City of Bellevue
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DRAFT FOR CITY REVIEW

Request for Proposals

Wastewater Treatment, MBR Restart, and Collection System Operations Services

City of Bellevue, Idaho

Part I — Request for Proposals

1. Purpose and Procurement Overview

The City of Bellevue ("City") requests proposals from qualified firms ("Proposers") to provide phased operations services for its wastewater treatment, recycled-water, and collection systems. Initial work consists of mobilization, interim operational support, and a current-condition and restart-readiness assessment of the membrane bioreactor ("MBR") facility. Restart planning, commissioning, stabilization, and ongoing operations and maintenance ("O&M") require separate written authorization as specified in this RFP and the Agreement.

The City anticipates awarding one agreement, subject to the procurement method and approvals stated in this RFP. The City may award all services to one Contractor or, if stated by addendum before proposals are due, procure or award distinct service components separately. Proposers shall identify any proposed subcontractors and any part of the scope they would perform.

1.1 Phases

The City is soliciting proposals for the following phased services:

Phase	Services	Authorization status
Phase 1: Initial Services	Mobilization, interim operational support, and the current-condition and restart-readiness assessment described in this RFP and Exhibit A.	Included in the initial award. Work may begin only after execution of the Agreement and the City's written notice to proceed.
Phase 2: Restart Planning Option	Preparation of the MBR Restart and Commissioning Plan described in this RFP and Exhibit A.	Optional. Not authorized by the initial award, execution of the Agreement, notice to proceed for Phase 1, or acceptance of the assessment.
Phase 3: Startup, Commissioning, and Stabilization Option	Execution of the accepted MBR Restart and Commissioning Plan, including startup, commissioning, and stabilization services specifically described in an approved work authorization.	Optional. Not authorized by the initial award or authorization of Phase 2.

Phase 4: Ongoing O&M Option	Treatment and collection-system operations and maintenance, including only the services, term, and service levels specifically identified in this RFP and Exhibit A.	Optional. Not authorized by the initial award. The City shall identify whether this phase is included in this procurement for possible later authorization or will be separately procured.

The City may accept, reject, defer, modify, or cancel a proposed later phase, subject to the Agreement and applicable law. Neither this RFP nor an award guarantees authorization of a later phase, a restart date, a minimum quantity of services, or payment for work not authorized in writing.

The RFP does not authorize construction, unapproved purchases, process changes, discharge, recycled-water application, or land application. It does not transfer the City's legal responsibilities as system owner or permittee. The Contractor shall perform its assigned contractual obligations, maintain required operator coverage, provide timely and accurate information, and promptly notify the City of actual or potential safety, operational, permit, or compliance risks.

2. Solicitation Schedule and Submission Instructions

Solicitation Information	Solicitation Details
RFP number	RFP #2026-WWTP-01
Issue date	November 11, 2026
Questions due	November 16, 2026, 5:30 p.m., MST
Proposals due	**Extended from November 30, 2026 at 5:30p.m. to December 28th at 12:00PM (Noon) MST**
Procurement contact	Kayme Backstrom, Utilities Project Manager/Administrative Specialist, kbackstrom@bellevueidaho.us
Anticipated initial term	1 year initial term, with annual renewal option
Submission method and destination	Electronic submission (preferred): www.bellevueidaho.gov Or Submit proposals in a sealed envelope or package, clearly labeled with the project title and RFP number: Wastewater Treatment, MBR Restart, and Collection System Operations Services, RFP #2026-WWTP-01

	Deliver packages to the following physical address prior to the deadline: **City of Bellevue, Idaho** **Attn: City Council, RFP #2026-WWTP-01** **115 E Pine St.** **Bellevue, ID 83313**
Pre-proposal facility tour	Optional, November 19, 2026. 11a.m., MST. 31 Alyson Road Bellevue, ID 833213

2.1 Procurement Method

The City will conduct this solicitation under the following procurement method: RFP pursuant to Idaho Code 67-2806A publication and notice, proposal opening, evaluation and ranking, negotiations, approvals, and protest or challenge procedure

The City shall identify in the final RFP whether the procurement includes services subject to a separate qualifications-based selection process. If the scope includes professional engineering, architectural, landscape architecture, construction management, or professional land surveying services subject to Idaho's professional-services statute, the City shall procure those services in accordance with the applicable requirements. The City shall not use this RFP to bypass a legally required process for separately regulated professional services.

"All public agencies and political subdivisions of the state of Idaho and their agents shall make selections for professional engineering, architectural, landscape architecture, construction management, and professional land surveying services . . . on the basis of qualifications and demonstrated competence and shall negotiate contracts or agreements for such services." Idaho Code § 67-2320(1)

For covered professional services with an anticipated fee exceeding $50,000, the statute establishes minimum procedures, including a public request for qualifications with stated selection criteria, scoring and ranking, selection of the highest-ranked firm for negotiation, and public notice. Idaho Code § 67-2320(2) The City shall obtain counsel's determination of whether any proposed work falls within that statute and whether it should be separately procured. The City shall not characterize operations services as covered or exempt without reviewing the final scope and applicable law.

2.2 Questions and Addenda

All questions concerning this RFP must be submitted in writing to the authorized procurement contact by the date and time stated in the solicitation-information table. Proposers shall not contact other City officials, employees, consultants, or the Idaho Department of Environmental Quality ("DEQ") about this procurement except as expressly authorized in writing by the City.

The City will issue written answers and changes by addendum to all Proposers. Only a written addendum may amend this RFP. Proposers are responsible for acknowledging all addenda in their proposals.

2.3 Proposal Submission and Validity

Submit proposals electronically or physically to the destination and by the deadline stated in the solicitation-information table. The City will reject late proposals unless applicable law or the stated procurement procedure requires otherwise. Incomplete proposals may be rejected as provided in this solicitation. Each proposal shall remain valid for at least [Proposal validity period: proposed 90] days after the proposal deadline.

2.4 Interviews, Clarifications, and Negotiations

The City may verify references and licenses and may request clarifications, conduct interviews, or request best-and-final proposals only as permitted by the procurement method and consistently with the evaluation procedures stated in this RFP. Clarifications may not be used to permit a material proposal revision unless the stated procurement method allows it and the City applies the process consistently.

The City will conduct negotiations, if any, in the sequence and manner required by the selected procurement method. No proposer may perform work, incur reimbursable costs, or rely on an award until the City and the selected Contractor have executed a written Agreement and the City has issued a written notice to proceed.

2.5 City Rights

Subject to the selected procurement method and applicable law, the City may reject proposals, cancel or amend the RFP, seek clarification, waive minor informalities that do not affect competition, or make no award. The City will document and exercise these rights consistently with the stated procurement method and evaluation criteria. No contract exists until the authorized City representative and Contractor execute a written Agreement.

2.6 Pre-Proposal Site Visit

A pre-proposal site visit is [Site visit requirement: mandatory or optional] and scheduled as stated in the solicitation-information table. Proposers are responsible for reviewing all provided records and conditions. Site observations do not authorize access to restricted areas or equipment operation.

3. System Background, Available Records, and Required Outcomes

Before issuing this RFP, the City will verify the current system configuration and will identify the regulatory materials that are effective and applicable to the contemplated work. The City will provide all Proposers the same available system records and the same current, effective permits, approvals, written regulatory directives, and executed compliance agreement schedule ("CAS") or amendments, subject to applicable law. The City will identify any document that is draft, superseded, incomplete, or provided for background only. A draft or unexecuted CAS shall not be treated as an effective requirement.

Proposers shall review the materials furnished by the City, attend the site visit if required, identify material information gaps, and state all assumptions, exclusions, and dependencies in their proposals. The

Contractor shall identify the materials relied upon in its assessment, state limitations arising from missing or unverified records, and request City clarification when needed. The Contractor shall not substitute assumptions for missing or unverified City records or treat such records as effective requirements or authorization. Proposers shall not contact DEQ about this procurement or the City's facility except as expressly authorized in writing by the City.

- Safe and controlled assessment, restart, and commissioning of the MBR, subject to City authorization and all required regulatory approvals.
- Reliable treatment and collection-system operations under the configuration and authorizations currently in effect.
- Timely monitoring, sampling, recordkeeping, and reporting support for applicable permits, rules, and the effective CAS.
- Clear staffing, responsible-charge coverage, emergency response, written procedures, training, and continuity of operations.
- Complete and City-accessible operating, maintenance, sampling, safety, and compliance records.
- Transparent pricing, prior approval of additional work, and practical recommendations for sustainable staffing, maintenance, and capital planning.

4. Scope of Services and Phased Authorization

4.1 Mobilization and Interim Operational Support

Within five business days after the City's written notice to proceed, the Contractor shall submit a mobilization plan identifying named personnel, site-access requirements, records needed, known immediate operational risks, emergency contacts, and the coverage schedule for the assessment period.

The Contractor shall identify a proposed Responsible Charge Operator ("RCO") and a distinct Substitute Responsible Charge Operator ("SRCO"), provide current license numbers and classifications, and describe each person's availability, assigned duties, and coverage schedule. Before award, the City shall verify with DEQ the required operator license classification for each applicable treatment and collection system. The Contractor's RCO and SRCO shall hold the licenses required by applicable law and the effective DEQ classification for the relevant system.

Idaho's wastewater rules require owners of public wastewater systems to place direct supervision under an appropriately licensed operator; a responsible-charge operator overseeing both treatment and collection systems generally must hold licenses for both, subject to the stated exception for a very small wastewater system. IDAPA 58.01.16.203.01–.02 Contracting for licensed operators is permitted, but the required contract must be submitted to DEQ before the contracted personnel perform services. IDAPA 58.01.16.204 The City and Contractor shall complete and submit any required documentation before services begin.

The Contractor shall provide the following minimum coverage during the initial phase:

- An on-call operator available 24 hours per day, 7 days per week for alarms and emergencies.

- Alarm acknowledgment within [Alarm acknowledgment period: proposed 15 minutes] of notification.
- On-site response within [On-site response period: proposed 2 hours] after the Contractor determines, under the approved escalation procedure, that an on-site response is required.
- An escalation procedure that identifies the primary contact, backup contact, RCO, SRCO, and City notification steps.
- On-site coverage of at least [Minimum on-site hours per week and visit frequency], subject to any greater coverage required by law, permit, DEQ direction, or the approved work plan.

The City shall confirm the bracketed response and on-site service levels before release. The awarded Contractor's stated commitments may be made more stringent by the City in the final Agreement but shall not be less than the RFP minimums unless the City amends the RFP before proposals are due.

4.2 Current-Condition and Restart-Readiness Assessment

Within 30 calendar days after notice to proceed, unless the City approves a different schedule in writing, the Contractor shall submit a current-condition and restart-readiness assessment sufficient for the City to decide whether, when, and under what conditions to proceed with MBR restart.

The assessment shall include the following, organized so the City can identify the basis, limitations, findings, and recommendations for each subject:

1. **Records and regulatory materials.** Identify the records reviewed and records known to be unavailable; identify the applicable permits, approvals, written regulatory directives, and executed CAS materials considered; and state the limitations arising from missing, inconsistent, draft, superseded, incomplete, or unverified records. The City will verify the current system configuration and effective applicable regulatory materials before release, provide all Proposers the same available records and materials, and identify draft, superseded, incomplete, or background-only records. The Contractor shall identify materials relied upon, state limitations, request City clarification when needed, and shall not substitute assumptions for missing or unverified City records or treat them as effective requirements or authorization.
2. **Basis and system description.** Distinguish observed or documented facts from assumptions, reported information, and unresolved questions. Describe the inspection scope and its limitations and the City-verified system configuration. To the extent accessible and authorized, inventory the major relevant process, mechanical, electrical, controls/SCADA, membrane, disinfection, solids-handling, lagoon, RIB, land-application, and lift-station assets.
3. **Deficiencies and corrective recommendations.** Provide a prioritized deficiency register identifying material deficiencies, their operational significance and urgency, recommended action, the responsible party where determinable, estimated cost ranges, appropriate procurement path, and schedule impact.
4. **Restart-critical equipment and systems.** Assess restart-critical equipment and systems, including alarms and interlocks, control logic, sensors, power and backup power, chemical feed,

spare parts, and vendor or manufacturer support. Identify each item that could not be verified and the reason it could not be verified.

5. **Membrane considerations.** Address membrane inspection, cleaning, integrity testing, and acceptance considerations only to the extent authorized and based on applicable manufacturer requirements. Identify recommended membrane work that is excluded from the authorized scope.

6. **Immediate risks and interim controls.** Identify immediate safety, health, environmental, operational, or equipment risks; promptly notify the City of such risks; and recommend interim controls. The Contractor shall not implement a control or take other action beyond the authorized scope without prior written City approval, except as expressly permitted for emergency action under the Agreement.

7. **Information gaps and additional work.** Identify information gaps and recommend any additional inspection, testing, engineering review, or other work, stating its purpose, schedule, estimated cost range, and required City or regulatory approvals. Recommendations do not authorize the work.

8. **Readiness recommendation.** Provide a reasoned recommendation on restart feasibility, prerequisites, risks, cost and schedule ranges, interim operating constraints, dependencies, and alternatives.

9. **Scope distinctions.** Clearly distinguish routine O&M, repairs, capital or construction work, and professional engineering or geology services, and identify work requiring separate authorization or procurement.

The assessment is advisory and is not a certification of safety, compliance, readiness, or regulatory authorization. No destructive testing, equipment removal, sampling beyond the authorized scope, or other additional work may occur without prior written City approval.

The City will review the assessment within 10 business days after receipt. The City may accept the assessment, reject it with written comments, or request revisions. The Contractor shall submit corrections within 10 business days after receiving comments, unless the City approves a different schedule. The City's acceptance shall be in writing. No payment milestone dependent on acceptance is earned until written acceptance, subject to the Agreement's invoice-dispute provisions.

The assessment is advisory and is not a safety, compliance, readiness, or regulatory-authorization certification. Acceptance of the assessment does not authorize Phase 2, startup, construction, repairs, purchases, discharge, recycled-water or land application, or other separately authorized or regulator-approved work; waive Contractor duties; or establish that any facility, process, or discharge is safe, compliant, ready, or legally authorized.

4.3 MBR Restart and Commissioning Plan

Phase 2 may begin only after the City accepts the Phase 1 assessment in writing, both Parties sign the Phase 2 work authorization, and the City issues the Phase 2 notice to proceed. The Contractor shall submit the detailed MBR Restart and Commissioning Plan within [Phase 2 plan submission period:

number and calendar or business days] after the latest of those events, unless a different schedule disclosed in this RFP is stated in the signed Phase 2 work authorization. This deadline shall match Exhibit A, Section 3, and does not run from the Phase 1 notice to proceed.

The plan shall be based on the accepted assessment, manufacturer requirements, any required engineering review, current permits and approvals, written DEQ direction, and the effective CAS. It shall include:

- Prerequisites and resources: prerequisites, tools and parts, dependencies, and required reviews.
- Task sequence and personnel: task-level startup procedures, responsible personnel, estimated task durations, staffing, and training.
- Hold points and operating criteria: written hold points, discharge or reuse criteria, stabilization period, and measurable acceptance criteria.
- Risk and emergency procedures: a risk register and emergency procedures.
- Schedule and cost: a cost-loaded schedule.

The City will review the plan within 10 business days after receipt. The Contractor shall revise the plan as directed within 10 business days, unless the City approves a different schedule. The plan is not accepted until the City provides written acceptance.

The City's written acceptance of the Restart and Commissioning Plan does not authorize its execution. MBR startup, process loading, discharge, and recycled-water application require separate written City authorization and all required regulatory approvals or authorizations. Each hold point requires written release by the City's designated representative. The City may direct the Contractor to pause, modify, or stop work when safety, process, permit, or CAS concerns arise.

4.4 Startup, Commissioning, and Stabilization

- Upon separate written authorization, implement the approved Restart and Commissioning Plan with qualified personnel who have direct experience restarting MBR systems.
- Maintain daily startup logs documenting readings, operating conditions, changes made, alarms, sampling, results, decisions, staff present, and unresolved issues.
- Conduct scheduled progress meetings with City staff and the City's engineer; provide a written weekly startup report with completed tasks, next steps, risks, spending to date, and decisions needed. Promptly stop or limit an activity when required by the approved plan, manufacturer criteria, unsafe conditions, unexpected results, or potential noncompliance. Notify the City and recommend corrective action before resuming.
- Provide written commissioning results, updated equipment and deficiencies registers, operating set points, alarm response procedures, updated SOPs, training records, and recommendations for ongoing O&M.
- Obtain the City's written acceptance of each commissioning milestone. Acceptance of a milestone does not waive warranty, recordkeeping, reporting, correction, or ongoing O&M obligations.

4.5 Ongoing Treatment and Collection-System Operations

- Operate and maintain the headworks, MBR process when authorized, disinfection, solids handling, lagoons, pumps, blowers, instrumentation, controls, and associated equipment.
- Operate and maintain the collection system and five lift stations, including inspections, preventive maintenance, alarm response, pump and sensor issues, grease and solids management, and coordination of sewer cleaning and CCTV inspection as approved by the City.
- Maintain a preventive maintenance schedule, asset and spare-parts inventory, work-order history, critical equipment list, and annual operating and maintenance plan.
- Propose minimum on-site service frequency, routine inspection frequencies, operator hours, and emergency coverage. These commitments will be included in the resulting contract and used for performance monitoring.
- Provide operator training and cross-training for City staff. Do not assign City staff operational duties or direct them to perform work outside their training, authorization, or safe work procedures.

4.6 Recycled-Water, Lagoon, and RIB Operations

- Operate and maintain storage lagoons, RIBs, land-application areas, pumps, valves, piping, meters, flow-control structures, and related equipment only as permitted and authorized.
- Maintain records of flows, hydraulic and nutrient loading, application and drying cycles, infiltration performance, inspections, maintenance, weather conditions, and water quality as required by the applicable permit and approved plans.
- Identify conditions that could affect groundwater protection, basin performance, nuisance conditions, lagoon integrity, or authorized disposal capacity; promptly notify the City and recommend documented corrective actions.
- Support required assessments and management plans with operating data and practical O&M recommendations. Do not implement rehabilitation, regrading, construction, or other capital work without an approved design where required and a written City work authorization.

4.7 CAS and Regulatory Compliance Support

The Contractor shall maintain a live CAS and permit obligation register based on the final effective documents supplied by the City. The register must identify each requirement, paragraph or permit condition, due date, required approval, lead professional, status, and supporting record. It must be updated at least monthly and reviewed with the City before each progress-report period.

The Contractor's compliance support must address, as applicable under the final effective CAS and permits:

- Groundwater and recycled-water sampling, including schedules, locations, sample types, laboratory coordination, chain of custody, data review, exceedance escalation, and required notifications.

- Hydraulic capacity, nuisance management, and RIB assessments and operating plans, including flow and loading information, inspection records, basin management practices, operating criteria, and action thresholds.
- Groundwater impact assessment, Well Location Acceptability Analysis, buffer-zone planning, and other technical submittals requiring an Idaho-licensed professional engineer or geologist.
- Facility Plan updates, lagoon seepage testing and reports, and other design, testing, or sealed technical documents required by the effective CAS or permit.
- Quarterly or other required progress reports, including milestone status, completed work, issues, corrective actions, missed or at-risk deadlines, and planned next steps.
- Complete permit-renewal materials and supporting operating, monitoring, and technical records required by the effective CAS.

The Contractor shall prepare draft operating and compliance materials early enough for City review and submission by the applicable deadline. Unless the City approves a different period, drafts requiring City submission are due at least ten business days before the deadline. Non-imminent deadline risks require written City notice within one business day after discovery, or sooner if needed for timely City action. Imminent risks requiring prompt action require immediate telephone notice and written follow-up within 24 hours, or sooner if required by law, under Agreement Sections 7.3 and 13.2.

The Contractor may support and coordinate technical submittals, but may not perform or seal professional engineering or geology services unless appropriately licensed and separately authorized under the procurement method required by law. The City may procure those services separately.

5. Staffing, Licensing, and Minimum Qualifications

- Demonstrated experience operating municipal wastewater systems of comparable size and complexity, including MBR treatment, membrane maintenance, disinfection, recycled-water management, lagoons, and RIBs.
- Demonstrated experience restarting or commissioning an MBR system after an extended outage. Provide at least three comparable projects, client contacts, scope, dates, named staff, outcomes, and any significant startup or compliance challenges.
- Identify a named RCO and distinct SRCO with current Idaho wastewater operator licenses at or above the DEQ-verified class and type for each applicable system. Include license numbers, expiration dates, treatment and collection qualifications, coverage commitments, and written authorization to verify credentials.
- Demonstrated capacity to provide qualified technicians, MBR process specialists, manufacturer or membrane-system support, laboratory coordination, and 24/7 emergency response.
- Experience with permit and CAS tracking, sampling and reporting systems, preventive maintenance, asset management, municipal records, and regulator coordination.

- Provide evidence of insurance and disclose relevant exclusions. Provide at least three municipal references and disclose material license actions, regulatory enforcement, contract termination for cause, and claims within the last five years.

6. Deliverables, Reporting, and Records

- Maintain complete, contemporaneous daily operating logs, process and flow data, alarm records, sampling records, laboratory reports, maintenance records, work orders, safety records, training records, CAS tracking, and regulatory correspondence.
- Provide immediate telephone notice to the City's designated primary and backup contacts upon discovery of a suspected reportable event, actual or potential permit or CAS deviation, bypass, spill, overflow, unauthorized discharge, missed sample, material equipment failure, or safety incident, and continue escalation until a designated contact is reached. Written follow-up is due within 24 hours after discovery, or sooner if required by law, and must state known facts, actions taken, regulatory notification status, and next steps. Agreement Sections 7.3 and 13.2 govern notification timing, recipients, and methods.
- Provide monthly operating and compliance reports by the tenth business day of the following month, unless the City sets an earlier date. Reports must include operating status, sampling and results, CAS and permit milestone status, alarms and incidents, maintenance, work completed, upcoming work, risks, costs, and decisions needed.
- Provide weekly written reports during assessment, restart, and stabilization phases, and attend regular coordination meetings as scheduled by the City.
- Keep original records in a City-designated repository or provide current electronic copies at least weekly. All deliverables, operating data, logs, and records created under the contract are City records, subject to applicable law. Contractor shall not withhold records for a payment dispute or destroy them without written City authorization and an approved retention schedule.

7. Roles and Work Controls

- The City remains the system owner and permittee and retains final authority over regulatory submissions, operating authorization, spending, work priorities, public communications, and decisions to restart, pause, or change system operations.
- The Contractor shall perform the assigned services, maintain required operator coverage, provide timely and accurate information, and promptly alert the City to actual or potential risks. The Contractor shall not represent that its contract relieves the City of legal obligations.
- No purchase, repair, subcontract, change in process, discharge, recycled-water application, or work outside the agreed scope may proceed without written authorization from the City's designated representative, except immediate actions necessary to protect life or prevent imminent damage. Such emergency action must be reported to the City as soon as practicable and documented.

- All subcontractors must be disclosed in the proposal and approved in writing before use. The prime contractor remains responsible for their work, safety, schedule, and costs.
- The City may require replacement of proposed key personnel for documented performance, licensing, safety, or availability reasons. Replacements must have equal or better qualifications and require City approval.
- The City and Contractor may negotiate cost mitigation for City staff time provided to assist the Contractor in fulfilling the Agreement.
- The City shall inspect the facility, observe work, review records and data, and audit invoices and subcontractor charges during the contract and for the record-retention period stated in the final agreement.

7.1 Safety and Emergency Response

- Before site work, submit a facility-specific safety plan covering confined spaces, lockout/tagout, electrical hazards, chemicals, biological exposure, fall protection, traffic, equipment isolation, and emergency communications.
- Maintain required training, permits, personal protective equipment, safety data sheets, confined-space procedures, and job hazard analyses.
- Provide an emergency response plan with 24/7 contacts, alarm escalation, on-call and backup coverage, emergency actions, City notification, and coordination with emergency services and regulators when authorized or legally required.
- Immediately notify the City by telephone of injuries, near misses, releases, unsafe conditions, and equipment damage; continue escalation until a designated contact is reached; and provide written follow-up within 24 hours after discovery, or sooner if required by law. Follow Agreement Sections 7.3–7.5 and 13.2 without delaying necessary emergency response.

8. Required Proposal Contents

Proposals must follow this order and clearly identify every assumption, exception, exclusion, and requested alternative:

1. Cover letter signed by an authorized representative and a statement confirming the proposal's validity period.
2. Firm profile, ownership, office locations, years in business, and subcontractor information.
3. Understanding of Bellevue's system and current status, including a list of information gaps and assumptions.
4. Phase-by-phase technical approach for mobilization, condition assessment, MBR restart planning, commissioning, stabilization, and ongoing O&M.
5. A separate preliminary MBR restart and commissioning approach, including proposed hold points, acceptance criteria, required City decisions, schedule, safety controls, and contingencies.

This proposal-stage approach is distinct from the detailed plan developed under Section 4.3 after the condition assessment.

6. CAS and permit compliance approach, including a sample compliance register, sampling calendar, progress-report method, and method for tracking deadlines and DEQ comments.
7. Staffing plan, organization chart, resumes, current license copies, RCO/SRCO coverage plan, on-site schedule, emergency call response, and training approach.
8. Work-plan schedule with proposed deliverable dates, assumptions, City dependencies, subcontractor roles, and critical path.
9. Quality assurance, safety, records management, cybersecurity for operational systems, and business continuity approach.
10. At least three comparable project descriptions and references, including specific MBR restart experience.
11. Completed cost proposal using the schedule in Section 9.
12. Disclosures, insurance evidence, required certifications, and all exceptions to the RFP.

9. Cost Proposal and Price Evaluation

Proposers shall submit a complete, itemized cost proposal using the schedule below. Prices shall be firm for the initial term unless this RFP expressly provides an escalation mechanism. Proposers shall identify all assumptions, exclusions, minimum charges, markups, reimbursable expenses, subcontractor costs, and proposed escalation.

9.1 Required Cost Schedule

Price component	Required pricing
Mobilization and interim coverage	Fixed fee; identify included hours, visits, on-call coverage, alarm acknowledgment, and emergency response
Current-condition and restart-readiness assessment	Fixed fee; separately identify included tests, exclusions, and proposed reimbursables
MBR Restart and Commissioning Plan	Fixed fee; identify deliverables and proposed milestone allocation
Startup execution and stabilization	Fixed fee or not-to-exceed amount; identify assumptions, included work, hold points, and acceptance milestones

Ongoing treatment and collection O&M	Monthly fixed fee; state included staffing, hours, site visits, routine call-outs, and services.
Recycled-water, lagoon, and RIB support	Monthly or annual fee; identify included monitoring, reporting, and planning support.
Optional professional engineering or geology services	Separate fees, license credentials, scope, and any separate-procurement requirement.
Additional labor and emergency work	Hourly rates by classification; identify minimums, overtime, travel, and after-hours rates.
Chemicals, testing, parts, and subcontractors	Unit rates, proposed markups, pass-through method, and approval requirements.
Renewal years	Separate annual prices and any proposed objective escalation formula.

9.2 Evaluation Basis

The City will compare the base evaluated cost using the following assumptions: [Base evaluated-cost assumptions: scope, minimum service levels, base term, hours, visits, call-outs, operating assumptions, renewals, and evaluated options]

For price scoring, the City will use the evaluated-price formula in Section 10.2, applied to the common evaluated-price assumptions stated above and the option treatment identified in the cost schedule. Optional phases shall be identified separately and shall not be treated as authorized work. If an option is included in evaluated cost, the RFP shall identify the evaluation method and option quantity or duration.

Proposers shall not condition their base prices on unstated assumptions. The City may seek clarification of a price proposal only as permitted by the procurement method and the evaluation procedures in this RFP.

9.3 Authorization and Changes

The City will not pay for work, materials, travel, markups, or subcontractor charges that it did not expressly authorize in writing. No material change to scope, rates, cost-allocation methodology, or payment obligations is effective unless documented in a written amendment signed by both parties, except for a change expressly permitted under an objective formula in the executed Agreement.

10. Evaluation and Selection

The City will evaluate proposals under the following criteria and weights. The City shall approve the criteria and weights before release and shall apply them consistently to all proposals.

Criterion	Weight
MBR restart and commissioning approach, including hold points and acceptance criteria	25%
CAS, permit, monitoring, and reporting approach	20%
Qualifications and relevant MBR restart experience	20%
Staffing, licensing, operator coverage, and emergency response	15%
Safety, quality assurance, records, and training	10%
Evaluated cost, determined under Section 9	10%
Total	100%

10.1 Minimum Qualifications

A proposal must meet each minimum qualification identified in Section 5. The City shall determine pass/fail requirements before release and state them in the final RFP. Failure to meet a mandatory qualification may result in rejection where permitted by the selected procurement method.

10.2 Scoring and Ranking Procedure

A. Eligibility Review

Before scoring, the City shall determine whether each proposal is responsive and whether the Proposer satisfies the minimum qualifications in Section 10.1 and any other pass/fail eligibility requirements stated in the final RFP. The City shall complete any additional eligibility requirements before release: [Additional pass/fail eligibility requirements, if any]. Only proposals that pass this review will be scored, except as otherwise required by the selected procurement method or applicable law. The City shall document the eligibility determination and any rejection as required by the procurement method.

B. Evaluator Scores and Rating Scale

A panel of [Evaluator count] evaluators shall independently score each eligible proposal against the non-price criteria in Section 10 using the following anchored, whole-number scale. Evaluators shall assign one score for each criterion and shall not use fractional ratings:

Score	Anchor	General meaning

5	Excellent	Exceptional, well-supported response that fully addresses the criterion and materially exceeds the RFP requirements; no material weaknesses.
4	Strong	Thorough, well-supported response that exceeds the RFP requirements in meaningful respects; only minor weaknesses.
3	Adequate	Complete and credible response that meets the RFP requirements; weaknesses, if any, are limited and manageable.
2	Weak	Partially responsive or inadequately supported response with material weaknesses or significant risk.
1	Poor	Substantially deficient response that provides little confidence in successful performance.
0	Unacceptable / no response	No meaningful response to the criterion, or a response that is unacceptable under the stated criterion.

Evaluators shall apply the scale to the proposal's demonstrated merits and risks, not to unstated preferences. A score of zero does not replace the eligibility review or make an otherwise eligible proposal nonresponsive unless the procurement method and the RFP so provide.

C. Criterion-Specific Considerations

Evaluators shall consider the following matters within the applicable criterion and shall not score any unstated criterion:

1. **MBR restart and commissioning approach, including hold points and acceptance criteria (25%).** Completeness and feasibility of the proposed assessment-informed restart and commissioning approach; task sequence, prerequisites, staffing, safety controls, hold points, measurable operating and acceptance criteria, risk controls, contingencies, schedule, and required City decisions; and understanding of the limits on authorization and regulatory approvals.
2. **CAS, permit, monitoring, and reporting approach (20%).** Practicality and completeness of the proposed method for tracking effective CAS and permit obligations, deadlines, approvals, sampling, laboratory coordination, data review, escalation, draft submittals, progress reports, and records, including timely City review and action.
3. **Qualifications and relevant MBR restart experience (20%).** Relevance and demonstrated results of comparable wastewater and MBR restart or commissioning projects; experience of the proposed key personnel; and the quality and relevance of project examples and verified references. Reference checks may inform this criterion but are not a separate criterion or an independent source of points.

4. **Staffing, licensing, operator coverage, and emergency response (15%).** Qualifications and availability of proposed personnel required licenses, distinct RCO and SRCO coverage, staffing and site-coverage plan, 24/7 response and escalation capability, subcontractor roles, and continuity of service.
5. **Safety, quality assurance, records, and training (10%).** Specificity and adequacy of safety and quality controls, records management and accessibility, cybersecurity and business continuity practices, and operator and City-staff training and cross-training.
6. **Evaluated cost (10%).** Evaluated price calculated under subsection E below. Price is scored by formula, not by evaluator judgment.

D. Evaluator Process and Non-Price Score Calculation

Evaluators shall score independently before any group discussion of proposal merits. The City shall maintain each evaluator's individual criterion ratings, the arithmetic-mean calculation, the weighted points, the evaluated-price calculation, and the resulting total and ranking, with supporting notes sufficient to explain the scores. The City may verify references, licenses, insurance information, and proposal representations, and may request clarifications or conduct interviews only as permitted by Sections 2.4 and 2.1, the selected procurement method, and applicable law. Interviews are not scored. Clarifications and reference checks shall be treated consistently among similarly situated Proposers and shall not permit a material proposal revision unless authorized by the procurement method and conducted consistently. Any best-and-final proposal or other revised submission may be requested or considered only as permitted by Section 2.4 and the selected procurement method.

For each non-price criterion, the City shall calculate the arithmetic mean of the independent evaluators' whole-number ratings. The mean shall be multiplied by that criterion's weight, expressed as a percentage, and divided by 5 to calculate weighted criterion points. Formula: **(arithmetic mean rating ÷ 5) × criterion weight**. For example, a mean rating of 4.0 on a 25% criterion yields 20.00 weighted points. The non-price criterion weights total 90 percentage points; the evaluated-cost criterion is worth up to 10 points under subsection E.

Evaluator ratings shall be recorded as whole numbers from 0 through 5. The City shall retain full precision in arithmetic means and weighted points through calculation of the total score; displayed criterion points and total scores shall be rounded to two decimal places. Ranking and tie determination shall use unrounded total scores.

E. Evaluated-Price Formula

The City shall calculate each eligible Proposer's evaluated price using only the common price basket, quantities, term, service levels, option treatment, and assumptions disclosed in Section 9.2 and the cost schedule before proposals are due. The City shall not add an undisclosed quantity, option, renewal, or price assumption. The evaluated-price criterion shall be calculated as follows: **(lowest evaluated price among eligible proposals ÷ the Proposer's evaluated price) × 10 points**. The lowest evaluated price receives 10 points; other proposals receive proportionately fewer points. Evaluated-price points shall be

calculated to full precision and included in the total before final display rounding. If the disclosed Section 9.2 price basket or the selected procurement method does not permit this formula, the City must revise and approve the price-evaluation method and issue it by addendum before proposals are due; the City shall not apply an undisclosed alternative.

F. Total Score, Ranking, and Ties

The total score for each eligible proposal is the sum of its weighted points for the five non-price criteria and its evaluated-price points, for a maximum of 100 points. Proposals shall be ranked from highest to lowest total score, subject to the separate-procurement safeguard in Section 2.1 and the requirements of the selected procurement method.

If proposals have equal unrounded total scores, the City shall apply these tie-breakers in order: (1) higher combined weighted points on the five non-price criteria; (2) higher weighted points for the MBR restart and commissioning approach criterion; and (3) lower evaluated price. If a tie remains, the City shall use only this authorized final tie-break procedure: The City will select the vendor with the most significant Idaho/ Local economic presence first. If the tie continues to be completely equal, the council retains the ultimate explicit discretion to select either vendor. The City shall document the calculation and application of each tie-breaker.

G. Selection, Negotiations, and Award

The ranking is a recommendation for selection and does not itself constitute an award or authorize work. Subject to the selected procurement method, applicable law, required approvals, and Section 2.1, the City may select the highest-ranked eligible Proposer for negotiations. The City shall conduct negotiations in this sequence and manner: [Negotiation sequence, including any permitted successor negotiations if negotiations with the initially selected Proposer are unsuccessful]. No negotiation, clarification, or selection may change the stated evaluation criteria or weights or otherwise confer an unfair competitive advantage.

This price-scored procedure applies only to services for which the selected procurement method permits evaluation and ranking on the stated criteria, including price. It does not govern selection of professional engineering, architectural, landscape architecture, construction management, professional land surveying, or other services subject to a different qualifications-based or legally required selection procedure. As stated in Section 2.1, any such services shall be separately procured or evaluated and selected under the applicable statutory and procurement requirements; price-scored ranking under this Section shall not be used to bypass that process. The City may make no award if permitted by the procurement method. No award or authorization to perform work exists until the required approvals, written Agreement, and written notice to proceed are in place.

11. Contract Term and Proposed Agreement

The anticipated initial term is one year, beginning on the effective date stated in the executed Agreement. The Agreement will include annual renewal option for a 1-year terms with up to 4 renewal possibilities.

Any renewal shall require written exercise by the City before expiration, subject to satisfactory performance, available funding, and applicable approval requirements. No renewal is automatic.

The proposed Agreement attached as Attachment 1 will govern the relationship between the City and Contractor. Proposers shall identify each requested exception in a separate, clearly labeled exceptions table. The City may reject a proposal that conditions performance on a material change to the proposed Agreement, subject to the procurement method.

The Agreement shall state the authorized scope, phases, deliverables, service levels, acceptance procedures, prices, payment milestones, insurance, safety requirements, indemnification, records and public-records provisions, subcontractor requirements, audit rights, change control, suspension, termination, and transition duties. No work may begin until the Agreement is executed and the City issues a written notice to proceed.