



Request for Proposals (RFP) FY2026-01

OPERATIONS, MAINTENANCE AND
MANAGEMENT OF WASTEWATER
TREATMENT SYSTEM

**Addendum 2:
12/20/2025**

Amendment to Timeline

Questions & Responses –

Limited to clarification on procedural items within the
RFP (Event dates, timeline, # of copies, contract
dates)

Amended Timeline

Due to a larger than anticipated number of questions from proposers, the Town of Havana is amending the timeline for RFP FY2026-01 to allow staff sufficient time to gather all requested materials. The RFP submittal and public opening date has also been extended to allow proposers additional time to review all responses from the Town of Havana.

The amended schedule for the remainder to the RFP Process is listed below:

EVENT	Date	TIME
Website Advertisement for RFP	November 20, 2025	1:00 pm
Newspaper Advertisement for RFP	November 27, 2025	N/A
Optional pre-submission Meeting	December 10, 2025	10:00 am
Deadline to submit questions & clarification requests	December 19, 2025	4:00 pm
Deadline for Town to Issue Responses to Written Comments and Questions	January 9, 2026	4:00 pm
Proposal submittal and RFP Opening	January 28, 2026	10:00 am
Town Council Selection	TBD	TBD
Agreement and Contract Execution	TBD	TBD
Contract start date	TBD	TBD

Questions & Responses

Any questions specific to the RFP itself are answered below. The remaining items will be answered no later than 1/9/2026. An amended RFP has been posted incorporating these clarifications into the body of the RFP. Any material changes are marked with ~~strikethrough~~ or **highlight**.

Q: P. 18 states submit five(8) copies no later than November _____ 2025 by 2:00 p.m. local time. How many copies are needed and what is the submittal due date?

R: 8 Copies; January 28, 2026 10:00 a.m. local time: amended RFP is posted at www.townofhavana.com correcting this item.

Q: How many copies of the Price Proposal is the proposer to submit?

R: 8 Copies

Q: On page 27, it references contract start date of January 1, 2026, however proposals are not due until Jan. 7. Please advise.

R: Contract start date will be no earlier than March 1, 2026. Proposal due date has been extended to 1/28/26 at 10:00 am local time.

Q: The pricing form on Attachment A appears to be a draft that is not applicable to this scope of work. Does the City have a final form or would it be acceptable to create our own annual cost table.

R: Proposers may use the provided table OR submit their own, as long as all expenses are clearly delineated so that a true comparison may be easily made.

Q: On p.18 #5, would you like 8 or 5 copies of proposal?

R: 8 copies; amended RFP is posted at www.townofhavana.com correcting this item.

Q: Also is states due November _____ 2025 – assume that is a typo?

R: RFP is due January 28, 2026 by 10:00 am local time; amended RFP is posted at www.townofhavana.com correcting this item.

Q: On page 13 – we'd appreciate clarification on the biosolids section. Do we need to include costs for transporting biosolids to your current location?

R: You can include costs of biosolids disposal or not. Please list this item as a separate line item in your cost proposal if biosolids disposal is included.