

## REQUEST FOR PROPOSALS TO QUALIFIED CONTRACTORS / EQUIPMENT SUPPLIERS

### I. INVITATION

The Village of Roberts, WI (Village) invites proposals from qualified contractors and equipment suppliers (suppliers) to provide algae drying equipment, project design, installation and project / construction oversight for an algae drying system to be integrated as part of the Advanced Biological Nutrient Recovery (ABNR) system installed at the Roberts Wastewater Treatment Plant (WWTP).

Copies of the RFP to Qualified Contractors / Equipment Suppliers will be published and posted on the Village website at <https://www.robertswisconsin.com/> beginning on **Thursday, March 25<sup>th</sup>, 2021**.

Proposal packages will be received until **2 P.M.**, local time, on **Friday, April 9<sup>th</sup>, 2021**. The Proposal shall be mailed or submitted electronically to the following location:

Village of Roberts  
Attn: Megan Dull  
107 E Maple St.  
Roberts, WI 54023  
vilofrft@baldwin-telecom.net

Proposals shall plainly identify the following:

- Subject of the submittal – Contractor / Equipment Supplier Proposal
- Project title – Algae Drying System
- Supplier contact information – Name, address, phone number, and e- mail address

The supplier's e-mail address provided will be used for notification of evaluation results.

## II. BACKGROUND

The Village of Roberts operates a wastewater treatment plant (WWTP) in St. Croix County, Wisconsin. The WWTP has recently upgraded its wastewater treatment facilities with an Advanced Biological Nutrient Recovery (ABNR) process to meet a total phosphorus (TP) effluent limit of 0.04 mg/L. Algae biomass will be generated from the ABNR process as a result of the wastewater treatment and must be dried from approximately 15 – 20% total solids to 90% total solids to meet Wisconsin Department of Natural Resources (WDNR) regulatory requirements.

Questions about the RFP and Qualified Contractor / Equipment Supplier process may be submitted via email to the following:

Village of Roberts  
Attn: Megan Dull  
107 E Maple St.  
Roberts, WI 54023  
vilofrft@baldwin-telecom.net

## III. SCOPE OF PROJECT

The Proposal shall include all necessary equipment and services to provide the following to the Village:

### A. Engineering & Design Scope:

The design scope is detailed below and also provides documents for WDNR review, facility plan addendum, and building permit review.

The design process includes preparation of the following documents:

- i. Design and engineering services including modification of the Village's WWTP facility plan and project submittal to WDNR.
- ii. Drawings and specifications – including detailed drawings and specifications on drawings for WDNR and building permit review.
- iii. Drawings must be signed and sealed by a licensed Wisconsin Professional Engineer.

### B. Equipment Scope:

- i. Drying equipment and all necessary appurtenances capable of meeting:
  - a. Design feed flow: 1200 GPD @ 20 % solids
  - b. Dried cake to 90% total solids
- i. Equipment at minimum will include a microwave dryer, microwave generator, one pump skid, a screw conveyor, and supersack loader.
- ii. Assumptions should be such that the dryer system is designed to assume the effluent reuse water will provide adequate cooling for the dryer. Retrofitting the system for use of a chiller or evaporative cooling system is excluded from this SOW.

### C. Electrical Scope:

- i. Electrical design includes provision of an electrical feed from the existing transformer to the new CT cabinet, and coordination with St. Croix electric for planning of locations and routing.
- ii. Design of the electrical feed to service dryer equipment to be located within the existing Public Works garage.

**D. Mechanical Scope:**

- i. Design and detailing of equipment layout and connections. Pipe routing will be completed by the mechanical contractor (i.e., no 3-dimensional drawings required).
- ii. Design and detailing of cooling water supply from the reuse water supply. Pipe routing will be completed by the mechanical contractor (i.e., no 3-dimensional drawings required).
- iii. Design of duct work and associated building penetrations related to venting the microwavedryer to the outside of the building.

**E. Site Civil:**

- iii. It is assumed the drying equipment is to be installed in the existing Public Works Garage with onsite civil preparation required. No housekeeping pads are included in this SOW.

**F. Process Controls:**

This process will be manually operated. No controls are included in this SOW.

**G. Project & Construction Services:**

- i. Project management
  - a. Equipment procurement
  - b. Oversee and coordinate design and permitting process
- ii. Construction management
  - a. Oversee sub-contractors and vendors during equipment shipping, unloading and installation
  - b. Engineering support during construction
  - c. Develop operation & maintenance plan
  - d. Oversee commissioning / startup and training

**H. Project Exclusions:**

- i. It is assumed the Village will not require any loans from the State of Wisconsin and no loan application services will be required.
- ii. This proposal should not include permit application fees.
- iii. This proposal should not include any upgrades to the existing building fire protection systems, security, communications, or emergency shower and eyewash systems.
- iv. No survey or material testing services should be included.
- v. It should be assumed that a blower and chemical cleaning are not required.
- vi. The proposal should not include any upgrades to public works garage building HVAC.
- vii. All cleaning water should runoff to existing floor drains.

- viii. No sewer connections or upgrades to the floor drain system should be included as part of the proposal.
- ix. Proposal shall not include the design of a chiller.
- x. All project purchases are sales tax exempt.

**IV. FORM OF CONTRACT**

The Proposal Bid Price should assume a direct purchase agreement to include equipment and professional services to manage the design, procurement, installation and project/construction oversight and commissioning of the Dryer.

**V. FORM OF PROPOSAL**

It is mandatory that all suppliers who intend to submit an offer to provide algae drying equipment, project design, installation and project/construction oversight to the Village via a General Contractor, either directly or through a product representative or sales company, must provide all materials requested herein, and be approved by the Village via this Request for Proposal (RFP) process. Section VII BID FORM must also be filled out in its entirety with the submission of the proposal.

The anticipated schedule for proposal evaluation process is summarized as follows:

<b>Milestone</b>	<b>Date</b>
Issue Request For Proposals	March 25, 2021
Supplier Submits Proposal Response	April 9, 2021
Supplier Notifications	April 16, 2021

**VI. NOTIFICATION OF AWARD**

The decision will be based on the lowest qualified proposal and the Village reserves the right to modify the technical specifications for the equipment described in this request prior to approving the final proposal.

The RFP is a request for information and detailed cost proposal. The Village reserves the right to waive minor irregularities and omissions in the information contained in the submittal and to make all final determinations.

The Village may refuse to consider a supplier where the requested information and materials are not included in the Proposal, or not provided by April 9<sup>th</sup>, 2021. The closing time for submittal of proposal documents will not be changed in order to accommodate supplementation of incomplete or late submissions.

The Village will determine the qualification status of each supplier based on the proposal response and the Village shall be the sole judge as to the adequacy of each supplier to provide equipment for this project and the Village' decision shall be final.

**-END SECTION-**

**VII. BID FORM**

TO: Village of Roberts  
Attn: Megan Dull  
107 E Maple St.  
Roberts, WI 54023  
vilofrbt@baldwin-telecom.net

FOR: PROPOSAL FOR DRYING SYSTEM EQUIPMENT CONTRACTOR / SUPPLIER

**DETERMINATION OF QUALIFICATION**

Receipt of this proposal by the Village of Roberts does not constitute either a direct or implied guarantee to the supplier that qualification is or will be granted. The undersigned agrees to the procedures and conditions of the proposal requirements described in this Request for Proposal Document.

**COMPLETENESS AND ACCURACY**

All supplier statements and information contained in the Qualification Document shall be complete and accurate. The submittal contains no false or deliberately misleading information.

**SIGNATURES**

A. The undersigned is a legally authorized representative of the Supplier.

Legal Name of Supplier: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

B. Addenda:

The undersigned acknowledges receipt of the following Addenda: \_\_\_\_\_

C. Proposal Price to Provide Services

Proposal Bid Price: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_