



Request for Proposal for
The Purchase, Operation
&
Maintenance of Drinking Water
and/or Wastewater Assets
New Hartford, Connecticut

Legal Notice
Request For Bids For The Purchase Of
Drinking Water and/or Wastewater Systems
Town of New Hartford, CT

REQUEST FOR BIDS – The Town of New Hartford, Connecticut, (Seller) is seeking Proposals, as detailed in a set of specifications by the Seller, from interested parties to purchase, operate and maintain its drinking water assets (the “Drinking Water System), and/or wastewater assets (the “Wastewater System”) (collectively, the “Systems”) owned by the Town of New Hartford and currently operated by third party contractors.

Bid packages may be obtained from the Administrative Assistant to the First Selectman, Christine Hayward at New Hartford Town Hall, 530 Main Street, New Hartford, Connecticut, 06057.

Any firm desiring to submit a bid for purchase shall return a sealed bid proposal according to the instructions and in a format as set-forth in the bid package issued by New Hartford, not later than **1:00 PM on Thursday, December 21, 2017.**

THE TOWN OF NEW HARTFORD RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS FOR ANY REASON, TO WAIVE ANY DEFECTS IN SAME, OR TO CHOOSE TO ACCEPT A BID OTHER THAN IN ACCORDANCE WITH THE PRICE CONSIDERATIONS, AND/OR TO CHOOSE OTHER THAN THE HIGHEST BIDDER, IF IT BE DEEMED IN THE BEST INTERESTS OF THE WATER/SEWER USERS AND THE TAXPAYERS OF NEW HARTFORD.

THE SUCCESSFUL BIDDER IS REQUIRED TO DELIVER WATER UTILITY SERVICES TO CURRENT AND FUTURE USERS WITHIN THE TOWN OF NEW HARTFORD.

Daniel V. Jerram
First Selectman
Town of New Hartford

Submittal Cover Sheet
Request For Bids

TO PURCHASE, OPERATE AND MAINTAIN DRINKING AND/OR
WASTEWATER SYSTEM (S) OF THE TOWN OF NEW HARTFORD

Proposal Due Date: **1:00 PM, Thursday, December 21, 2017**

Anticipated Award: Within (120) days of Bid Opening

SUBMITTED BY:

Name of Entity: _____

Address: _____

Telephone Number: (Ofc.) _____

(Cell) _____

Principal Contact: _____

Title _____

E-mail Address: _____

Check Each Box That Applies To Your Bid:

Water System Bid ____;

Sewer System Bid ____;

Combined Systems Bid ____.

Bid Proposal Instructions

I. CONTENTS

A. Bids to purchase, operate and maintain the New Hartford Drinking Water System and/or Wastewater System shall be enclosed in sealed envelopes and clearly labeled with the name and contact information as specified in the aforementioned Submittal Cover Sheet. Submittals must be accompanied by a refundable Bid Bond in the amount of \$10,000, which will be returned to each bidder upon completion of the Town's selection process.

B. All Proposers shall submit (1) original and (6) copies of their completely executed proposal and associated documents which shall include Proposer's Qualification Statement, Bid Amount, Bidder's Qualification of Terms & Conditions Relating To Asset Purchase, and Any Additional Information To Explain The Bidder's Proposal.

II. TIME FOR RECEIVING BIDS

A. Bids to purchase drinking and/or wastewater assets will be received by New Hartford in the office of the Administrative Assistant Christine Hayward, until **1:00 PM on Thursday, December 21, 2017.**

B. The Town of New Hartford will neither accept nor consider any bid received after the deadline time and date.

C. The Town shall review all bids received and reserves the right to request interviews with any of the entities submitting bids.

D. Emailed, telegraphic, or facsimiled bids will not be considered.

E. Entities submitting bids are cautioned to make ample time allowances for bid delivery in advance of the bid closing by whatever means the entities select.

III. BID WITHDRAWAL BEFORE OPENING DEADLINE

A. Any bid may be withdrawn by email, telephone or facsimile request up to one hour before the officially fixed closing time for bids by contacting the Administrative Assistant Christine Hayward.

Town Offices Phone Number (860) 379-3389

Town Fax Phone Number (860) 379-0940

Email: christinehayward@town.new-hartford.ct.us

IV. INTERPRETATIONS OF THE SPECIFICATION & DOCUMENTS

A. No oral interpretations will be made to the Proposer(s) as to the meaning of the specifications and related documents related to the release of this RFP. Any and all requests for clarification by Proposers shall be made by email, facsimile or other written word, to the attention of the Administrative Assistant, no later than **November 21, 2017**. No inquiries will be considered beyond the deadline date and time. Every interpretation rendered by the Town of New Hartford will be issued to all registered Proposers in the form of a "Proposal Addendum" and released to all parties, as promptly as possible.

V. EXAMINATION OF SPECIFICATIONS, BID PACKAGE AND PHYSICAL PREMISES

A. Each Proposer shall thoroughly examine the Specification and Bid Package provided by the Seller, in addition to attending a mandatory pre-bid conference and site visit to the assets under review. The failure or omission of any Proposer to examine any form, document, addendum or exhibit, shall in no way relieve the Proposer from any obligation with respect to the Proposer's bid proposal.

B. No Proposer shall contact or circumvent the Town of New Hartford established protocol to operate within the proposal mechanisms as established and defined herein. This includes but is not limited to making any direct contact with Town officials, staff, selection committee members or consultants. All contacts/requests for information must be directed solely to the Administrative Assistant. Any such violation(s) will result in rejection of the proposal(s) received from the Proposer.

C. No Proposer shall rely upon any oral representation by any person associated with the Town Government, the New Hartford Water Pollution Control Authority (WPCA) or its current third party operators of its drinking and wastewater operations, nor will such oral representation excuse performance of any subsequent contract or cost associated with said contract. The submission of the Proposal shall be taken as prima facie evidence of compliance with this section.

D. All Proposers shall attend a mandatory pre-proposal/bid conference to be held at the New Hartford Town Hall on **Tuesday, November 14, 2017 at 10:00 AM**. A preliminary site walk through will follow the pre-proposal conference. Each participant shall be responsible for their own transportation.

E. The Town will allow each Proposer to inspect the facilities (two day maximum) with such team that they deem necessary. The Proposer must contact the Administrative Assistant to arrange such site inspections. All such site inspections must be completed prior to **Thursday, December 8, 2017**. Site inspections will be scheduled on a first come-first served basis and the Town cannot assure that all proposers will be able to schedule site inspections on their preferred timetable. The Town will discuss the protocols to be followed for those site visits at the mandatory pre-bid meeting.

F. The Town will assemble and make available background documents for review by the proposers. Proposers will need to schedule time through the Administrative Assistant's office prior to being granted access to the document library. The Town will charge proposers a copy machine fee per page for copies proposers deem necessary.

VI. AWARD OF BID TO SELL ASSETS

A. The Town of New Hartford, under conditions that warrant the sale of the Drinking Water and/or Wastewater Systems, intends to award a contract to the successful bidder within (120) days of bid opening. The Town of New Hartford reserves the right to reject any and all bids for whatever reasons it deems appropriate, if in the opinion of the Town, such an award does not represent the best interests of the Town.

B. Following a Notice of Award, the successful bidder will be required to execute a Sale & Purchase Agreement with the Town of New Hartford as modeled in Exhibit #1.

VII. INTERVIEWS

The First Selectman and the New Hartford Asset Evaluation Sub-committee reserve the right to conduct interviews with Proposers of the Town's choice. The First Selectman and the New Hartford Asset Evaluation Sub-committee are under no obligation to interview each or any proposal respondent.

NOTICE OF INTENT

The Town of New Hartford has a preference for proposals that reflect acquisition of both the Drinking Water and Wastewater Systems, but will take actions deemed in the best interests of the Water/Sewer Users and the Taxpayers of New Hartford.

DISCLAIMERS

Respondents to this RFP accept that the Drinking Water and Wastewater System are offered for sale on an "as is" basis.

To the best of its knowledge, the Town and WPCA warrant that there are no pending violations, enforcement actions, claims or litigation pending against these assets.

**THIS CONCLUDES THE ADMINISTRATIVE INSTRUCTIONS
TO THE REQUEST FOR PROPOSAL**

The information contained in the summaries of Drinking Water and Wastewater Systems has been prepared by the New Hartford WPCA utilizing available maps, narratives, minutes, and other documents in historical files. The WPCA, and the Town of New Hartford, make no warranty as to the accuracy, reliability, or completeness of the data contained herein and does not accept any liability for its use in making decisions by the Proposers. Each Proposer is responsible for their own due diligence.

SUMMARY OF SYSTEMS

Drinking Water System

Background

The forerunner of New Hartford's public drinking water operation began in 1895 by the New Hartford Water Company, which is owned today by the Town of New Hartford. All customers served are within the Town boundaries.

The Drinking Water System originally derived its source water from brooks and holding ponds; followed by raw water feeds from MDC until the drilling of two (2) artesian wells. Two water-holding tanks that serve to pressurize the gravity feed water supply system facilitate these wells. The water company operates under the direction of the seven (7) member WPCA constituted by ordinance in 1986. Day-to-day drinking water operations are provided by Torrington Water Company, (TWC) under the provisions of a two (2) year agreement that was renewed effective February 2016. The agreement is cancellable with (60) days notice. TWC also provides drinking and wastewater billing services. There were (207) water customer bills rendered in the most recent billing quarter.

System Demographics

Two underground wells currently provide all of the water supplied to New Hartford's customers. The Pine Meadow Well at Church Street was first established in 1944 and was last renovated in place in 2000. The well is supported by a 30 HP electrical pump capable of sustaining 200 GPM. The well's active safe yield is 265 GPM, but it is limited by DEEP permit to 200 GPM.

The second well is located on Black Bridge Road, also in the Pine Meadow section of Town, and was placed into service in 1996. This is also supported by a 30 HP motor capable of delivering 140 GPM, with an active safe yield of 200 GPM and a similar permit limit of 200 GPM as set by DEEP. Both pumping stations are supported with separate 45kw propane fueled generators.

"Available supply" for the combined well resources, based upon a 24-hour pumping day is 454,000 gallons per day with the August 2016 current "per day demand" estimated at 101,235 gallons per day.

The Pine Meadow and Black Bridge wells are treated with sodium hydroxide to facilitate a PH adjustment, with Black Bridge also filtering for iron and manganese removal and additional chemical treatment with sodium hypochlorite and sodium bisulfite.

The Town owns two covered steel water storage tanks that are located adjacent to the Town's Industrial Park site on property owned by MDC and leased to the Town of New Hartford through the year 2024, with the option of renewal for an additional thirty-five (35) years. The Town may offer the assignment of the MDC lease with the prior approval of MDC. Alternatively, the proposer can act as the agent to operate the facilities of the Town under the MDC Agreement. The first tank has a capacity for 490,000 gallons and the second has a capacity for 175,000 gallons.

Booster pump options are available at Black Bridge, the Rt. 219 pumping station, Steele Road. The Town maintains a portable trailer mounted pump for such provisions.

Operations

The WPCA outsources the operations of the drinking water facilities. The wells and distribution system operations are managed by Torrington Water Company, effective February 1, 2016. The Agreement is cancelable in the event of sale of this asset with (60) days prior notice. The Agreement of record is available for inspection at Town Hall.

Drinking Water Footprint

The transmission and distribution system consists of an estimated 60,950 feet of associated main ranging in size from 2 to 12 inches. Pipes are constructed from cast iron, asbestos, cement, galvanized iron, and ductile iron. Cast iron is predominant. Of the total footage of main, it is estimated that 52% was constructed before 1895.

Eighty-eight (88) fire hydrants are maintained throughout the water service area for fire protection purposes. Flow testing was last executed in 2005 and is the subject of a planned test anticipated in 2016-17.

Unaccounted for water was last examined in the quarter beginning April 2016 through June 2016 with production of 8,238,500 gallons and metered water of 6,707,000 or unaccounted water of 18.6% .

Hydrant flow data; Water quality data; distribution system evaluation; river crossings; fire flows; ISO ratings; population served; production data; distribution of accounts; rate structure; and all other Water Supply Plan; billing documentation and operations cost detail is available for examination at New Hartford Town Hall subject to the conditions described previously in this RFP.

The Town's audited financial report for the WPCA for the period ending FY 2015 is available for review at Town Hall. Fiscal Year ending 2016 unaudited financials are also available at Town Hall.)

(End of Drinking Water System Summary)

Wastewater System

Background

A seven (7) Member WPCA oversees New Hartford's Wastewater system. New Hartford fully updated its wastewater facility (Plant only) in 2010 to a state-of-the-art automated SBR operation, with a design capacity of 450,000 GPD. Average daily flows for the fiscal year ending period June 30th have averaged less than 15% of design capacity.

System Description

In 2010 New Hartford completed an upgrade of its Wastewater Plant that included the introduction of automated screens at the head-end; grit chamber replacement; all new interplant piping; fabrication of (3) concrete SBR chambers – each with a 133,000 gallon capacity; state of the art filtration and ultraviolet final treatment processing equipment. The plant also includes an odor control system and septage-receiving sludge tanks. Included in the project was the construction of a new lab facilities/administration building and a centralized control room for the automated computer system controlling the Plant, along with a new diesel generator to run the entire plant during electrical outages. All pumps and control valves were replaced as new. New Hartford rehabilitated the former Plant Administration building, turning it into a parts storage and workbench area. This Plant is a Class Three-rated facility.

Collection System

New Hartford has four (4) tributary sewer trunk feeder lines totaling more than 14,600 feet of main of various ages and conditions. The first of New Hartford's sewer lines were originally installed in 1969. The Trunk Sewers are as follows:

- the Farmington River trunk collects wastewater from the East side of Main Street (Rt. 44) and the Westerly side of Main Street (Rt. 44);
- the Brook Street connector collects wastewater from portions of Steele Rd and High Street;
- the Prospect/Loomis Heights/Holcomb Hill sewer trunks collect wastewater from the aforementioned areas and terminate at the Pumping Station at the intersection of Rt. 44 and Rt. 219; and

- the Main Trunk from here proceeds along the old railroad right-of-way (behind Church Street in the Pine Meadow section) and terminates at the Wastewater Water Treatment Plant (WWTP) approximately 7350 feet from the pumping station.

A separate main directly connects the River Run Condominium Complex to the WWTP.

The collection system has not been assessed for its overall condition and has been subject to repairs and replacement as noted in the records of the WPCA remedial reports, which are available for inspection. The collection system includes cast iron, asbestos cement, reinforced concrete, clay and PVC piping. Upgrades have been completed on the Brook Street section and two sections of Main Street.

Operations

The WPCA outsources the operations of the wastewater facilities. Aquarion Water Company, effective September 1, 2016, manages the Wastewater Plant and collection system operations. The Agreement is cancelable in the event of sale of this asset with (60) days prior notice. The Agreement of record is available for inspection at Town Hall subject to the provisions described previously in this RFP.

User Community

Currently, the Wastewater System has 209 paying customers, which is not to be confused with the “equivalent dwelling units”. For example: The largest complement of users, represented by River Run Condominiums, is one customer including approximately 124 dwelling units. The Town also has other multi-unit customers. An estimated thirty-eight (38) properties remain unconnected in the sewer service area.

Financial Information

The Town's audited financials for the WPCA operations, for fiscal years 2001 through 2015 are available for review at Town Hall. The Unaudited FY 2016 report is also available for review at Town Hall.)

(End of Wastewater System Summary)

PROVISIONS FOR CONTRACTUAL RELATIONSHIP WITH THE SUCCESSFUL BIDDER

A. The Town will enter into an Agreement (Contract) with the successful bidder of drinking and/or wastewater assets consistent with the fundamental tenets of the Sale & Purchase Agreement modeled in Exhibit C, attached.

B. The successful bidder shall deposit 10% of the agreed upon purchase price as a down payment for those assets to be procured, within twenty-one (21) days of Notice of Award.

C. The sale shall conclude with a transfer of title to purchased assets within ninety (90) days of the successful bid award.

STATEMENT OF PURCHASER'S QUALIFICATIONS

The Statement Of Purchaser's Qualifications shall be organized as follows:

1. Cover Sheet – Key contact(s) for your response to the RFP; contact information shall include email address and telephone contact numbers (office & cell); hours of availability during the duration of discussions; pronouncement of the contact(s) that are authorized to commit your organization to contractual obligations, with written confirmation of any oral discussions.

2. Experience In The Business – Provide a brief, not to exceed, (1) page history of the company's evolution in the business. Provide a list of current operations and areas served, citing the number of customers; provide a list of all contracts during the past 5 years with current client references that we may elect to contact concerning "how you conduct business"; provide customer satisfaction surveys or your company's satisfaction ranking as

defined by regulators; provide current rates and rules and regulations that govern your relationship with customers. Provide any other information that you have determined will benefit the Town of New Hartford in its decision making process.

3. Statement of Abilities & Intent

a.) Provide commitments of manpower and other resources that will be directed to users of the drinking and/or the wastewater plant and collection systems. Make it clear if these resources are staff or sub-contracted.

b.) The Town is operating under the assumption that future rates will be subject to PURA regulatory process, however, to the extent possible, establish the basis for initial five (5) year rate structure, service charges and the rationale for same. This should include any potential preferential customer rates that the bidder would propose to provide to the Town, non-profits or elderly customers.

c.) Describe anticipated capital plans that will be required to ensure the reliability of the New Hartford Systems and approximate timing.

d.) Provide a plan for Remediation, Expansion and General Customer Service Provisioning (the “Plan”) setting forth the levels of service and approach it will provide to current and existing customers. This Plan shall include a description of the customer service and billing approach to be undertaken by the Proposer. It should be noted that the successful Proposer will be required to provide billing services for the Town of New Hartford, if it purchases one of the two Systems. The Plan will become an integral part of the Sales Agreement executed by the parties.

e.) Describe potential opportunities for the expansion and increased utilization of either the Drinking Water and/or Wastewater Systems.

f.) Please identify and describe any and all innovative ideas, concepts, processes which will accrue to the benefit of the users and taxpayers should an asset sale be executed or other deliverables for contract inclusion.

g.) “Please indicate whether your company can use the power of eminent domain and provide the evidence and source for such power. If your company has the power of eminent domain, under what circumstances would you feel compelled to use it in New Hartford?”

THE SUCCESSFUL BIDDER IS REQUIRED TO DELIVER WATER UTILITY SERVICES TO CURRENT AND FUTURE USERS WITHIN THE TOWN OF NEW HARTFORD.

