



CITY OF LA CROSSE

WATER & SEWER UTILITIES OFFICE

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SUBJECT: Scope of Services - Biosolids Management Program

The following information is intended to describe and specify the requirements for a complete, contracted biosolids management and disposal program, generally to include:

- All equipment, personnel and materials to safely and efficiently transfer, load, haul and dispose biosolids at agricultural sites.
- Record-keeping including compiling, managing and maintaining all information as required by the program.
- Acquisition of additional agricultural sites as may be necessary to effectively complete the program.
- Active and close coordination and communication with customers who receive and accept the biosolids materials.
- Active, close and regular communication with Utility staff to provide updates and respond to problems, issues or developments related to the biosolids program, including immediate reporting of biosolids and/or issues related to disposal sites, site owners, transportation, etc.
- Active, close and regular formal communication with Utility staff as to when hauling will begin.
- Contractor shall have and manage a system for soil sampling routine. Provide annual report on Soil sampling completed and what was sampled. Provide formal report of soil samples to DNR and La Crosse.
- Contractor shall do the incorporating of Cake. Approval by La Crosse management is required for farmers to incorporate Cake. Cost savings derived from farmer incorporation shall be subtracted from payment for cake disposal.
- La Crosse Biosolids shall be hauled before other communities if land conditions are similar.
- Damage caused to farmer property, fields, etc. shall be responsibility of the contractor.
- If conditions are urgent contractor must be prepared to work around the clock in small windows of opportunity based on land availability
- Contractor shall have the ability/equipment/resources to haul 600,000gpd or more (idea here is to have subs lined up & haul faster if hauling "window" is short).
- Full compliance with regulatory requirements.

General description and details of the wastewater system

The Sanitary Sewer Utility (SSU) operates a regional wastewater treatment facility (WWTP) located on Isle La Plume (905 Joseph Houska Drive) in the City of La Crosse. Biosolids generated by the treatment process are anaerobically digested and stored as liquid in two 3.1-million-gallon storage tanks and as cake (storage capacity of approximately 230 dry tons) located on the WWTP site. Storage tanks include mixing systems such that liquid biosolids leaving the facility typically average about 6 % solids; stored, cake biosolids typically average about 18% solids. The total volume of biosolids generated during calendar year 2019 was approximately 12 million gallons. Of that, 2,608 metric tons of cake was made. The total volume of biosolids in 2020 and following years may be more or less.

The Utility anticipates utilizing two or more contractors for disposal of Biosolids and will award multiple contracts as necessary. How contractors are used will be determined by need, timing, and disposal method availability. The following are the volume/quantity of biosolids to be handled by all contractors through this RFQ. You are expected to inform the City how much volume you are able to manage in your response. The City reserves the right to select contractor(s) as it deems most advantageous to the City.

<u>Season</u>	<u>Liquid Biosolids</u>	<u>Cake Biosolids (Dry Tons)</u>	<u>Other Methods of Disposal Liquid Biosolids</u>
Spring – 2020	3 - 4MG	250 - 500 or as Needed	2 - 3MG
Fall – 2020	3 - 4 MG	250 - 500 or as Needed	2 - 3MG

Liquid storage facilities include a pumping facility that allow transport trucks to drive through the building for loading and exit the WWTP site without disrupting other plant operations. A tanker truck loading facility at the wastewater plant will fill a 6000-gallon truck in approximately 6 – 8 minutes. There is also a second connection point, located outside the South storage tank, for loading liquid biosolids. If multiple contractors are loading at once, the “other methods of disposal” contractor would have second priority. Cake biosolids are stored in a fully covered and enclosed facility fully accessible by trucks and loading equipment. It is expected that trucks hauling cake biosolids will be loaded using an end loader supplied and operated by the utility. Coordination to access WWTP will be facilitated with La Crosse WWTP management, hours will vary based on demand and urgency.

Biosolids Management Program

The following information is intended to describe and specify the requirements for disposal of 6% liquid biosolids and 18% Cake from City of La Crosse WWTP under WPDES Permit No. WI-0029581-09-0 using land application.

Scope of Work: Services shall include, but not be limited to the following activities:

- Loading trucks at the wastewater plant, hauling biosolids directly from plant, and land application of biosolids materials, based on calculated, appropriate agronomic spreading rates. Land application methods that may be required as part of this program include:
 - Injection of liquid biosolids to deliver materials evenly over the full area of the field, at a minimum depth of 8” - 10” below the ground surface.
 - Surface application of liquid biosolids to approved fields and crops to deliver materials evenly over the full area of the field. This method will require close communication with the land owner to select appropriate sites (site location must be selected to avoid issues with neighboring properties) and to coordinate with types of crop.
 - Surface application of cake biosolids to approved fields and crops to deliver materials evenly over the full area of the field, and incorporation of applied materials by contractor or farmer as a secondary option. This method will require close communication with the land owner to select appropriate sites (site location must be selected to avoid issues with neighboring properties) and to coordinate with types of crop.
 - Bulk delivery of cake biosolids for application by the landowner(s). Note that this method will require close communication and coordination with the land owner related to delivery schedules, quantity of materials and control of sites to avoid issues with neighboring properties.
 - All work must be within DNR compliance and Contractor accepts responsibility if this method is used.
- Oversight and supervision of contractor’s personnel during biosolids transport and disposal or delivery.
- Observation of all federal, state and local safety standards as they apply to this type of work.
- Observation of all applicable regulatory standards for land application of wastewater biosolids.
- Planning, scheduling and completion of work with regular coordination and communication with wastewater management and land owners receiving biosolids. Contractor shall provide at least 12 hours’ notice prior to the start of their biosolids program. It is anticipated that the normal schedule for hauling and disposal of biosolids

will be 24/7. The program is intended to empty the biosolids storage system, the expectation is that emptying the storage system will be completed within a maximum of 3 - 4 weeks once the process is started.

- Maintenance and management of complete and accurate records related to biosolids program. Separate records shall be maintained for each individual disposal site with minimum information to include: site ID, loading rate, application pattern, application method and acreage used. Copies of records shall be submitted to Utility management on a monthly basis. Record management shall include preparation of an annual report for Utility review, approval and electronic submittal to DNR.
- Contact with and recruitment of new farm owners to continue to build inventory of available and approved sites for biosolids disposal. Work as required to obtain approval of new fields, including: certification for self-approval of fields, qualifications for soil sampling for site approval, soil sampling using GPS technology, all necessary communication written forms/paperwork, and submittals for approval of new sites.
- On-call and after-hours services as required.

Minimum Contractor Qualifications and Requirements:

- Contractor shall have experience with a municipal biosolids management program, generating a minimum of 10-million gallons per year, and utilizing liquid injection and surface application methods, over the last five years. Contractor shall provide at least three references, including contact names & phone numbers, showing this previous experience.
- Contractor shall provide full site management including communication and coordination with site owners and timely resolution of any issues that develop related to the Biosolids Management Program. The intent of this Scope of Services is to strongly emphasize the expectation that the contractor will provide excellent and professional customer service under all circumstances.
- Contractor shall provide a written description of proposed biosolids application method and procedures. Contractor shall provide the Utility with the following documents:
 - Sample of a typical land management plan.
 - An emergency response plan that specifically address response to issues and emergencies related to biosolids management program.
 - Certification of a current, written safety manual.
 - List of subcontractors
- Contractor shall be in good standing with the Wisconsin Department of Natural Resources (WDNR), including all current reporting and applicable licensing requirements.
- Contractor shall provide names and qualifications of all personnel who may be assigned to complete the biosolids management work. This information shall include levels of relevant education, certification and licensing as they apply to the biosolids management program.
- Contractor shall provide continuous, on-site supervision during disposal of biosolids.
- Contractor shall comply with all regulations related to traffic control and signage, and shall coordinate and work with Town, County or other entities with road jurisdiction to assure necessary traffic control devices where needed and to address and resolve potential issues with damage to public roads.
- Spring and fall biosolids applications are usually dictated by weather and crop conditions and may be limited to extremely short “windows” of time. Contractor shall utilize even one day “windows” of time. Contractor shall be ready and have equipment ready prior to the hauling season. Once disposal sites are available, contractor must be capable of mobilizing sufficient personnel and resources to empty storage system and complete biosolids application, in coordination with Utility management and landowners, with minimum interruptions. Contractor shall provide a full listing of vehicles and equipment that would normally be available to respond to and complete biosolids program during these short windows of time.

- For the last five years contractor shall provide a complete list of (1) any OSHA or similar safety citations issued to contractor, (2) any work-related accidents resulting in personal injury to contractor's employees or others, and (3) any Notices of Violations issued by the WDNR.
- Contractor shall provide a copy of their most recent Federal Motor Carrier's CSA score.
- Other contractor responsibilities:
 - Contractor shall be responsible for all damage to City/Utility or private property caused by contractor.
 - Contractor's activities shall comply with all regulatory requirements for transporting and applying biosolids.
 - Contractor shall comply with local, seasonal weight limits, and is responsible for road repairs resulting from transporting biosolids.
 - Contractor shall take measures necessary to control dust and other nuisance conditions generated by transport and application of biosolids.
 - Contractor shall be responsible for any and all licensing and/or permitting that may be required.

Other Methods of Disposal:

The following information is intended to describe and specify the requirements for **Secondary contractor** disposal of 4 – 6 million gallons of 6% liquid biosolids from City of La Crosse WWTP WPDES Permit No. WI-0029581-09-0 using Other Disposal Methods.

Scope of Work Biosolids Other Disposal Methods: - Services shall include, but not be limited to the following activities:

- Custom DNR approved methods of disposal.
- Provide annual report of other methods of disposal to Lacrosse by December 31st to include quantities and methods used.
- Contractor shall provide all equipment, personnel and materials to safely and efficiently transfer, load, haul and dispose biosolids using other methods.
- Record-keeping including compiling, managing and maintaining all information as required by the agreement and WDNR.
- Active, close and regular communication with Utility staff to provide updates and respond to problems, issues or developments related to the biosolids disposal, including immediate reporting of biosolids spills and/or issues related to disposal, transportation, etc.
- Full compliance with regulatory requirements.
- Loading trucks at the wastewater plant, hauling biosolids directly from plant, and disposing of biosolids using other methods.
- Over sight and supervision of contractor's personnel during biosolids transport and disposal or delivery.
- Observation of all federal, state and local safety standards as they apply to this type of work.
- Planning, scheduling and completion of work with regular coordination and communication with wastewater management. Contractor shall provide at least 48 hours' notice prior to the start of their biosolids program. It is anticipated that the normal schedule for hauling and disposal of biosolids is sunrise to sunset and may be 24/7 if needed.
- Maintenance and management of complete and accurate records related to biosolids disposal. Separate records shall be maintained for each individual disposal site with minimum information to include: site ID, Copies of records shall be submitted to Sewer Utility/WWTF on a monthly basis.

Minimum Contractor Qualifications and Requirements:

- Contractor shall have experience with a municipal biosolids management, generating a minimum of 1-million gallons per year, and over the last five years. The intent of this Scope of Services is to strongly emphasize the expectation that the contractor will provide excellent and professional customer service under all circumstances.
- An emergency response plan that specifically address response to issues and emergencies related to biosolids disposal.
- Contractor shall be in good standing with the Wisconsin Department of Natural Resources (WDNR), including all current reporting and applicable licensing requirements.
- Contractor shall provide names and qualifications of all personnel who may be assigned to complete the biosolids management work. This information shall include levels of relevant education, certification and licensing as they apply to the biosolids other methods disposal.
- Contractor shall provide continuous, on-site supervision during disposal of biosolids.
- Contractor shall be responsible for all damage to City/Utility property caused by contractor.
- Contractor's activities shall comply with all regulatory requirements for transporting and disposing biosolids.
- Contractor shall comply with local, seasonal weight limits, and is responsible for road repairs resulting from transporting biosolids.
- Contractor shall be responsible for any and all licensing and/or permitting that may be required.

Manage options prior to optimal land application conditions (requires WWTP approval):

➤ **Fall Harvest Early Agreement.**

Objective: To partner with Farmers to Harvest prior to optimal conditions by offsetting the additional cost of drying. This would allow to get into fields earlier. Securing this option earlier in October is optimal.

As part of this contract, Contractor shall coordinate and develop agreements to facilitate early harvest as needed, thru a Harvest Early Agreements and provide agreements to the City by October 1st.

If the Harvest Early agreements are used, the city will pay the additional amount for drying costs due farmers. Contractor agrees to work with the City to set this payment price based on drying crops as follows:

- Corn-\$\$\$/% moisture over 17% (Corn-Compensation starts with 18 percent and goes to 27 percent.)
- Beans-\$\$\$/% moisture over 13% (Bean-Compensation starts with 14 percent and goes to 17 percent.)

➤ **Spring Yield Supplement Agreement.** (Compensates farmer for delayed planting)

Objective: To partner with farmers to delay the spring planting to allow for extended application window. This will provide a longer application window in the spring.

As part of this contract, Contractor shall secure as needed, acres for spring application thru Yield Supplement Agreements with farmers and provide agreements to the City in a timely manner.

If the Yield supplemental agreements are used, the city will pay the additional amount for yield supplemental due farmers for delayed planting, starting May 1st. This payment will be one bushel per day per acre at the Price/Bushel set by USDA pricing on March 31st of that year.

- Implementation of Early Harvest or Supplemental Yield Agreement is secondary and for extreme years. Regular permitted land is to be used a primary means of biosolid disposal during spring and fall application whenever feasible. Permission to use these agreements must be requested by the contractor and approved by the City before implementation of the agreements with farmer is initiated by the contractor.

Biosolids characteristics & related information provided by City:

- The following information shall be provided to contractor to describe biosolids characteristics:
 - Laboratory Analysis Report for Liquid and Cake Solids:
 - Current Laboratory Analysis for the application time period. This is done once/ 2 months.
- List of permitted Land in Wisconsin and Minnesota.

Insurance:

- Contractor shall at all times during the term of the agreement, keep in force and effect insurance policies as specified and required in section 14 of the standard terms and conditions attached.

Contractor shall provide insurance and performance bond documents as part of executing the written agreement for this work.

Terms:

- Terms of the Agreement shall be 1-year agreement from the period of March 6th, 2020 through March 6th, 2021
- Evaluation after the 1-year for possible 2-year extension, unless terminated earlier or amended by mutual agreements of the parties.

Payment:

- Invoices for services under this contract will be calculated based on the gallons and/or dry tons of biosolids actually handled by the contractor, multiplied by the unit rate.
- The Utility processes and pays bills once per Month, coordinated with the City of La Crosse's normal payment schedule. In order to assure timely payment, invoices for services must be received timely and should reflect actual services for the work completed.