Request for Proposals

Yakima County Public Services

Lower Yakima Basin Nitrate Treatment Program

I. OBJECTIVE

Yakima County Public Services Department (Department), with assistance from the Yakima Health District, is implementing a Nitrate Treatment Pilot Program (Program) to provide reverse osmosis water treatment systems to households with individuals at high public health risk from nitrate contaminated wells in the lower Yakima basin. Funding for the Program is being provided by a grant from the Washington State Department of Health.

As part of the Program, Yakima County is requesting proposals from qualified contractors to furnish, install and maintain point of use reverse osmosis treatment systems in qualified homes.

II. BACKGROUND

Water quality testing of several hundred private wells located within the Lower Yakima Basin indicates that upwards of twenty percent of the area’s private wells may exceed the EPA drinking water standard of 10 parts per million for nitrates. Some of the wells tested have nitrate levels above forty parts per million. A conservative estimate indicates that as many as 1,800 private wells may exceed nitrate drinking water standards.

The Program grant funds are earmarked to provide point of use reverse osmosis water treatment systems in households served by a nitrate contaminated private well where the household includes an individual who is at high public health risk from nitrate. It is unknown at the onset of this Program exactly how many households meet those criteria. However, it is anticipated that the number of households meeting those criteria will exceed the amount of grant funds available. The Department is in the process of surveying the entire community to quantify the number of households served by contaminated wells and those that include an individual at high public health risk from nitrate. As a result, more specific information should be available by mid November.

English is not the primary language (written or spoken) in many households within the Lower Yakima Basin. In those households, Spanish is predominately the primary language. Accordingly, all written communications with the public must be prepared in both English and Spanish. In addition, all verbal communications with the public will require interpretative services when necessary.
III. DEFINITIONS

The following definitions are provided for ease of discussion:

Affected Household - A household served by a contaminated well that does not include an individual at high public health risk from nitrates.

Contaminated Well - A private well having nitrate levels in excess of the EPA drinking water standard as determined and documented by a certified testing laboratory.

Drinking Water Standard: The EPA drinking water standard for nitrate of a maximum contaminant level (MCL) of 10 parts per million

Financial Assistance: The purchase and installation of a water treatment system in a household at Program expense.

Household: A residence located within the area that is served by a private well.

Individual at high public health risk from nitrates - A child less than 12 months of age, a woman who is pregnant, an individual with reduced stomach acidity, an individual who is deficient in the enzyme that changes methemoglobin back to normal hemoglobin, or an individual with a health condition that makes the individual susceptible to health problems from nitrates as documented by the individual’s health care provider.

Installation Cost: The Department’s unit cost to furnish and install a water treatment system in a household based on a service provider’s or contractor’s contract cost with the Department.

Low income household - A household having a yearly gross income less than 80% of the median household income for Yakima County as determined by the US Department of Housing and Urban Development income guidelines. A household’s yearly gross income includes income from all residents of the household 18-years of age or older.

Maintenance Cost: The monthly cost to monitor and maintain the operability of a water treatment system in a household based on a service provider’s or contractor’s contract cost with the Department.

Priority Household – A household served by a contaminated well that includes an individual at high public health risk from nitrates.

Purchase Assistance: The ability of a household, at the household’s expense, to purchase and have installed a water treatment system at the Department’s installation cost.

Program Area or Area: The Lower Yakima Basin.

Selected Priority Household – A priority household that is selected to receive financial assistance based on the selection criteria for financial assistance.
**Water Treatment System** – A point of use reverse osmosis filter system capable of reducing nitrates to a level below drinking water standards.

**IV. GENERAL PROGRAM CONCEPT**

The following is the Department’s initial concept in working with the contractor selected by this RFP to achieve the Department’s Nitrate Treatment Pilot Program objectives. This section is intended as informational only and is intended to provide responding contractors some insight to the overall objectives of the Department and how they might be achieved. Responding contractors should propose their own concept as part of their response to this RFP.

It is the Department’s objective to provide some level of assistance to all households in the area that qualify for and request the installation of a water treatment system in their residence. That assistance would be provided in one of two ways:

1. **Financial Assistance** - The Department will pay the cost to purchase and install a water treatment system in a household at the Department’s expense. The Department’s budget for financial assistance is $355,000. These funds are earmarked to provide financial assistance to priority households. The Department expects that the number of priority households requesting financial assistance will exceed the Department’s budget. As a result, the Department will use established selection criteria to select priority households to receive financial assistance.

   Once a priority household is selected, the Department will offer financial assistance to the household by offering a financial assistance agreement. Following acceptance of the agreement by the household, the Department will provide the contractor with household contact information and will notify the contractor to install the water treatment system. The contractor will be responsible for making contact with the household and scheduling the installation of the system. Prior to installation, the contractor will test the water quality for other contaminants that may impact the operation of the system. Following installation of the system, the Department will, on a monthly basis, pay the contractor the installation cost for systems installed under the financial assistance program. Once installed, the water treatment system will become the property of the household. Accordingly, the household will be responsible for the water treatment system's ongoing maintenance and operation.

   A large percentage, if not all, of the households selected for financial assistance will be low income households. As such, the ongoing cost to maintain the water treatment system will be a determining factor the household will consider when deciding to accept or reject the Department’s offer of financial assistance.

The Department envisions at least two options for a household to address the ongoing maintenance of a water treatment system:

a. **Contractor provided maintenance** - This option would involve requiring the household to enter into a maintenance agreement with the contractor for a
minimum period of time. The contractor would then provide ongoing maintenance of the treatment system at the maintenance cost included in the proposal.

b. Household provided maintenance – This option would involve the household maintaining the system themselves. The contractor would provide initial system maintenance training to the household and provide replacement filters and membrane to the household at a price included in the proposal.

2. Purchase Assistance – The Department will offer purchase assistance to all affected households and those priority households not selected for financial assistance. The Department will provide the contractor with household contact information for those households desiring purchase assistance. The contractor will be responsible for contacting the household, entering into an installation agreement, and scheduling the installation of the system. The household will pay the contractor the installation cost for the system. The household will be responsible for the water treatment system’s ongoing maintenance and operation in a manner similar to that for financial assistance.

V. SCOPE OF WORK

Services to be offered by this proposal include:

1. Furnish and install water treatment systems in selected priority households receiving financial assistance from the Program. Yakima County will review applications and notify the contractor of the households that qualify for financial assistance. Payment to the contractor for installation of water treatment systems in these households will be made by Yakima County.

2. Furnish and install water treatment systems in households not receiving financial assistance but that have requested purchase assistance. Yakima County will notify the contractor of the households that qualify for purchase assistance. Payment for installation of systems in these households will be made by the individual requesting the system.

3. Contact and coordinate installation of water treatment systems with households participating in the Program.

4. Test water quality prior to and after installing water treatment systems. Discuss results with Yakima County if raw water quality does not meet water treatment system manufacturer’s recommendations and the impact the water quality may have on the system operation and maintenance. Provide recommendations to the County as needed.

5. Explain operation and maintenance of water treatment systems with residents of household.

6. Services may also include providing on-going maintenance or replacement filters to households participating in the Program.
VI. PROGRAM TIMELINE

Yakima County expects to select up to three contractors for interviews within 1 week following the proposal due date. Interviews will be held within the following 2 weeks, and contract execution is expected within an additional 2 weeks. Installation of the water treatment systems should begin by January 2011 and should be completed by April 2011.

VII. MINIMUM CONTRACTOR QUALIFICATIONS

Minimum qualifications for contractors include the following:

1. Must be currently providing and installing water treatment systems for nitrate removal.
2. Must have a current Washington State Contractors License.
3. Must have appropriate plumbing certifications from the Washington State Department of Labor and Industries to install water treatment systems in single-family and multi-family dwellings.
4. Must meet minimum insurance requirements.

VIII. REQUIRED PROPOSAL ELEMENTS

In order for a proposal to be considered, the following items must be submitted:

1. General Information

   1. A company overview including a description of its history, services provided, available technical support, size, and service locations.
   2. A description of the expertise and experience of the staff proposed for this Program, including certifications and any bilingual capabilities.
   3. A description of your approach towards implementing the Program including how you would address the potential variability in raw water quality.
   4. An estimate of the number of water treatment systems that can be installed in a day and the number of people available to do the work.
   5. Any additional information you feel is relevant to the general qualifications of the proposal.

2. Information Specific to Proposed Water Treatment System

   1. Manufacturer’s literature of proposed water treatment systems and components.
2. Specifications for proposed water treatment system including:
   a) Output capacity in gallons per day.
   b) Storage tank size.
   c) Membrane type.
   d) Nitrate removal percentage.
   e) Minimum and maximum water system pressure.
   f) Recommended raw water limitations such as maximum total dissolved solids, hardness, iron and nitrate, etc.
   g) NSF listings.

3. Estimated membrane and filter life based on various water qualities and water usage.

4. Description of any features unique to the system.

5. Description of recommended maintenance requirements.

6. Description of the adaptability of the system to treat other contaminants found in groundwater, such as bacteria, iron, hardness, total dissolved solids, etc.

7. System warranty.

3. Program Costs

1. Cost to furnish and install water treatment systems (per each household), including all labor, equipment and materials (Installation Cost). Cost to connect the water treatment system to any other points in the house, such as a refrigerator, will be borne by the property owner.

2. Cost to furnish and install additional treatment capabilities to address other contaminants if needed, such as additional filters, disinfection, booster pumps, etc.

3. Cost to provide monthly maintenance on the system (Maintenance Cost) and a description of what is included in the cost.

4. Cost to provide one complete set of replacement filters and membrane.

IX. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held at 9:00 a.m. on Wednesday November 3, 2010. The conference will be held at Yakima County’s 1st Street Conference Room located at 223 N. 1st Street, Yakima, WA 98901. Representatives of the Department will be present to discuss the Program. Contractors are encouraged to attend and participate in the conference.
X. PROPOSAL SUBMITTAL

Five (5) copies of the proposal must be submitted in a sealed envelope. The envelope must be plainly marked with the name and address of the applicant and the words “Proposal – Lower Yakima Basin Nitrate Treatment Program” on the outside of the envelope. Please mail or hand deliver the proposal documents to:

Yakima County Public Services Director
Yakima County Courthouse
128 North 2nd Street – 4th Floor Courthouse
Yakima, WA 98901

Proposals must be in the Office of the Public Services Director on or before:

Monday November 8, 2010 at 3:00p.m.

Fax proposals will not be accepted.

All costs for proposal preparation and negotiation incurred by the contractor, whether or not they lead to execution of a contract and agreement with Yakima County must be borne entirely and exclusively by the contractor.

Under RCW 70.95A.090, this project is exempt from the competitive bidding requirements. As such, Yakima County reserves the right to reject any and all proposals, to accept the proposal deemed best for the County or to advertise for new proposals when in the opinion of the Board of County Commissioners the best interest of the County shall be promoted thereby.

Questions:

Questions may be submitted in writing, whether by e-mail, fax or letter, to Yakima County Public Services:

Joe Stump, P.E.
Yakima County Public Services
128 North 2nd Street – 4th Floor Courthouse
Yakima, WA 98901
509-574-2300
Joe.Stump@co.yakima.wa.us

Failure to request clarification of any inadequacy, omission, or conflict will not relieve the contractor of any responsibilities under this solicitation or any subsequent contract. It is the responsibility of the interested contractor to assure that they received responses to Questions if any are issued. Questions and answers will be shared with all contractors.
XI. PROPOSAL EVALUATION CRITERIA

All proposals received by the submission date and meeting the minimum requirements set forth above will be evaluated on a weighted numerical scale according to the following categories:

1. General information including company and personnel qualifications, approach and any other information relevant to the proposal. 30%

2. Equipment features and capabilities. 30%

3. Program costs including initial installation cost and future maintenance cost. 30%

4. Ability to complete the work in a timely manner. 10%

Following evaluation of the proposals, interviews will be conducted with up to three contractors. Based on the interviews, contractors will be ranked in order of preference and recommendations presented to the Yakima County Director of Public Services for consideration and initiation of contract negotiations.

XII. CONTRACT TERMS AND CONDITIONS

If a contract is awarded through this proposal, the contractor must:

1. Protect, defend, indemnify, and save Yakima County its appointed and elected offices and employees harmless from and against any and all liabilities, losses, cost, damage or expense, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damage resulting from personal or bodily injury, including death to persons or damage to or destruction of property arising out of the work performed by the contractor under the contract. This indemnification shall also survive the expiration or termination of the contract.

2. Provide an executed contract bond for the full contract amount as a project performance guarantee.

3. Procure and maintain at their own expense during the term of service provision the following insurance (minimum requirements):

   a) Workers Compensation insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers’ compensation coverage for all their subject workers. Employers Liability insurance (or Stop Gap) for not less than $1,000,000 each accident or disease.

   b) General Liability insurance on an occurrence basis, with a combined single limit of not less than $1,000,000 each occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this contract. It shall provide that the participating agencies, and their agents, officers and employees are Additional Insured’s but only with respect to
the Contractor's services to be provided under the contract.

c) Automobile liability insurance with a combined single limit, or the equivalent of not less than $1,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.

As evidence of the insurance coverages required by the contract, the contractor shall furnish acceptable insurance certificates to the participating agencies at the time contractor returns signed contracts. The certificate shall specify all of the parties who are Additional Insured’s, will include applicable policy endorsements, will include the 30 day cancellation clause, and will include the deductible or retention level. If requested, complete copies of insurance policies shall be provided to the participating agencies. The contractor shall be financially responsible for all pertinent deductibles, self-insured retention’s, and/or self-insurance.

4. Maintain accounting records in accordance with accepted accounting principles and practices to substantiate all invoiced amounts.

5. Not discriminate in employment or services to the public on the basis of race, color, national origin, sex, religion, age, mental status, or disability, except employee actions based on a bona fide occupational qualification.

6. Follow all prevailing wage laws according to RCW 39.12.10. The contractor will submit Intent to Pay Prevailing Wage statements for the contractor and all sub-contractors prior to the first payment being made. The contractor will also submit Affidavits of Wages Paid Statements for the contractor and all sub-contractors at the completion of the project. Residential rates will apply to the work.
Request for Proposals

Yakima County Public Services

Lower Yakima Basin Nitrate Treatment Pilot Program

Yakima County Public Services is receiving proposals for the installation of point of use reverse osmosis water treatment systems in homes in the lower Yakima Basin. Proposals must be sealed and plainly marked "PROPOSAL – LOWER YAKIMA BASIN NITRATE TREATMENT PILOT PROGRAM" on the outside of the envelope and addressed to:

Yakima County Public Services Director
Yakima County Courthouse
128 North 2nd Street – 4th Floor Courthouse
Yakima, WA 98901

Proposals must be in the Office of the Public Services Director on or before:

Monday November 8, 2010 at 3:00p.m.

It shall be the duty of the individual submitting his/her Proposal to submit said proposal before the hour and date specified. Yakima County shall assume no responsibility for the delay in the US Mail service resulting in a Proposal being received late or for misdirected mail if the envelope is not marked as required.

A copy of the Request For Proposals may be obtained from the Office of the Public Services Director or by calling (509) 574-2300.

Yakima County is an Equal Opportunity and Affirmative Action Employer. Small, minority- and women-owned businesses are encouraged to submit proposals.

The Board of Yakima County Commissioners expressly reserves the right to reject any and all proposals or parts thereof.