



Request for Qualifications for the
**Operation, Maintenance and Management of
Lincoln-SMD1 Wastewater Treatment and Reclamation Facilities**

September 2023

Request for Qualifications

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REQUEST FOR QUALIFICATIONS
OPERATION, MAINTENANCE AND MANAGEMENT
OF Lincoln-SMD1 Wastewater Authority (LiSWA)
Wastewater Treatment and Reclamation Facilities
(WWTRF)

LiSWA invites qualified Contractors to submit proposals describing their technical and financial qualifications to provide full-service operations, maintenance, and management of wastewater treatment facilities and reclamation water distribution systems. Subject to approval by the Board, the contract term under consideration is for five years with two (2) optional five-year renewals.

Proposals for **Operation, Maintenance, and Management of LiSWA WWTRF** will be received by the LiSWA General Manager, Lincoln, CA, by the date and time specified in the table in Section 3.2. The email proposal should include in the subject line: "Proposal for the Operation, Maintenance, and Management of the LiSWA WWTRF."

The LiSWA Wastewater facilities located at, Lincoln, CA are operated in compliance with regulations set forth by the various California regulatory agencies.

The full-service contract operation requires the Contractor to provide all plants operational costs and maintenance staff.

The Contractor will be responsible for:

- All aspects of facility management, operation, and maintenance, and for all costs, including hiring, training, and administering all personnel-related issues.
- Dewatering, hauling, and disposal of screenings and bio-solids.
- Maintaining vehicles and light-duty service trucks to carry on daily operations.
- Operating and maintaining the reclaimed water system owned by LiSWA.
- Maintaining all land, buildings, improvements, and permanent equipment. Equipment maintenance shall be performed by the Contractor in accordance with the manufacturer's recommendations, and the Contractor will be required to provide proof thereof to the satisfaction of LiSWA.
- Meeting all regulatory requirements and for operating, maintaining, and managing the WWTRF in compliance with all other applicable local, state, and federal laws and regulations.
- Laboratory and analytical services shall be included in the scope and associated pricing.
- Maintenance and repair of the WWTRF.
- Attendance at and monthly operations report presentations to the LiSWA Board in Lincoln, CA.

LiSWA will be responsible for:

- Required capital expenditures in excess of \$10,000. This capital expenditure threshold may be subject to further negotiations after selection of top firm(s).
- Utility costs, including electric and water.
- Network, communications and WIFI connectivity

The Contractor will be required to submit an annual budget request for approval that includes all the LiSWA cost items listed above.

LiSWA will conduct a **mandatory** pre-submission conference and tour of the facilities on the date and time specified in the table in Section 3.2. Additional information regarding the mandatory pre-submission conference can be found in Section 3.1.

The information requested is to be organized in accordance with the format outlined in the Request for Qualifications (RFQ) document and is to be bound into one document. Each proposal should respond to all information requested in the RFQ document. A proposal may be rejected by LiSWA if the proposal is not completed in its entirety and/or

is not organized as outlined in the RFQ document. Any Proposal received after the time and date specified shall not be considered.

The successful Contractor may be considered by the County of Placer to operate the SMD1 wastewater system.

Questions pertaining to this Request for Qualifications must be submitted in writing by email to gbarber@westyost.com by the date and time specified in the table in Section 3.2. LiSWA will not accept nor respond to any non-written verbal questions, with exception to the designated question and answer times during the pre-submission conference. LiSWA makes no assurances that questions asked after the deadline will be answered prior to the submittal deadline, Contractors are encouraged to timely submit any and all questions prior to the deadline.

Electronic copies of the Request for Qualifications may be obtained from the LiSWA at no charge. Contact George Barber, General Manager at (530) 378-5240 or email gbarber@westyost.com to obtain an electronic copy of the Request for Qualifications document.

LiSWA
George Barber
General Manager

1 Introduction

The LiSWA is issuing this Request for Qualifications to solicit statements of qualifications and technical approach from Contractors capable of providing full-service operations, maintenance, and management of the WWTRF and reclamation distribution facilities as described in this document.

This RFQ, issued in accordance with the provisions of the laws of the State of California, invites qualified Contractors to submit proposals describing their technical and financial qualifications to provide the services described. Subject to approval by LiSWA, the contract term under consideration is for five years with two (2) optional five-year renewals.

1.1. Minimum Qualifications

- Five (5) years of contract operations for a municipal owned wastewater treatment plant in California and five (5) years of experience of operating a wastewater plant larger than 3.0 MGD average dry weather flow.
- Provide personnel with the minimum certifications for the operation of the WWTRF.
- Hold the appropriate Contractor's license(s) from the State of California, including but not limited to a general Contractor's license, as necessary to perform the work identified in the scope of work below.
- The Contractor will be required at a minimum to furnish liability and property damage insurance of not less than \$2,000,000 combined single limits for bodily and/or property damage.

1.2. WWTRF Description

The LiSWA WWTRF is currently rated at 5.9 MGD ADWF and consists of several treatment, chemical, and support systems. There are current plans for a significant improvement project at the WWTRF. A summarized description of the main systems is provided here.

Influent Pumping, Headworks, and Odor Control System

The influent pumping system pumps raw unscreened sewage from the City of Lincoln and SMD1, plus plant drains and recycle flows, to the headworks channel. The influent pumping system consists of an influent junction structure and an influent pump station. The Influent Pump Station is divided into an influent flow distribution chamber and two wet wells.

Six pumps are located in the two isolatable wet well chambers—three pumps in each chamber— to accommodate peak flows. One pump will serve as standby for the other pumps. Variable Frequency Drives (VFDs) control the operating speed of the pumps.

Raw sewage from the Influent Pump Station enters the plant headworks, which is the first step in the treatment process. In the headworks, removal of large solids and debris takes place. The headworks includes a total of two 6mm mechanical screens, two washers, and two compactors located in two isolatable headworks channels, along with a bypass channel. Screenings are washed, compacted, and discharged to a dumpster for off-site disposal.

Odoriferous compounds from the incoming raw wastewater are removed by means of a biofilter system that uses fans located inside the Influent Pump Station and Headworks to remove and treat odors. The influent flow is metered by a Parshall Flume before entering further treatment.

Secondary Treatment

The secondary treatment system uses the activated sludge process and the nitrification/denitrification process. The secondary treatment consists of an oxidation ditch splitter structure, anoxic basins, oxidation ditches, a secondary clarifier splitter structure, secondary clarifiers, a secondary clarifier scum pump station, a secondary clarifier dewatering pump station, return activated sludge (RAS) pump stations, and a waste activated sludge (WAS) metering station.

Mixed liquor from the oxidation ditches flows to the Secondary Clarifier Splitter Structure, which distributes mixed liquor to the secondary clarifiers. The clarified water overflows the secondary clarifier weir and is pumped to the Maturation Ponds. The RAS Pump Stations controls sludge removal. The sludge then flows through the WAS metering station which controls WAS and RAS flow rates. The WAS is sent to the Solids Holding Tank and the RAS is recycled to the process and mixed with the wastewater entering the Oxidation Ditch Splitter Structure.

Maturation Ponds

Maturation Ponds are used to store secondary effluent for an extended period to provide enough hydraulic residence time to allow dilution to reduce peak concentrations of pollutants not removed by the secondary treatment. The Maturation Ponds reduce the concentrations of pathogens present in the water and some nutrient concentrations such as nitrogen and phosphorous. The ponds also act as stabilization basins for fluctuating flows, metals, and other constituent concentrations. The Maturation Ponds system includes an influent pump station, two Maturation Ponds (combined total capacity of 173 million gallons), inlet and outlet structures, and level control structure. The effluent of the Maturation Ponds is discharged through the Maturation Ponds Outlet Structures and sent to the dissolved air floatation system.

Dissolved Air Floatation

The primary purpose of this treatment is to remove algae growth developed during storage in the Maturation or the Tertiary Storage Ponds. The dissolved air floatation (DAF) system includes a splitter box, two thickeners (DAF 1 and DAF 2), pressurized water retention tanks, recirculation pumps, an air supply system, and a float pump station.

The collected floating material from the float/scum trough flows by gravity to the Float Sump Pump Station. This float is sent to the Solids Holding Tank or the Active Solar Dryers for further processing and disposal.

Tertiary Filters

The tertiary filters are sand filters used to remove suspended particles from the effluent of the Maturation Ponds or the DAF system. The tertiary filters include a feed pump station, a rapid mixing chamber, flocculation basins, a filter inlet channel, sand filters, and a mudwell.

Alternatively, the Filter Feed Pump Station may also receive flow directly from the Secondary Clarifiers by opening the gate in the common wall to Maturation Pond Pump Station wet well and by-passing the Maturation Pond pumps. This option is typically not used, as it bypasses the Maturation Ponds.

UV Disinfection

The UV disinfection system includes an influent channel, 5-UV channels, an effluent channel, and lamp cleaning equipment. Flow from the tertiary filters enters the UV influent channel. The disinfected water is discharged to the Filter Clearwell (FCW) which supplies recycled water for the plant water pump station and filter backwashes. Most of the flow travels through the FCW to the Effluent Pump Stations.

Effluent Pumping and Distribution

The effluent pumping and distribution system delivers treated wastewater effluent from the WWTRF to locations which include surface water discharge, reclamation uses and storage. The effluent pumping and distribution facilities include an effluent pump station, a booster pump station for reclaimed water, an outfall, and a network of pipelines.

Tertiary Storage

The Tertiary Storage Basins (TSBs) provide temporary storage of tertiary treated and disinfected wastewater until off-site disposal is feasible or reclaimed water demand exists. The system includes two Tertiary Storage Basins with a combined capacity of 190 million gallons, an inflow/outflow control structure, and return meter vaults.

Solids Handling

The solids handling facilities process and dispose of WAS, algae sludge, and clarifier scum. The solids handling facilities include an aerated solids holding tank, a solids feed pump station, two centrifuges, a polymer feed system, sludge cake pumps (one per centrifuge), and two truck loading bays.

Active Solar Driers are used in combination with geomembrane dewatering tubes to passively capture and dewater the algae from the DAFs. Dewatered solids are hauled by Contractors to local landfills and composting facilities. Dried solids average about 18% moisture content and about 8,000 wet tons annually.

Stormwater System

The stormwater system captures the facility runoff where water quality is questionable or known to be poor. The stormwater system includes the Stormwater Detention Basin (SDB) and correlated stormwater capture, collection, and outlet facilities. Depending on stormwater regulations, captured stormwater can then be diverted to the plant drain, held in the SDB, or allowed to flow off-site to Orchard Creek.

Reclaimed Water System

The reclaimed water delivery system is shown in the graphic below. The system delivers reclaimed water to the City of Lincoln and multiple farming operations. The system includes large pipes, waterway crossings, pumps, and air relief valves.

The Water Facilities for the LiSWA are shown below.

FIGURE 1



LEGEND NUM	FACILITY DESCRIPTION
1	Headworks
2	Anoxic Basins
3	Oxidation Ditches
4	Anoxic Basins
5	Anoxic Basins
6	Oxidation Ditches
7	Lab/Control Building
8	Secondary Clarifiers
9	RAS/WAS Pump Station
11	Oxidation Ditches
12	Secondary Clarifiers
13	Secondary Clarifiers
14	Solar Layout Area
15	Solids Holding Tank
16	UV Disinfection
19	Solar Dryer (Sludge)
20	Solids Dewatering Building
21	DAFTS
22	DAFTS
23	Tertiary Filters
24	Maturation Ponds
25	Storage Ponds
26	Overflow Storage

WWTRF Existing Infrastructure

- COL
- LiSWA Regional Pipeline
- LiSWA
- Valves

0 50 100 200 300 400 500 Feet

N

FIGURE #2

Sampling Station

Moore Rd

021-282-008-000

021-140-032-000

021-282-009-000

021-283-003-000

021-283-002-000




E Catlett Rd

Athens Ave

Aitken Rd


Fiddlyment Rd

Full Plant Layout

-  LISWA Regional Pipeline
-  RW Pipeline
-  JPA Parcels

0 500 1,000 2,000 3,000 Feet

N



1.3. Background and Objectives

The objectives of outsourcing of operations include:

- Managing operations and capital expenses
- Regulatory Compliance, and in the unlikely event, minimization or elimination of permit violations
- Providing technical assistance to address LiSWA's existing assets, future capacity, and regulatory issues
- Optimizing system performance to minimize operational costs
- Providing assistance with long term capital planning
- Providing assistance with services such as Engineering

LiSWA's ultimate objectives for the operation of the current and future facilities is to select a Contractor who will provide a strong technical support team, operate safely and in compliance with all regulatory requirements, implement sustainable and effective maintenance programs, and provide efficiencies in labor and materials.

It is understood that the information contained in the RFQ and the experience, guarantees, and related innovative approaches demonstrated by the Contractor shall be the general basis for the selection of a Contractor for the consideration to provide this scope of services and future facility services. Information submitted to LiSWA by each Contractor shall address all areas covered in Section 4 Submittal of Proposals.

LiSWA expects to select the most qualified, responsive, resourceful, and experienced Contractor based on the review by LiSWA and its evaluation/selection committee. The Contractor will be selected at the sole discretion of LiSWA based on the review of and scoring of the Contractors' overall submittals.

LiSWA intends to select up to four (4) finalists for a presentation/interview. The finalists will be requested to provide a base bid for the work identified in the scope of work.

Upon selection of the top finalist, LiSWA will immediately begin scope clarifications, draft agreement revisions, and final price negotiations with the selected Contractor. Should the negotiations fail to result in an executed agreement with the selected Contractor, LiSWA may elect to terminate negotiations with the selected Contractor and begin negotiations with the next most preferred Contractor (and so on) or cancel the procurement process.

It is understood that each Contractor interested in providing the services shall evaluate and inspect the facilities and review data that LiSWA has available, including construction plans and specifications, design reports, permits, compliance reports and shop drawings, operating budgets, audit reports, grant proposals and other pertinent data. Arrangements for the inspection and/or copying of the documents shall be coordinated through the General Manager.

1.4. Purpose of Solicitation

In issuing this RFQ, LiSWA is seeking to optimize the operation of the facilities by entering into an agreement with a Contractor having the technical and financial resources to perform the required operation, maintenance, and management services.

Proposals submitted by Contractors in response to this RFQ will be evaluated in accordance with the criteria outlined in Section 4 of this RFQ. A response to this RFQ is mandatory for consideration.

1.5. Overview of Services

LiSWA is seeking qualified Contractors capable of providing operation, maintenance, management, and other related services for the facilities. The Contractor, ultimately selected from the Contractors pursuant to LiSWA's comprehensive procurement process, shall be required to provide various services associated with all or a portion of the facilities. This may include, but not be limited to, provision of:

- Labor and benefits
- Laboratory and analytical services
- Routine maintenance of facilities and associated equipment
- Reporting to regulatory agencies
- Management of the operations and maintenance
- Dewatered bio-solids (including screenings) hauling and disposal.

The Contractor will be responsible for satisfying all applicable State of California regulatory requirements and for operating, maintaining, and managing the facilities in compliance with all other applicable local, state, and federal laws and regulations. Services for the operation, maintenance, and management of the facilities shall be provided in a safe, secure, effective, and efficient manner. Workplace safety shall be maintained at all such facilities according to the latest OSHA requirements and the best practices in these types of facilities nationwide.

Contractor shall be liable for those fines or civil penalties which may be imposed by a regulatory agency for violations of the effluent quality requirements that are a result of Contractor's negligent operation. Contractor shall be liable for all judgments, liabilities, damages, claims, and other costs (including, but not limited to, LiSWA attorney fees) associated with any citizen suits precipitated by violations of the WWTRF's wastewater discharge permit, caused by Contractor's negligence. Should LiSWA be assessed fines as a result of Contractor negligence in performance of its contractual obligations, Contractor will reimburse LiSWA for such fines.

Contractor is responsible for training of its employees. LiSWA will provide guidance during the transition between current employees and Contractor, as needed.

Each year, the Contractor shall provide a capital budget and an operations and maintenance cost (including chemicals and utilities) budget to be incorporated into LiSWA's budgeting process.

1.5.1 Scope of Work

Contractor will provide qualified staff to Operate, Maintain, and Manage the:

- WWTRF, which includes the treatment and disposal facilities, maintenance facilities and associated equipment.
- Reclaimed water system and other pipelines and property either owned or managed by LiSWA.

1.5.1.0 Operation

Contractor will provide operation of the WWTRF, including the following services:

- Prepare and sign as the "duly authorized representative", the self-monitoring reports required by the Regional Water Quality Control Board (RWQCB).
- Provide on-call staff to handle any after hour callouts to the managed infrastructure.
- Set parameters and control systems to optimize treatment plant process control.

- As necessary, develop and maintain Standard Operating Procedures for equipment and systems.
- Maintain an electronic reporting data base and store all hard copy records for the required five-year minimum period.

1.5.1.1 Maintenance

Contractor will provide maintenance services for the WWTRF, including the following services:

- Schedule, perform, and document preventative maintenance, repairs and new equipment installations using the Computerized Maintenance Management System (CMMS).
- Maintain and replace equipment according to manufacturer recommendations and/or experience to maximize the reliable life of the equipment.
- Keep the CMMS system up to date on a real time, daily and weekly basis.

1.5.1.2 Management

The Contractor will be expected to provide on-site inspections of all components to ensure proper operations are always maintained. Physical inspection of each station shall be performed a minimum of three (3) times per week. Emergency generators shall be checked for proper operation and tested at least monthly. Recommendation for equipment replacement and/or additional maintenance necessary shall be stated in the Weekly Report and included in the Monthly Report to LiSWA.

On a periodic basis, the successful Contractor may also be asked to provide or coordinate out-of- scope services. These services are apart from the base services. LiSWA at its option may award separate task orders for the out-of-scope services. Each task order shall be separately negotiated based upon a fee schedule to be provided by the Contractor.

Contractor will provide managerial services for the WWTRF as follows:

- Prepare annual budgets for the operation and maintenance of the WWTRF.
- Provide recommendations and justification for any CIP projects.
- Attend and participate in LiSWA meetings representing the operation of the WWTRF. Meetings will include but not be limited to monthly LiSWA Board meetings in person at the City of Lincoln City Hall as well as other meetings, virtual and in-person, as arranged by the General Manager.
- Hire staff as needed to maintain LiSWA approved staffing levels.
- Conduct weekly staff safety meetings.
- Coordinate with reclamation water users and plan effluent storage to meet demand and maintain NPDES permit compliance.
- Review and update as needed or perform the initial development of the following plans and systems for the WWTRF.
 - Safety Program
 - Risk Management Plan
 - Process control procedures
 - Hazardous Materials Business Plan
 - Standard Operating Procedures
 - Spill Prevention Control and Counter Measures Plan

- Annual budget preparation
- Hazard Communication Plan including SDS record keeping
- Regional Board reporting
- Emergency Response Plan
- Review construction upgrades and expansions of the WWTRF from an operator’s perspective.
- Where appropriate, maintain an inventory of parts required to make emergency repairs at the WWTRF.
- Initiate and coordinate emergency repairs with subcontractors. Contractor will not be directly responsible for emergency repairs and restoration. Contractor will not be liable for the work or consequences resulting from the failure of subcontractor work. It is assumed that no flows or loads shall be delivered to the WWTRF facilities beyond the rated reliable capacity of said infrastructure. Flows or loads exceeding design conditions may require extraordinary operational efforts to accommodate and/or may result in permit violations.

1.5.1.3 Engineering Services

Engineering Services shall include support of the LiSWA and operation staff with:

- Preparation of quarterly flow and load reports
- Coordination of minor NPDES and Land Application permit questions/ issues with the Regional Board.
- Assessing minor reclamation regulatory questions, such as proper use and permitting related to dust control, recycled water application off-sets, regulatory notifications, etc.
- More significant permitting or reporting efforts are not included in this scope, such as preparation of a Report of Waste Discharge, special compliance studies or the preparation of Engineering Reports or Use Area Reports for reclamation. These efforts will require specific scopes and authorization.

1.5.1.4 Employee Requirements

- Staff the project with employees who have met the certification requirements of the State of California and possess the skills and ability to perform routine maintenance and repairs on site and conduct ongoing training programs for all personnel to ensure proper operation and maintenance of all systems.
- Contractor’s plant manager must have at least ten (10) years of experience in wastewater treatment and surface water treatment including, biological nutrient removal, and water reuse / reclamation, direct expertise with process control and operation such as coagulation, flocculation, sedimentation, filtration, and disinfection, reporting/monitoring, plant and process optimization, equipment and instrument calibration, and possess the minimum State of California wastewater treatment license required for the LiSWA’s facilities.
- Contractor must employ full time in-house repair and maintenance personnel with expertise in the areas of:
 - Pumps
 - Valves
 - Instrumentation
 - Variable frequency drives

- Telemetry and SCADA software systems
- Generators
- All monitoring and sampling required by Federal, State, and local regulations, or as operating conditions may require.
- Effluent priority pollutants
- Bioassays
- Discharge Monitoring Report Influent and Effluent compliance monitoring
- Sludge Processing
- CMMS
- Equipment Calibrations
- Instrument Calibrations

1.5.1.5 Asset Management Plan

- Provide and document all preventive maintenance and corrective maintenance for the Plants, lift stations, pump stations, and tanks with approved computerized maintenance management system (CMMS).
- Provide and document all repairs; the total repair amounts shall be approved and budgeted for each fiscal year and based on anticipated needs of the system. This amount shall be remitted to the Contractor as part of the yearly Contract payment. LiSWA-authorized repairs and related expenses above the approved amount will be paid for by LiSWA. Any amount that is remaining at the end of the fiscal year shall be entirely refunded to the LiSWA.
- Calculate and report the flows and loadings for the Plants.
- Responsible to administer all safety programs, inspections, training, safety equipment repair, and preventive maintenance required to comply with OSHA and State of California regulations.
- Prepare all NPDES permit reports and other regulatory permits pertaining to the services in a timely manner to LiSWA, and other appropriate regulatory agencies.
- Bio-solids Management - Contractor shall prepare, implement, monitor, and report information for the Bio-solids Management Plan required by the LiSWA. This can include but is not limited to:
 - Responsible for treating, transporting, and disposing (land fill or land application) of all solids (including screenings and bio-solids) generated at wastewater treatment Plants including, but not limited to, obtaining a landfill contract, site specific preparation cost/logistics and permits necessary.
 - Prepare and submit annual bio-solids handling reports. All bio-solids records must be retained and updated accordingly by successful proposer. The successful proposer shall provide copies of all reports to LiSWA.
 - Pay for the outside laboratory cost of analyzing all samples of beneficial use sites.
- Provide LiSWA with updated operations and maintenance standard operating procedures for both treatment and distribution which shall be reviewed and updated annually.
- Provide LiSWA with updated emergency operating plan for the wastewater systems which shall be reviewed and updated annually.
- Be onsite to call-outs 24 hours/day and within 30 minutes of notification.
- Maintain aesthetics of all facilities associated with this RFQ to include but not limited, landscaping, exterior painting, etc.
- Provide access for periodic inspection of all facilities and allow for LiSWA participation in daily staff assignment meetings.
- Operate all processes and facilities in such a manner that odor problems are minimized including odors from grease, scum, and other odor sources.

- Comply with CA and EPA requirements regarding the treatment plants and system operations and maintenance and provide LiSWA with reports and other information regarding potential or actual violations involving the project.
- Comply with regulatory reporting requirements, including directly notify regulatory agencies regarding potential or actual violations.
- Annually provide LiSWA with a Capital Improvement Purchase list for items values greater than \$5,000. The list shall include items necessary for LiSWA facilities and assets.
- Maintain site vehicle cleanliness and appearance to the standard identified by the LiSWA.
- Provide a presentation of O&M services status for LiSWA monthly.
- Coordinate and work with LiSWA to explore alternative delivery methods to implement capital improvements in the most cost-effective manner.
- Make regular, routine purchases of new and replacement equipment, other than capital equipment.
- Cooperate and assist with LiSWA and any consultants and contractors retained by LiSWA for any planning, design, and construction related to the facilities, vehicles or project equipment. Cooperate with LiSWA and any consultants retained by LiSWA for any performance audits of the project and provide access to operational cost information during normal business hours.
- Responsible for rodent and other vector control at all facilities as needed.

1.5.1.6 Plans and Reporting

The Contractor is responsible for:

- Influent troubleshooting of process alarms and upsets as necessary
- Daily Log Entries and Activities
- Monitoring Plan
- Monthly Operating Reporting
- Compliance Reporting
- Equipment Calibrations (Pumps, Motors, Chemical Feed, Flow Meters)
- Instrument Calibrations (Online Cl₂, NTU, transducers, etc.)
- Annual Tank Inspections
- Sampling (Daily, Monthly, Quarterly, Semi-annually, Annually) required by regulatory agencies

1.5.2 Insurance

The Contractor shall provide necessary insurance for liability coverage for environmental fines and liability as well as any costs resulting from negligent operations that result in plant upsets or equipment failures. The successful proposer shall be responsible for meeting the requirements of LiSWA's NPDES permits. The Contractor will be required at a minimum to furnish liability and property damage insurance of not less than \$2,000,000 combined single limits for bodily and/or property damage.

1.5.3 LiSWA Responsibilities

LiSWA is responsible for:

- Capital repairs/replacements costs exceeding \$10,000.
- Repair and maintenance costs in excess of the \$10,000.00 contract minimum.
- Utility costs, including electric, water, and gas.
- Network and WIFI connectivity.

It is understood that LiSWA cannot list every generally accepted practice that should be associated with a scope of work of this magnitude. As such, LiSWA has an expectation that the selected Contractor is capable of performing the necessary scoping items that are reasonable and rational. LiSWA does not expect to receive out of scope change orders because a single specific item was not discussed in this scope.

2 Description of Procurement Process

2.2. Pre-Submission Conference

LiSWA will conduct a **mandatory** pre-submission conference and be available to tour any facilities at the time and date specified in the table in Section 3.2. The meeting will be held at the WWTRF, located at 1245 Fiddymment Road, Lincoln, CA 95648.

The purpose of the pre-submission meeting is to answer questions regarding the Request for Qualifications (RFQ). All Contractors interested in submitting a proposal must contact the General Manager (contact George Barber at gbarber@westyost.com or (530) 378-5240, to indicate their intent to attend the pre-submission conference. Each interested Contractor should verify that they meet or exceed the Minimum Operational Requirements set forth in this document.

At the meeting there will be a presentation of the project and tour of the WWTRF. There will be multiple question-and-answer sessions, including following the presentation, and throughout the tour at designated locations. The pre-submission conference and tour of the facilities will provide opportunities for verbal question and answer sessions at various designated locations of the tour. Contractor's will be directed to hold questions for specific announced question and answer periods to provide all attendees an equal opportunity to hear the provided verbal responses. LiSWA does not intend to issue a comprehensive pre-submission conference Q&A summary, and therefore all Contractors are encouraged to take detailed notes and/or if a written answer is preferred, formally submit written requests for information prior to the deadline date and time specified in table Section 3.2. **This will be your only opportunity to tour the WWTRF.** A qualifications submittal will not be accepted from Contractors that did not attend the required meeting.

2.3. Procurement Process and Schedule

A summary procurement schedule of the major activities associated with this solicitation process is presented below. All times listed are in Pacific Standard Time.

Activity	Date
Issue RFQ	September 18, 2023
Submit Intent to Attend Pre-Submission Conference by 4:00 PM	October 6, 2023
Mandatory Pre-Submission Conference at 10:00 AM	October 12, 2023
Submit any Questions over Solicitation by 4:00 PM	October 31, 2023
Provide answers to Questions from Contractors by 4:00 PM	November 9, 2023
Receive proposals from Contractors by 4:00 PM	November 22, 2023
Evaluation of submittals complete	January 12, 2024
Interview top candidates	February 8, 2024
Initiate contract negotiations with most qualified Contractor	February 12, 2024
Award contract	March 8, 2024
Contract Start Date	July 1, 2024

2.4. LiSWA Rights and Options

LiSWA, at its sole discretion, reserves the following rights:

- To supplement, add to, delete from, and change this solicitation document.
- To determine which Contractor, if any, should be selected for negotiations.
- To reject any or all proposals or information received pursuant to this RFQ.
- To supplement, amend, substitute, or otherwise modify this RFQ at any time.
- To cancel this RFQ with or without the substitution of another RFQ or pre-qualification process.
- To request additional data or information after the submittal date, if such data or information are considered pertinent, in LiSWA's sole view, to aid the review and selection process.
- To conduct investigations with respect to the qualifications and experience of each Contractor.
- To take any action affecting the RFQ or the services or facilities subject to this RFQ that would be in the best interests of LiSWA.
- To require one or more Contractors to supplement, clarify or provide additional information in order for LiSWA to evaluate the RFQs submitted.
- To waive any defect or technicality in any RFQ received.
- To reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals or to re-advertise.

2.5. Expense of Submittal Preparation

LiSWA accepts no liability for the costs and expenses incurred by the Contractors in responding to this RFQ, preparing responses for clarification, attending interviews, participating in contract development sessions or meetings and presentations required for the contract approval process. Each Contractor that enters the procurement process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from LiSWA for the costs and expenses associated with the procurement process.

2.6. Information Disclosure to Third Parties

The public disclosure of the contents of each proposal submitted in response to this RFQ is generally governed by state law. By responding to this RFQ, Contractors waive any challenge to LiSWA's decisions in this regard.

If any submittal contains confidential technical, financial, or other types of information, the Contractor must clearly label the specific portions sought to be kept confidential and specify the exemption that the Contractor is relying upon. Marking all, or substantially all, a response as confidential, may result in the response being considered non-responsive by LiSWA.

Notwithstanding the foregoing, Contractors recognize and agree that LiSWA will not be responsible or liable in any way for any losses that the Contractor may suffer from the disclosure of information or materials to third parties.

2.7. Questions/Clarifications Request

No interpretation or clarification of the meaning of any part of this RFQ will be made orally to any Contractor. Contractors must request such interpretation or clarification in writing from LiSWA.

If any Contractor has questions concerning the proposed project, finds discrepancies or omissions in the solicitation document or otherwise requires clarification, such matters should be submitted in writing by the date and time specified in the table in Section 3.2 to:

George Barber
General Manager LiSWA
600 Sixth Street
Lincoln, CA 95648
Office: (530) 378-5240
Email: gbarber@westyost.com

Only written or emailed contacts will be acknowledged.

All such interpretations, responses to questions/clarifications, and supplemental instructions will be made in the form of written addenda, which will be sent to all recipients of the RFQ and shall become part of this RFQ. Copies of all questions and answers, and any addenda to supplement the RFQ, will be sent by email to Contractors no later than two (2) days prior to the proposal due date. Only formal written responses to properly submitted questions will be binding.

Any Contact with LiSWA officials during the RFQ process must be approved by the General Manager, George Barber. Failure to abide by this criterion will be grounds for disqualification from the selection process.

2.8. Equal Opportunity Requirements

The selected Contractor, in the performance of all services, will not discriminate on the grounds of race, color, religious creed, national origin, age, sex, or handicap in employment practices in the selection or retention of subcontractors, or in the procurement of materials and rentals of equipment.

3 Submittal of Proposals

Any Proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawal to the issuing office. A duly authorized representative of the agency shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new Proposal.

3.2. General Instructions and Submittal Deadline

Contractors are requested to submit via email the proposal to:

gbarber@westyost.com

Proposals are due by the date and time specified in the table in Section 3.2. No facsimile copies will be accepted. The email should be clearly labeled "Proposal for the Operation, Maintenance, and Management of the LiSWA WWTRF."

3.3. Qualifications and Technical Approach

The Qualifications and Technical Approach document must provide the following information and be organized into sections that include at least the following:

- Cover Letter
- References
- Qualifications
- Technical Approach of Wastewater Treatment Operations including understanding of water reclamation
- Demonstrate the local presence in the immediate area and support staff that are readily available
- Detailed proactive and preventative maintenance plan for wastewater facilities.
- Detailed asset management plan for wastewater facilities
- Appendices (primarily for supporting financial information)

Narrative pages are to be 8-1/2 x 11 inches, and all materials shall be combined into one document. A clear and concise presentation of information is encouraged.

Contractors are required to organize the information requested in this RFQ in accordance with the format outlined. Failure of the Contractor to organize the information required by this RFQ as outlined may result in LiSWA, at its sole discretion, disqualifying the Contractor from further consideration.

3.3.1 Cover Letter

The proposal must include a letter of transmittal attesting to its accuracy. The cover letter should provide the name, address, and telephone and email address of the Contractor along with the name, title, address, and telephone and email address of the executive that has the authority to contract with LiSWA.

3.3.2 Qualifications

Contractors shall demonstrate their ability to undertake LiSWA's project by providing the technical qualifications of the Contractor, individual team members, and principal subcontractors, if applicable. LiSWA reserves the right to conduct an independent investigation of the Contractor's technical qualifications by contacting project references, accessing public information, inspecting facilities, or contacting independent parties. Additional information may be requested during the evaluations of technical qualifications. The Contractor shall provide the following information to demonstrate its technical qualifications:

3.3.2.0 Corporate Profile

- Include the full name, tax identification number, main office address, telephone and facsimile numbers, and email addresses of the Contractor and the principal contact person.
- Provide a description of the Contractor or organization (corporation, partnership, joint venture, etc.) that will serve as the contracting party. Include the history and overall organizational structure including relationships with parent companies and subsidiaries, and other relevant background of the Contractor.
- Describe the firm's capabilities to provide full contract operations, maintenance, and management of wastewater treatment facilities, and how many years it has engaged in providing contract operations, maintenance, and management services.
- Identify when the Contractor was organized and, if a corporation, where incorporated.
- If the Contractor is a joint venture, the required information shall be submitted for each member of the joint venture Contractor. The Contractor shall describe the history of the relationships among team members, including a description of past working relationships.
- Provide a description of the circumstances, if any, related to any LiSWA employee, Board member or other officer, employee, or person who is payable in whole or in part from LiSWA that has or had any direct or indirect personal interest in the Contractor.
- The proposal shall also identify which portions of the work, if any, will be subcontracted. If subcontractors are proposed, the proposed contractual relationships between the Contractor and all major partners and subcontractors

relative to the project shall be outlined in the proposal. Describe respondent's depth and resources which would also be available for the benefit of LiSWA.

- Demonstration of experience in capital planning aspects of wastewater systems. Identify specific projects where such services are provided and the results of such service.
- Describe any litigation which are pending or have been settled in the last ten years and how they might impact your ability to fulfill your obligations under the LiSWA/Contractor contract.
- What is the Company position regarding people treatment and respect for others? Where is it documented? What is the Company position in respect to business ethics? Where is it documented?
- Discuss additional relevant awards and recognitions for quality, business leadership and operations standardization. You may provide a more comprehensive list of awards in other geographic areas as a supplement or appendix to your submittal.

3.3.2.1 Financial Qualifications:

- Provide a summary of the firm's financial stability and strength over the past three years. Submit audited financial statements for the past three (3) fiscal years. The financial statements must include income statements, balance sheets, and statements of cash flow.

3.3.2.2 Relevant O&M Experience and Existing Client Satisfaction:

- Provide information about the Contractor's overall experience with operating wastewater treatment facilities in the United States in similar size to that of LiSWA's WWTRF. Also, describe the average life of your existing contracts with these clients. Summarize the size, duration of relationship, and processes utilized on representative treatment facilities the Contractor operates under a private contract operations and maintenance arrangement in the United States. Define your mix of business between private facilities and municipal facilities with respect to operation. Describe the Contractor's experience in California and capacity to serve communities in the region. Additionally, if applicable, describe Contractor's local presence and ability to provide additional support resources on short notice in emergency or unexpected operating conditions.
- Describe the Contractor's experience with diversified water reuse.
- Provide no more than five (5) relevant project references. Include at a minimum a brief description of the project, length of time that services they have been provided, size of relevant facilities. Identify any claims associated with the project. Provide owner information, contact person, and their current phone number. Pictures of treatment facilities are recommended.
- Describe the Contractor's experience operating plants during capital upgrades and replacements.
- Describe any Contractor operating permit violations for facilities within California in the past 3 years. Include an explanation of the cause(s) and the means/timeframe required to resolve them.
- Provide details about your liability coverage for environmental incidents. Describe specifically how that coverage would apply to the LiSWA projects.

3.3.2.3 Additional Capabilities:

- Detail the Contractor's capability to provide additional resources to assist in technical troubleshooting and capital planning. Explain how these resources are sourced (i.e., from affiliate companies, subcontractors).
- Detail the Contractor's capability to provide approved operator training/recertification classes for the LiSWA assigned personnel.
- Highlight other capabilities of the Contractor that could be brought to bear on this project.
- Detail the Contractor's capability and approach to communication with LiSWA.
- Detail the Contractor's success in efficiency and optimization for energy and biosolids management.

3.4. Operational Approach

In this section, Contractors will address their approach to operating, maintaining, and managing the Facilities, including:

- Management Team who will be accountable for the project and the technical personnel that will support the project.
- The proposal shall identify individuals for Key Positions or your process to utilizing existing personnel currently employed at the WWTRF. Personnel changes in Key Positions will require LiSWA prior approval. Summarize technical abilities and experience of your proposed plant manager and their immediate supervisor. Provide resumes of key staff that would manage and operate the LiSWA sites and discuss your management plan for overseeing the ongoing operation of the facilities.
- Staffing Plan
- Description of your training and certification programs for operations and maintenance personnel of wastewater systems. Summarize your current percentage of certified operators and provide the certification levels/class. How many of these are certified in California?
- Describe your plan for ongoing recruiting and development of operation and maintenance and operations personnel. Provide your companywide O&M employee turnover rate and average longevity per employee.
- Transition Approach
- Operating Plan, including:
 - Technical understanding of local requirements for managing permit requirements.
 - Technical understanding of water reuse/reclamation methodologies as in applies to treated wastewater effluent.
 - Training program for operators to maintain and upgrade professional licenses.
 - Technical approach to biosolids treatment and dewatering.
 - Technical understanding and plan for managing reclaimed water distribution system.
 - Maintenance and asset management.
 - Provide an example of monthly and yearly reporting applicable to local, state, and federal laws and regulations.
 - Health and safety program. List your Experience Modification Rate (EMR) for each of the last three years for your contract operations organization only. Summarize your Total Incident Rate (TIR) from your OSHA 200 log and the results of any OSHA audits over the last five years for your contract operations and maintenance organization only.
 - Approach and audit method to achieve excellence in environmental performance, including approach to meeting very low permit requirements. Provide any additional details that will assist LiSWA in understanding your approach and commitment to maintaining environmental compliance at the facility. Describe how you maintain competence and

current understanding of environmental regulatory statutes.

- Describe your use of any quality management system for optimizing delivery of O&M projects.
- Provide examples of successful programs or ideas your company has implemented at municipal wastewater treatment facilities you operate and indicate results, including:
 - Capital or cost savings/efficiency improvements.
 - Examples of pollution prevention or source reduction ideas you initiated.
 - Examples of energy and cost saving measure that your company has implemented.
- Discuss your approach to community outreach, including sponsorships, volunteerism, and in-kind services. Provide examples of such service projects.

3.4.1 System Optimization Plan

- Describe plan to optimize functionality, efficiency, and performance of the plant to realize operational cost savings including Bio-solids removal, handling and disposal, electrical cost savings, chemical cost savings and other significant cost saving strategies. Include a discussion on the plan for this work at the start of the contract and throughout the contract term. Include concepts of researching new products and processes, as well as experimentation on adjustments of dosages and operational methods.

3.4.2 Communication Plan

- Describe communications plan to ensure LiSWA written communications are optimally managed, distributed, tracked, stored, and monitored such that LiSWA communications provide maximum transparency, effectiveness and efficiency. Describe practices, standard operating procedures, communication techniques, strategies, and any related software applications proposed.

4 Review and Evaluation

Submissions received in response to the RFQ will be evaluated based on the Contractor's:

- Corporate capabilities and ability to perform the proposed services.
- Experience in providing these and/or similar services.
- Financial qualifications
- Technical approach

Each Contractor's submission will be reviewed for completeness and responsiveness to the RFQ requirements. Based on its review and evaluation of the proposals, LiSWA will select a Contractor to begin negotiations based on the Contractor's demonstrated ability to technically and financially perform the services outlined in this document. Specifically, proposals will be evaluated based upon the criteria presented in the subsequent paragraphs.

4.2. Evaluation Criteria

In evaluating the RFQ, LiSWA will utilize the requirements outlined in this section to identify the Contractor best qualified to perform the services.

LiSWA will follow a selection procedure that involves the review of all qualified proposals, the evaluation and ranking of proposals, negotiation of fees, and award of contract is based upon our local and state procurement requirements. Contractor selection will be performed by the evaluation committee and will be based on the proposal package requirements and the following criteria.

4.2.1 General Considerations

- Does proposal present all required material in a clear and professional manner?

- Does proposal address all required information?

4.2.2 Firm's Qualifications

- Has the firm been in the business of providing full-service public-private contracts for operation, maintenance, and management of wastewater treatment facilities for at least five (5) years?
- Does the firm have existing full-service public-private contracts for operation, maintenance, and management of wastewater treatment facilities that have been in effect for at least five (5) years?
- Does it have experience working with engineers to modify treatment systems to improve performance?
- Does it have experience in successfully implementing risk management plans?
- Is it able to furnish liability and property damage insurance of not less than \$2,000,000 combined single limits for bodily and/or property damage? Submit evidence of the ability to provide coverage in this amount.
- Is it able to secure a performance bond from a surety licensed in the State of California in an amount equal to the annual contract value? The Contractor shall provide a letter from a surety, indicating the ability to secure this bonding.
- Does the firm have a sound environmental compliance record?

4.2.3 Project Experience

- Has the firm operated treatment facilities in the State of California for at least five (5) years?
- Has it operated facilities that are comparable in size and complexity to LiSWA's facilities?
- Are similar and current projects submitted as examples?
- Does the reference confirm a "job well done"?
- Are references current and accessible?
- Does the LiSWA have a positive experience with the proposer?
- Does Contractor show experience working successfully with public agencies and under the public contracting statutes and requirements?
- Does Contractor show experience with O&M projects in public sector?
- Does the firm show experience operating a Reclaimed Water System?

4.2.4 Operational Approach

- Is a clear understanding of the project facilities demonstrated throughout?
- Is the approach detailed and comprehensive?
- Are staffing levels consistent with the scope?
- Does the Staffing Plan provide sufficient credentials that meet NPDES permit requirements for Wastewater Operator Certification in Collection, Distribution and Treatment?
- Are all required disciplines represented in the Staffing Plan?
- Have all named key team members had similar experience regarding project scope and magnitude or has presented an adequate staffing retention plan? Does the Contractor have a local presence to support emergency or other additional needs on short notice?
- Is Contractor's overall O&M plan for the project clear and concise?
- Does the approach at a minimum address the following:

- Indicate the resources available to provide operation maintenance and management services for the sewer system.
- Indicate the in-house resources and identify resources outside of organization.
- Delineate a comprehensive Operations Plan including maintenance, QA/QC, and required reporting with demonstrated examples.
- Indicate a robust emergency response plan. Does the firm demonstrate experience in successfully implementing emergency response plans including preparing for or responding to emergency situations and in assisting communities to address critical needs in these situations? Does the firm have identified resources among the Contractor's employees in the region who could supplement the efforts of existing on-site staff should the need arise?
- Include a health and safety plan and a strong record of health and safety.
- Includes an approach to meeting and guaranteeing permit compliance? Does the firm demonstrate a strong record of environmental compliance?
- Is the approach responsive to the community and provide enhanced benefits to the community such as a community involvement program?
- Has the Contractor demonstrated a viable approach and experience related to diversified water reuse?
- Does the Contractor demonstrate proven capabilities to address performance improvements that may be required or desired by LiSWA?

4.2.5 Communication and Transparency Approach

- Has the Contractor demonstrated and explained well the approach to communication with the Board of Directors, the General Manager, and the Public?
- Has the Contractor shown examples of their communication and transparency?

4.2.6 Efficiency and Optimization Approach

- Has the Contractor detailed their approach to efficiency in operations?
- Has the Contractor shown examples of improvements resulting in efficiency and optimization at other facilities?

4.3. Evaluation of Proposals

Each proposal will be reviewed against the terms of this RFQ to determine if the submittal is complete and responsive and how well the Contractor satisfies the evaluation criteria. LiSWA may reject any submittal found to be incomplete, unresponsive, or not in compliance with the format requirements set forth in this RFQ. A submittal may be determined to be unresponsive if any aspect is found to be unacceptable or contrary to the best interests of LiSWA.

LiSWA regards the submission of the technical and operational approach portion of the proposal in response to the RFQ as the most important factor in the selection of a Contractor to provide services for the operation, maintenance, and management of the current scope of services and their capabilities to provide innovative improvements at a future date. LiSWA reserves the right to add to or eliminate any portion of the listed services that are in the best interests of LiSWA. LiSWA reserves the right to reject any all responses to the RFQ and is under no obligation to award a contract.

LiSWA intends to select the most responsive and qualified Contractor and to negotiate the terms of an Agreement, then the price with this Contractor. However, should the negotiation with the most responsive Contractor not produce an acceptable contract arrangement, LiSWA will request the next most responsive Contractor to begin negotiations.

The responsibility for the final selection and negotiation rests solely with LiSWA.

LiSWA shall not be liable to any Contractor for costs associated with responding to the RFQ for the Contractor's participation in any oral interview, or for any costs associated with the negotiations.

RFQ scoring parameters are as follows:

<p>Corporate Profile Qualifications - The Contractor will be evaluated based on the breadth of its capabilities, project organization structure, and years of experience providing similar services in an environmentally sensitive area. The Contractor shall demonstrate that the company, either under its current name or its predecessor, has provided similar operation and maintenance services for a minimum of three (3) years.</p>	<p>7.5%</p>
<p>Experience & Technical Qualifications - The Contractor's experience will be evaluated based upon its past history (such as the number of projects and PLANTS sizes) of successfully providing operations and maintenance services for similar facilities. The response will be evaluated based on the number of similar facilities operated and maintained under similar scenarios, and the number of contracts, duration of the contracts, and size of the facilities serviced. References will be contacted in order to verify satisfactory performance on other similar projects. Additional capabilities and depth of resources available to support the LiSWA will also be evaluated.</p>	<p>30%</p>
<p>Financial Qualifications - Financial information will be evaluated to determine the overall capacity of the Contractor to carry out the contractual commitments for the requested services. At a minimum, the Contractor must demonstrate tangible net worth, in each of the past three (3) years, of at least \$3 million. The Contractor also will be evaluated based upon its ability to secure a performance bond in the amount of the annual service fee to provide services in accordance with the agreement. The Contractor shall demonstrate that the company, or any affiliate of the company, has never filed for bankruptcy.</p>	<p>7.5%</p>
<p>Operational Approach - The Contractor will be evaluated based upon the capability and experience of the proposed management team in operation, maintenance, and supervisory positions for projects of a similar nature. Contractor shall also demonstrate its understanding of the facilities and that it possesses technical resources knowledgeable of key issues related to the facilities such as process control, laboratory QA/QC, biosolids management, system maintenance, and capital improvement planning. The Contractor will provide evidence of a comprehensive approach to its Operations Plans based on relevant experience at similar facilities.</p>	<p>35%</p>
<p>Communication and Transparency Approach - The Contractor will be evaluated based upon the proposed and demonstrated communication and transparency approach presented in the proposal.</p>	<p>10%</p>

Efficiency and Optimization Approach - The Contractor will be evaluated based upon the proposed and demonstrated optimization in the areas of energy consumption and biosolid management.	10%
TOTAL	100%