor
Village of Mantua

ADDITIONAL INFORMATION - OVERVIEW OF UTILITIES

The Village makes no representation on the accuracy of the information and data contained herein. It is based upon best available file records and is provided for your information purposes only. A brief description of the System serving about 500 accounts is as follows:

Water

- a. Water Distribution – two (2) pressure zones; 48,700 LF of pipe ranging from 4-inches to 12-inches in diameter
 - 29,500 LF – range from 50 to 117 yrs.
 - 9,500 LF – 40 yrs.
 - 4,400 LF – 30 yrs.
 - 5,300 LF – 20 yrs.
- b. Reservoir Drive Booster Station and Reservoir
 - Booster station built in 2003
 - 250,000 gallon ground reservoir (low service); date of construction unknown
- c. Water Treatment Plant & Water Supply
 - Constructed in 1996
 - Three (3) wells
 - Three (3) manganese greensand pressure filters; rated capacity of 0.67 MGD with one (1) filter out of service

Wastewater

- a. Sanitary Sewers – 33,000 LF of pipe ranging from 6-inches to 8-inches in diameter
 - 23,600 LF over 50 yrs.
 - 4,100 LF – 40 yrs.
 - 2,600 LF – 30 yrs.
 - 2,700 LF – 20 yrs.
- b. Pump Stations
 - Ambler PS over 50 yrs. old
 - North River PS built in 1993
 - Mats Rd PS; no records
- c. Wastewater Treatment Plant – built in 2000; rated capacity of 0.5 MGD