

City of Yukon



Request for Proposals
Operation, Maintenance and Management
of the Water & Wastewater Treatment Facilities

December 16, 2010

Request for Proposals

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1 Introduction

The City of Yukon (City) is issuing this Request for Proposals (RFP) to solicit pricing statements for providing full service operations, maintenance and management of the Water and Wastewater Treatment Facilities (Facilities) as described in Section 1 of this document. This RFP, issued in accordance with the provisions of the laws of the State of Oklahoma invites those firms to submit pricing proposals describing their qualifications to provide the services described. Subject to approval by the City, the contract term under consideration is for ten (10) years with one (1) optional five-year renewal.

1.1 Background and Objectives

The City is interested in maximizing benefits for its citizens from this effort and views the intended relationship as a partnership venture in which the issues are quickly and fairly resolved to the mutual benefit of the City, its taxpayers, and the successful Respondent. The City and the successful Respondent shall enter into a mutually binding operation, maintenance and management agreement addressing the topics contained in this document. This agreement shall not constitute a legal partnership. The City therefore reserves the right to expand the scope of services to include additional or decreased responsibilities.

The City is currently investigating contracting the operation of the Facilities with an outside entity experienced in operating these types of systems. The objectives of these operations include, but are not limited to:

- Cost effectively managing, operating, and maintaining Facilities
- Operating Facilities in full compliance with local, state, and federal regulations and statues
- Minimizing or eliminating permit excursions
- Providing technical assistance to address the City's existing assets, future capacity and regulatory issues
- Removing the City's day-to-day burden of operating the system
- Capital Repair and Improvements to WWTP in Section 3 of this RFP

Full service contract operations require the Respondent to provide all treatment facility operation and maintenance staff and pay all chemical costs. The Respondent will be responsible for:

- All aspects of facility management, operation and maintenance and for all costs including hiring, training and administering all personnel-related issues.
- Maintaining all land, buildings, improvements and permanent equipment. Equipment maintenance shall be performed by the Respondent in accordance with manufacturers recommendations, and the Respondent will be required to provide proof thereof to the satisfaction of the City.

Required capital expenditures will continue to be the responsibility of the City.

Utility costs - including power, shall be included in the scope or associated pricing.

The City's ultimate objectives for operation of the current and future Facilities is to select a Respondent who will provide a strong technical support team, operate in compliance, improve maintenance and provide efficiencies. In addition, the City wants to reduce its exposure to risks from possible operator errors related to compliance and safety.

1.2 Overview of Services

The City is seeking qualified Respondents capable of providing operation, maintenance, management and other related services for the Facilities. The Respondent ultimately selected from the Respondents pursuant to the City's comprehensive procurement process shall be required to provide various services associated with all or a portion of the Facilities. This may include, but not be limited to, provision of:

- Labor and benefits
- Process chemicals
- Laboratory, analytical services, including sampling to resolve customer complaints
 - Proposer have an approved QAQC program
- Routine and Corrective Maintenance of Facilities and associated equipment
 - Routine and Corrective Maintenance records will be maintained on a computerized maintenance management system and the city may request reports at anytime
- Reporting to regulatory agencies
 - All reports will be reviewed and signed by the city's designated representative
- Management of the operations and maintenance
 - Operations records will be maintained in accordance with state regulations
 - The proposer shall utilize a database software for process control items equivalent to the one currently use by contractor. All records must be backed up weekly and kept secured off-site
- Maintain an acceptable appearance of all facilities
 - Facilities shall be painted to prevent corrosion and ensure a good appearance to the public
 - Lawn Maintenance of all facilities shall be kept in a groomed mowed and edged state
- Maintain and Development of Telemetry System
 - Proposer will be responsible for maintaining current telemetry service in all locations and any license requirements for radios and software. All software and hardware for the telemetry system shall remain the property of the city
 - The proposer shall be responsible for supplying proper personnel to maintain both the software and hardware components of the system
 - The city shall have remote read access to the telemetry system at all times

The Respondent will be responsible for satisfying the State of Oklahoma regulatory requirements and for operating, maintaining and managing the Facilities in compliance with all other applicable local, state and federal laws and regulations. Services for the operation, maintenance and management of the Facilities shall be provided in a safe, secure, effective and efficient manner.

1.3 Description of the Facilities

The following sections describe the Facilities to be operated, maintained and managed. Conveyance and distribution lines will be maintained by the City of Yukon and are not to be included in this proposal. All equipment at each facility will be covered under the RFP unless noted otherwise by the city.

1.3.1 Wastewater Treatment Plant

The wastewater treatment plant is located in Canadian County in Yukon, OK. The plant will have a design capacity of 3.0 MGD. Current flow to the plant is an average daily flow of 2.94 MGD. The wastewater treatment plant is operated under NPDES Permit # OKOO28584 and will consist of the following processes:

Liquid Train

- **Wet Well and Storm Water Lift Station**

Two shaft driven turbine pumps are installed on top of a wet well. Influent water is channeled to headworks. Pumps are utilized to divert flow to a storm water holding pond during storm events and when the plant is not able to treat the additional flow.

- **Headworks**

A manual 3" barscreen precedes a US Filter Fine Screen. Flow then passes through a parshall flume for flow measurement.

- **Headwork Pumping Station**

Two 20hp screw lift pumps move water from the headworks to the Aeration Basin. One being a 4.2 MGD double flight screw pump and the other is a 3.0 MGD single flight screw pump which is scheduled for replacement.

- **Fine Bubble Aeration Basin**

Fixed floor diffusers transmit air to process water to facilitate the activated sludge process. Consisting of a 3 MG basin with 2800 fine bubble diffusers. The Basin has one influent location off the Headworks Pumping Station, two Return Activated Sludge (RAS) returns, and two Effluent control points.

- **Blower Room**

Three blowers are utilized to supply air to the Fine Bubble Aeration Basin. Blower #1 is a 100hp Invincible installed in 1998, Blower #2 is a 100hp HSI installed in 2009, and Blower #3 is a 100hp Gardner Denver installed in 2006.

- **Secondary Clarification**

Three secondary clarifiers collect and settle out solids from the aeration basin and utilize concentrating sludge rakes for wasting or recycling sludge.

- **RAS/WAS/RELIFT Pump Station**

A collection point from the secondary clarifiers, the RAS/WAS/RELIFT pump station utilizes two pump stations. Each station has three pumps and internal partitions to separate flows to respective process operations. Under normal operations the RAS and RELIFT process water is pumped to the activated sludge aeration basin or may also be pumped to the sludge digester.

- **Disinfection**

Chlorine (Cl₂) is fed through a contact basin utilizing serpentine baffles to improve contact time. Dechlorination is achieved with SO₂ gas.

- **Effluent**

Flow then passes through a parshall flume for flow measurement. The treated wastewater gravity flows to the discharge point at the North Canadian River.

- **North Canadian River Outfall**

The River is located approx .25 miles north of the facility. The outfall is covered under the scope of work for the wastewater plant.

Solids Train

- **Solids Thickening**

Solids from the secondary clarifiers are sent to the Sludge Digester. The digester is a .5 MG tank with a floating mechanical aerator. Decanted water is returned to the headworks for recycling.

- **Dewatering**

Thickened sludge is pumped to a belt filter press (BFP) for dewatering of digested sludge.

- **Disposal**

From the BFP, sludge exits by an auger and deposits into a dump truck to be taken to the compost area behind the plant.

Compost Facility

- **Drying Process**

Sludge is placed in small windrows for drying of sludge. A mixing device (Brown Bear) is used to rotate the windrows.

- **Mixing Process**

The sludge is mixed with wood chips utilizing a skid loader and mixing device (Brown Bear).

- **Pathogen Reduction Process**

The mixed material is stacked in large windrows to allow the organic process to heat materials. The windrows are turned on regular basis and temperatures are recorded daily during the complete process.

- **Final Compost Material**

Material is stored and tested to ensure that it meets the requirements of Class A Bio-solids. Product is then transport off-site by a vendor contracted by the facility operator. The city also utilizes the product on city owned properties with the city limits.

Wastewater Lift Stations

- **Lift Stations**

Wastewater is pumped from different areas of the city utilizing ten lift stations. Total list of lift stations and locations can be found in the document packet. These stations have pumps ranging from five to fifty horsepower. Seven of the lift stations are wet well type stations, while the others are a combination of dry well and above ground pumping.

1.3.2 Water Wells, Transmission Pumping, and Storage

The fifteen water wells, located in Oklahoma County, in Oklahoma City, OK have a design capacity of 3.5 MGD. Currently the wells pump an average daily flow of 2.0 MGD and the city purchases an almost equal part from the City of Oklahoma City. The water system is operated under Permit 2000910. The following describes the processes at the plant:

- **Water Wells**

The fifteen water wells average 160 to 210 GPM each. They are connected to a common transmission line that delivers water to the city limits for distribution. Total list of wells and locations can be found in the document packet.

- **Water Chlorination**

Chlorination is accomplished in two manners, one is by chlorine injection at well # 1 into the transmission line, and the second is the residual in the City of Oklahoma City purchased water.

- **Oklahoma City Blending/Pumping Station**

The City has three booster pumps located at OKC Booster Station 22. These pumps are utilized to purchase City of Oklahoma City water. The maintenance of the station and the pump is contracted with The City of Oklahoma City. The Yukon Telemetry system and Yukon Meter maintenance falls with the scope of this RFP.

- **Water Towers and Booster Station**

The City has four in-service and one in-active water tower within the city limits, a complete list and locations can be found in the document packet.

The City has two booster stations one in-service and one inactive. These are used to increase pressure to our commercial district.

- Annual inspection of water towers by Third Party Company. See Documentation Packet for details of inspection

1.4 Equipment Owned by the City

All land, buildings, improvements, and permanent equipment which are presently in place, or new Facilities which may be added by construction projects shall remain or become the property of the City. Should the Respondent fund any facility improvements at the request and with the approval of the City, such Facilities shall become the City's after completion of the repayment schedule. All existing Facilities shall be made available to the Respondent for its use in providing the services under the partnership agreement.

The Respondent shall maintain all land, buildings, improvements, and permanent equipment that are within the scope of the partnership agreement. Treatment equipment maintenance shall be performed by the Respondent in accordance with manufacturer's recommendations or best industry practices and the Respondent will be required to provide reasonable proof thereof. All treatment equipment, chemicals, and spare parts provided by the City on and after the contract date, including any permanent equipment, chemical, or spare parts ordered by the company or the City for the Facilities, shall be deemed to be owned by the City and shall remain part of the Facility upon termination or expiration of the agreement. All such equipment, including rolling stock, shall be in good operating condition. All property and equipment, including rolling stock, spare parts and chemicals, designated for disposal or replacement shall be replaced or disposed of as defined in the agreement.

2 Description of Procurement Process

This RFP will provide the basis for selecting the Respondent, with whom the City expects to enter into an Agreement. The City reserves the right to reject any and all pricing proposals. The City will evaluate all responsive pricing proposals containing the information requested and prepared in the format required by this RFP.

2.1 Procurement Process and Schedule

A summary of the updated procurement schedule of the major activities associated with this solicitation process is presented below. This schedule is based on the City's intent to enter into an agreement with the selected Respondent by January 2011.

Activity	Date
Pre-Bid Meeting to Discuss Scope of RFP (Mandatory)	November 10, 2010
Site evaluation by Respondents (Appointment Only)	November 16, 17, 18, 2010
Questions/Clarifications Request	November 24, 2010
Submit RFP's to City Clerk's Office	Dec. 16, 2010
Open and start review of RFP's	Dec. 16, 2010
Submit most qualified Respondent to Council	January 6, 2011
Initiate contract negotiations with most qualified Respondent	January 7, 2011
Award contract	January 18, 2011

Pre-Bid Meeting is MANDATORY for all bidders, only companies in attendance will be short-listed and be allowed to submit a RFP.

2.2 City Rights and Options

The City, at its sole discretion, reserves the following rights:

- To supplement, add to, delete from and change this document
- To change or alter the schedule for any events associated with this procurement upon notice
- To determine which Respondent, if any, should be selected for negotiations
- To reject any or all pricing proposals or information received pursuant to this RFP
- To supplement, amend, substitute or otherwise modify this RFP at any time
- To conduct clarification discussions, at any time, with one or more proposers
- To receive questions concerning the RFP from proposers and to provide such questions, and the City's responses, if any, to all proposers
- To cancel this RFP with or without the substitution of another RFP or procurement process
- To request additional data or information after the submittal date, if such data or information is considered pertinent, in the City's sole view, to aid the review and selection process
- To conduct investigations with respect to the qualifications and experience of each Respondent
- To visit and examine any of the Facilities referred to by the proposer in its SOQ and to observe and investigate the operations of such Facilities
- To take any action affecting the RFP or the services or Facilities subject to this RFP that would be in the best interests of the City
- To require one or more Respondents to supplement, clarify or provide additional information in order for the City to evaluate the proposals submitted

- To waive any defect or technicality in any RFP received
- To reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals or to re-advertise
- All pricing proposals become the property of the City and will not be returned
- Neither the City, its staff, its representatives, nor any of its consultants or agents will be liable for any claims for damages resulting from the solicitation, collection, review, or evaluation of responses to the RFP

2.3 Expense of Submittal Preparation

The City accepts no liability for the costs and expenses incurred by the Respondents in responding to the RFP, preparing responses for clarification, attending interviews, participating in contract development sessions or meeting and presentations required for the contract approval process. Each Respondent that enters into the procurement process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from the City for the costs and expenses associated with the procurement process.

2.4 Information Disclosure to Third Parties

The public disclosure of the contents of each SOQ and pricing proposal submitted in response to this RFP is generally governed by Oklahoma state statutes. By responding to this RFP, Respondents waive any challenge to the City's decisions in this regard.

If any submittal contains confidential technical, financial or other types of information, the Respondent must clearly label the specific portions sought to be kept confidential and specify the exemption that the Respondent is relying upon. Marking all or substantially all of a response as confidential may result in the response being considered non-responsive by the City.

Notwithstanding the foregoing, Respondents recognize and agree that the City will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure of information or materials to third parties.

2.5 Questions/Clarification Request

No interpretation or clarification of the meaning of any part of this RFP will be made orally to any Respondent. Respondents must request such interpretation or clarification in writing from the City. If any Respondent has questions concerning the proposed project, finds discrepancies or omissions in the solicitation document or otherwise requires clarification, such matters should be submitted in writing no later than 2:00 p.m. Central Time on November 24, 2010 to:

City of Yukon	Email: mmaly@cityofyukonok.gov
Matthew Maly	Phone: 405-354-2121
PO Box 850500	Fax: 405-350-8944
Yukon, OK 73085	

Only e-mailed contacts will be acknowledged. Any and all such interpretations and supplemental instructions will be made in the form of written addenda which will be sent to all recipients of the RFP and shall become part of this RFP. Copies of all questions and answers, and any addenda to supplement the RFP, will be sent by email or U.S. Mail to each Respondent no later than three days prior to the pricing proposal due date. Only formal written responses to properly submitted questions will be binding. Contact with City officials (other than Mr. Matthew Maly, Utilities Maintenance Manager) is not allowed and will be considered as grounds for disqualification from the selection process.

2.6 Equal Opportunity Requirements

The selected Respondent, in the performance of all services, will not discriminate on grounds of race, color, religious creed, national origin, age, sex or handicap in employment practices in the selection or retention of subcontractors, or in the procurement of materials and rentals of equipment.

3.1 General Instructions and Submittal Deadline

Respondents are requested to submit six (6) copies of the pricing proposal to:

Office of the City Clerk
Yukon City Hall
500 W. Main St.
Yukon, OK 73099

Pricing Proposals are due on December 16, 2010 by 3:00pm Central Time. No facsimile copies will be accepted. No late packages will be accepted. The package shall be sealed and clearly marked "SEALED PROPOSAL-OPERATION MAINTENANCE MANAGEMENT-WATER AND WASTEWATER TREATMENT FACILITIES."

3.2 Document Organization

The pricing proposals must provide the following information and be organized into sections that include at least the following:

- Cover Letter
- Primary Pricing Proposal
- Alternate Pricing Proposal

Narrative pages are to be 8 ½ x 11 inches and all materials shall be bound into one volume. Use of three-ring binders is discouraged. A clear and concise presentation of information is encouraged. Respondents are required to organize the information requested in this RFP in accordance with the format outlined. Failure of the Respondent to organize the information required by this RFP as outlined may result in the City, at its sole discretion, disqualifying the Respondent from further consideration.

3.2.1 Cover Letter

The Pricing Proposal must include a letter of transmittal attesting to its accuracy. The cover letter should provide the name, address and telephone and facsimile numbers of the Respondent along with the name, title, address and telephone and facsimile numbers of the executive that has the authority to contract with the City.

3.2.2 Primary Pricing Proposal

The submittal document for complying with the price proposal portion of this procurement must contain at least the topics that follow:

- Summary
- Details of price proposal for operating and maintaining the current scope of services
- Future price adjustments for the additional improvement upgrades to the Facilities and appurtenances

- Concepts of pricing adjustments on an annual basis
- Terms and conditions
- Certificate of Liability Insurance
- General Liability of 1,000,000 and Excess Umbrella of 4,000,000

The price Proposals shall be submitted in accordance with the following format and shall be complete in every detail. Proposal shall identify all terms and conditions associated with the price proposal. All pricing exceptions should be noted. Failure to do so would be considered a cause for disqualification. Following definition shall be applicable to the price items requested in this section:

Personnel Services. Includes, but is not limited to, salaries, wages, overtime, pay differential, longevity, unemployment compensation, holiday pay, meal allowance, education assistance, hospital, medical, dental plans, life insurance, retirement contributions, sick leave and other costs directly attributable to employees. The City requires minimum on-site staffing of four personnel under the scope of work. The proposal shall ensure at a minimum the following staffing qualifications:

Project Manager- Must have at a minimum of a B level water and wastewater operator certification and a B level water and wastewater lab certification. The proposal shall exhibit a minimum of 5 years management and supervisory experience of each individual being proposed.

Lead Operator- Must have at a minimum of a B level water and wastewater operator certification and a C level water and wastewater lab certification. City will allow six (6) month for obtaining at least one B certification and one extension if requested with approval of the City Manager.

Operators- Must have at a minimum of a C level water and wastewater operator certification and a C level water and wastewater lab certification if performing any tasks in the lab. City will allow one (1) year for obtaining at least one C certification and one extension if requested with approval of the City Manager.

Chemicals. Includes all chemicals for plant operations, lift station grease management and property herbicides.

Chlorine Gas – Used at WWTP and Well Field Injection

Sulfur Dioxide- Used for disinfection at WWTP

Degreaser – Used to manage grease in lift stations

Herbicides- Used to maintain weeds assisting in providing groomed facilities.

Polymer – Used in Dewatering Process

Laboratory Chemicals- Used for process control and compliance testing.

Equipment. Includes, but is not limited to, office equipment, laboratory equipment, safety equipment, tools, communication equipment, maintenance equipment, vehicles, mechanical equipment and manually operated equipment.

Laboratory Equipment- All equipment is owned by the contractor except for the Conclave, microscopes, glassware, furnace and thermometers. The proposer will provide all other necessary equipment to be price as part of the proposal.

Vehicles- All rolling stock including tractors, lawn mowers are owned by the contractor will need to be priced as part of the proposal. Proposer will be required to have adequate number of vehicles to perform duties in the well field, liftstations and plant operation at the same time. Proposal must have an on-site service truck equipped with a hoist with a capacity to lift a 100hp submersible pump. And shall

also be equipped with adequate tools to perform maintenance operations on equipment at all facilities.

Materials, Supplies and Service. Includes, but is not limited to, gasoline and diesel fuel, vehicle supplies, vehicle accessories, office supplies, duplicating and photo supplies, medical supplies, chemicals, laboratory supplies, clothing and uniforms and other materials and supplies. Also includes, but is not limited to, equipment rentals, temporary and/or part time help, legal fees, registrations, telephone, courier service, dues, subscriptions postage and freight charges, advertising, printing and binding, insurance and other professional services.

Electrical Cost The City agrees to pay 3,100,000 kWh per calendar using the average rate of electricity used for the previous year for the annual usage for Operations of all Water Facilities and liftstations. In event that the electrical power utilization for the year is less than the 3,100,000, the proposer shall pay the City at the average rate of electricity used for the previous year. This Adjustment Formula can be found in the Documentation Packet. The proposer will be responsible for the electrical cost of the Wastewater Treatment Plant.

Maintenance and Repair. Includes the total of all maintenance and repair expenditures including, but not limited to, repair parts, maintenance equipment, maintenance supplies, outside maintenance services, oil and grease, packing and maintenance equipment rental. Contractor on site labor shall not be included. The City provides \$ 35,000 a year in Repair and Maintenance for parts used on city owned equipment and should not be included as part of the proposal. Repair and Maintenance funds must be approved by the city. All consumables (oil, filters, grease, fluids, paint, fuses (less than 50amps) will be part of the contracted amount.

Major Equipment Repair – Will be defined as repair of equipment in excess of \$2,500.00. These repair cost will be paid by the contractor and reimbursed by the city. The City will only reimburse for approved repairs. Labor, overhead, and profit on purchases shall not be included.

Permits, & Services Related Additional Scope. Include permit cost for wastewater and water permits, storm water permits, state lab fees, water CCR development/ mail distribution, and public notice publications for any violation within the scope of work. The proposal shall also include pricing for conducting Bac-T testing for new construction in Yukon. This is part of the existing scope of work and should be based on 50 collections a year. Another additional scope is monitoring of a City Owned and Operated Generator at the Jackie Copper Gym with notification of city staff on alarms..

Other. Includes amortization of contractor furnished capital and start-up costs and any and all expenses not identified in any other specific category (must be detailed separately and attached).

Price Proposal for First Full Year of Operation for the Current Scope of Services

Personnel Services	\$
Chemicals	\$
Equipment	\$
Materials, Supplies, and Services	\$
Electrical Cost	\$
Maintenance and Repair	\$

Permits, & Services Related Additional Scope	\$
Other (Identify)	\$
Administration/Overhead/Profit	\$
Total Price	\$

The Contractor should present information in their Price Proposal that defines the general allocation to each proposed contract service area such that the combined individual sub-budgets equal the total price.

3.2.3 Alternate Capital Repair and Improvement Pricing

The City is requesting all Respondents to submit an alternative pricing proposal and amortization for listed capital Repairs and Improvements. The City is open to different funding options and requests from each proposer submit the best option for their operation. Alternate Capital Repair and Improvement Pricing Proposals shall be submitted in accordance with the following format and shall be complete in every detail. Proposals shall identify all terms and conditions associated with the price proposal in a written submittal attachment. All pricing exceptions should be noted.

Requested Capital Repair and Improvement have been listed in the Documentation Packet.

Price Proposal for Operations with Alternate Capital Repair and Improvement

Operations and Maintenance	\$
Electrical Cost	\$
Alternate Capital Repair and Improvement	\$
Total Price	\$

4.1 Evaluation Criteria

In evaluating the RFP, the City will utilize the requirements outlined in this section to identify the Respondent best qualified to perform the services.

An Evaluation Board, created for this purpose, will carry out the evaluation of the pricing proposals. The Board will make its decision based on information gathered during the procurement process and evaluation criteria outlined in this section.

Submissions received in response to the RFP will be evaluated based on the Respondent's:

- Corporate capabilities and ability to perform the proposed services
- Experience in providing these and/or similar services
- Financial qualifications
- Project Approach
- Draft O&M Contract
- Pricing Proposal

- Alternate Pricing Proposal

Each Respondent's submission will be reviewed for completeness and responsiveness to the RFP requirements.

Evaluation of Pricing Proposal

Each price proposal will be reviewed against the terms of this RFP to determine if the submittal is complete and responsive and how well the Respondent satisfies the evaluation criteria. The City may reject any submittal found to be incomplete, unresponsive or not in compliance with the format requirements set forth in this RFP. A submittal may be determined to be unresponsive if any aspect is found to be unacceptable or contrary to the best interests of the City. The City regards the submission of the price proposal in response to the RFP as one of the most important factor in the selection of a Respondent to provide services for the operation, maintenance and management of the current scope of services and their capabilities to provide innovative improvements at a future date. The City reserves the right to reject any all responses to the RFP and is under no obligation to award a contract.

The City shall not be liable to any Respondent for costs associated with responding to the RFP process for the Respondent's participation in any oral interview, or for any costs associated with this RFP process.

Respondents will be evaluated as follows:

Selection team members will individually evaluate each Proposal. Respondents may be further evaluated based on an oral interview with the Board members. If conducted, the purpose of this interview is to clarify the qualifications of the respondents and allow the selection team to verify its evaluation. Additional services or significant changes to the submittals shall be identified separately, as required elsewhere in this RFP Proposal. The respondents will be notified once the final recommendation for selection has been made to the City Council.