

City of Waverly, Iowa  
Public Services Department

**REQUEST FOR PROPOSAL  
FOR**

A contract for the removal of wastewater biosolids from the  
Wastewater Treatment Facility located at 1401 8<sup>th</sup> Street SE, Waverly

Proposal Due Date: **February 16, 2023**

Proposals will be accepted until 11:00AM (Central Time) on **February 16, 2023**

Proposals are to be submitted by mail or in person:

**Waverly Public Services Department  
2900 5<sup>th</sup> Avenue NW P.O. Box 616  
Waverly, IA 50677  
[publicservices@waverlyia.com](mailto:publicservices@waverlyia.com)**

The City of Waverly Public Service Department, Water Pollution Control Division (Wastewater Treatment Facility) hereby gives notice that sealed RFPs will be received at the office of the Public Services Center (2900 5<sup>th</sup> Avenue NW) for the removal of its wastewater biosolids from the Wastewater Treatment Facility located at 1401 8<sup>th</sup> Street SE, Waverly.

The RFP can be picked up at the Public Services Center, Mon-Fri, 7:00 am - 3:30 pm, or go to [www.waverlyia.com/news](http://www.waverlyia.com/news) for a link to all information.

Sealed RFPs will be received until 11:00 am, local time, on February 16, 2023, at the office of the Public Services Center, 2900 5<sup>th</sup> Avenue NW, Waverly, Iowa 50677.

Envelope should be clearly marked, "**Biosolids Removal Proposal**", on the outside. The proposal must be on the provided RFP form. The owner reserves the right to reject any and all proposals, or to accept the proposal which best serves the interest of the Owner.

SPECIFICATIONS FOR WASTEWATER  
BIOSOLIDS REMOVAL AND APPLICATION  
CONTRACT WITH THE CITY OF WAVERLY

**INSTRUCTIONS:**

Proposals must be based on a unit price per gallon for the removal of liquid biosolids from the City of Waverly Wastewater Treatment Facility and proper disposal under law.

**INSURANCE:**

After award of the contract and prior to commencing work on the contract, the Contractor shall submit certification of insurance for Worker's Compensation Insurance coverage as per Chapter 102 of the Statute requirements and all amendments thereto; for Comprehensive General Liability and Property Damage Insurance, coverage to include premises and operation; Contractor's Protective Insurance; Contractual including sole negligence coverage for not less than \$1,000,000/\$2,000,000 combined single limit for bodily injury and for property damage; Comprehensive Automobile Liability and Property Damage for operations of owner, hired and non-owned motor vehicles with a combined single limitation for bodily injury and property damage of \$1,000,000, and an umbrella policy of at least \$1,000,000 for each Occurrence and Aggregate. The City of Waverly is to be listed as an additional insured in regards to the General Liability policy per the CG2010 and CG2037 (ongoing and completed ops) endorsement forms or their equivalent. The City of Waverly is to be listed as an additional insured in regards to the auto liability policy. Waiver of subrogation is to be applied to the General Liability, Auto Liability and Workers Compensation policies in favor of the City of Waverly. Cancellation notices shall be sent to the City of Waverly.

**SCOPE OF PROPOSED WORK:**

The City owns and operates two 500,000 gallon above ground biosolids storage tanks in conjunction with its wastewater treatment operations at 1401 8<sup>th</sup> Street SE Waverly. To facilitate the City's operation of these tanks, digested biosolids must be removed, transported, and applied to agricultural sites in the surrounding area, or stored for later disposal, in accordance with IDNR and EPA requirements.

Loading of the trucks will be accomplished at a loading station provided by the City at the Waverly Treatment Facility. The City will furnish a 900 GPM pump for the loading of biosolids into trucks as weather permits. Liquid biosolids analyses will be provided by the City of Waverly, prior to hauling, in accordance with IDNR regulations.

Sufficient amounts of pre-approved land have been sourced within 10 driving miles of the Treatment Facility for application of biosolids.

Biosolids removal must be accomplished Monday through Friday between the hours of 6:00 a.m. and 6:00 p.m. Removal after 6:00 p.m. and on Saturdays or Sundays may be

permitted upon request.

### **GENERAL REQUIREMENTS:**

The Contractor shall:

1. Remove an estimated 800,000 gallons biosolids per calendar year. The maximum volume to be hauled and applied will be 1,200,000 gallons per calendar year. Provide timely removal in sufficient volume to allow the City to empty the tank once between July 1st and frozen ground of each calendar year of the contract. By December 31st of the last year of the contract, the contractor shall remove sufficient biosolids volume to provide 900,000 gallons of remaining capacity in the City's biosolids storage tanks. Coordinate all biosolids removal with the City's Wastewater Utility personnel.
2. Have the ability to haul liquid biosolids at solids concentrations up to 6.0% solids.
3. Utilize varying routes of travel through City if required to alleviate traffic concerns.
4. Obtain all necessary Iowa Department of Natural Resources, Iowa Department of Transportation and/or EPA permits for hauling and application of liquid biosolids on agricultural lands, and/or storage of liquid municipal biosolids.
5. Upon completion, remove all equipment within 3 working days. Equipment remaining on-site after 3 working days will be assessed a \$200/day charge, unless prior arrangements have been made with City staff.
6. Cost per gallon proposed is intended to capture all associated costs with removal and disposal of liquid biosolids. Any additional charges must be agreed upon before work commences. This includes, but is not limited to equipment rentals and/or delivery fees.
7. The City shall be held harmless for any delays that occur due to circumstances outside of the City's control.

### **LAND APPLICATION REQUIREMENTS:**

The Contractor shall:

1. Calculate and provide loading rates prior to application. Confirm prior year biosolids loading rates are figured in to current year's application.
2. Prior to hauling, send approved IDNR field # and field photos with hauling area highlighted.
3. Provide all planning, scheduling, and coordination of biosolids application with land

owners and farmers.

4. Biosolids must be injected. Surface application may be permitted upon request, depending upon biosolids testing results and field conditions. Other means of incorporation are not acceptable due to the requirement that pre-approved land must be no-till property.
5. Maintain ongoing records of the application of the biosolids including annual application loading rates to the sites in accordance with IDNR requirements.
6. Provide year-end reports detailing all City of Waverly biosolids application activity. Submit loading rate calculations, for all 503 Reg nutrients/contaminants, in an annual land application report no later than January 15<sup>th</sup> of the year following the report year.
7. Maintain good standing with landowners and farmers of the agricultural land being used for biosolid injection.
8. Conduct all operations and business related to the hauling and application of the City of Waverly wastewater biosolids in strict accordance with IDNR and EPA rules and regulations.

#### **STORAGE REQUIREMENTS:**

Should it become necessary, the contractor may choose to remove the City's biosolids to another storage facility. If another storage option is utilized, the contractor shall:

1. Use storage facilities which are approved by the Iowa Department of Natural Resources for municipal biosolids storage.
2. Assume all future responsibility for the handling, conditioning, and disposal of all biosolids taken to storage.
3. Provide year-end report on biosolid volumes taken to storage.

#### **LENGTH OF CONTRACT:**

Contractors may submit proposals for a one, two, or three-year contract beginning with 2023. Multi-year proposals are encouraged but will only be eligible if the City has the option, at the end of each calendar year, to terminate the contract if performance conditions are not being met.

**PAYMENT:**

The City will make payment to the Contractor based on a duly certified approved invoice for the amount of liquid biosolids removed during the preceding calendar month. The method of tracking the amount of hauled sludge must be agreed upon by contractor and the City.

**PROPOSAL REJECTION/ACCEPTANCE:**

The City reserves the right to reject any and all proposals, or to accept the proposal which best serves the interest of the City.

**DEADLINE:**

The City must receive proposals by 11:00 a.m., February 16, 2023 to be eligible for

**PROPOSALS MUST INCLUDE THE CITY'S RFP FORM AND ALL  
REQUIRED SUBMITTALS** and be mailed or delivered to:

City of Waverly Public Services Department  
2900 5<sup>th</sup> Avenue NW  
Waverly, IA 50677

Envelopes must be marked **BIOSOLIDS REMOVAL PROPOSAL**.

City of Waverly  
Wastewater Utility  
**WASTEWATER BIOSOLIDS REMOVAL**

Proposals due by 11:00 am on  
February 16, 2023

**RFP FORM**

The name of the Company submitting this proposal is:

doing business at \_\_\_\_\_

phone: \_\_\_\_\_

**RFP SCHEDULE**

**Wastewater Biosolids Removal**

Cost per gallon	\$ _____	Year 2023
Cost per gallon	\$ _____	Year 2024
Cost per gallon	\$ _____	Year 2025

**Required submittals to be attached to this form:**

1. List of current municipal biosolids hauling contracts
2. Geographic area presently serving
3. Description of storage facilities if applicable.
4. City biosolids hauling and application specifications with any deviations and/or exceptions noted.

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

Print Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

**The City of Waverly reserves the right to reject any and all proposals.**