



**STATE OF TENNESSEE  
DEPARTMENT OF GENERAL SERVICES**

**REQUEST FOR INFORMATION  
FOR  
Water and Wastewater Facilities Management, Operation and Maintenance  
Services for the Megasite Authority of West Tennessee**

**RFI # 32122-121622-HS  
December 16, 2022**

**1. STATEMENT OF PURPOSE:**

The State of Tennessee, Department of General Services, Megasite Authority issues this Request for Information ("RFI") for the purpose of procuring operation and maintenance services for a water and wastewater facility in West Tennessee. We appreciate your input and participation in this process.

**2. BACKGROUND:**

The initial megasite property will include on-site water supply, treatment, and storage facilities to meet the potable water demands of its tenants, and wastewater treatment, storage, and conveyance facilities to serve tenants' wastewater disposal needs. The Megasite Authority of West Tennessee (Authority) seeks to procure the services of a qualified firm to provide management, operation, and maintenance (MOM) of the water and wastewater facilities that will be constructed and commissioned in Haywood and Tipton counties in support of the Blue Oval City site.

The infrastructure components consist of a 5.1 million gallons per day (MGD), Wastewater Treatment Plant, 5.1 million gallons per day (MGD). Intermediate Pump Station (located in Covington, TN) approximately thirty-seven-mile force main, two elevated 1 million gallons (MG) Water Storage Tanks, 74 million gallons (MG) emergency effluent lagoon, 7.0 million gallons per day (MGD) Water Treatment. Plant, seven water wells, and associated site piping.

The Authority is requesting proposals from respondents capable of entering into a public-private "partnership" agreement to provide operation, maintenance and management services for the water and wastewater infrastructure owned by the Authority. The Authority views the intended relationship as a partnering venture in which issues are quickly and fairly resolved to the mutual benefit of the Authority, its utility customer(s) and the successful respondent.

Personnel Services include, but are 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 respondent shall operate the facilities such that they are fully staffed Monday through Friday for eight (8) hours a day, with night and weekend work only when necessary. Respondent shall monitor the Project twenty-four (24) hours per day, seven (7) days per week.

The respondent shall provide training for personnel in areas of operation, maintenance, safety, supervisory skills, laboratory, energy management, etc. A proper safety program must be implemented, and all portions of that program shall be adhered to.

The respondent shall provide the Authority with full documentation that maintenance is being performed on all Authority owned equipment in accordance with manufacturer's recommendations at intervals and in sufficient detail as may be determined by the Authority. Such a maintenance program must include documentation of maintenance and a spare parts inventory.

The respondent shall provide computerized maintenance, process control and laboratory management systems.

The term of the agreement between the Authority and the respondent be ten (10) years with the mechanism(s) or alternatives to the annual price adjustments to be described by the respondent.

The Authority and respondent to negotiate an increase or decrease in the annual price in the event any legal or regulatory requirement changes occur in project operation, reporting requirements, monitoring requirements, level of treatment required, personnel qualifications or staffing required by any governmental agency having jurisdiction over such changes. The adjustment approach alternatives shall be described by the respondent.

The respondent shall be responsible for regulatory compliance if the (influent/raw water) meets the quantity/quality parameters identified in the agreement.

Utilities: includes, but is not limited to, electricity, natural gas, water, and heating fuels.

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.

Materials and Supplies: 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.

Outside Services: 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.

Solid Waste and Biosolids Management. The respondent shall be responsible for biosolids management and disposal. Methods and costs of biosolids management and disposal shall be approved by the Authority.

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.

**3. COMMUNICATIONS:**

- 3.1. Please submit your response to this RFI to:  
Hannah Salita, Director of the Office of Administrative Services  
Department of General Services  
312 Rosa L Parks Ave. 22<sup>nd</sup> floor, Nashville, TN 37243  
615-707-1891
  
- 3.2. Please feel free to contact the Department of General Services with any questions regarding this RFI. The main point of contact will be:  
Hannah Salita, Director of the Office of Administrative Services  
Department of General Services  
312 Rosa L Parks Ave. 22<sup>nd</sup> floor, Nashville, TN 37243  
615-707-1891
  
- 3.3. Please reference RFI # 32122-121622-HS with all communications to this RFI.

**4. RFI SCHEDULE OF EVENTS:**

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued	10:00AM	12/16/2022
2.	RFI Response Deadline	2:00PM	1/5/2023

**5. GENERAL INFORMATION:**

- 5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.
  
- 5.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the state chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the State.
  
- 5.3. The State will not pay for any costs associated with responding to this RFI.

**6. INFORMATIONAL FORMS:**

The State is requesting the following information from all interested parties. Please fill out the following forms:

<b>RFI #32122-121622-HS</b>	
<b>TECHNICAL INFORMATIONAL FORM</b>	
1. RESPONDENT LEGAL ENTITY NAME:	
2. RESPONDENT CONTACT PERSON: Name, Title: Address: Phone Number: Email:	
3. BRIEF DESCRIPTION OF EXPERIENCE PROVIDING SIMILAR SCOPE OF SERVICES/PRODUCTS	
4. Provide a projected staffing plan detailing the number of employees that would be necessary to operate and maintain a facility of this size.	

<b>COST INFORMATIONAL FORM</b>	
1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc.):	
2. Describe the typical price range for similar services or goods	

<b>ADDITIONAL CONSIDERATIONS</b>	
1. Please provide input on alternative approaches or additional things to consider that might benefit the State:	