

## REQUEST FOR PROPOSALS

### NITRATE TREATMENT PROGRAM FOR LOWER YAKIMA BASIN



**YAKIMA COUNTY  
PUBLIC SERVICES DEPARTMENT**

**JANUARY 2024**

**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 Program (Program) to provide reverse osmosis water treatment systems to households and businesses with 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 and businesses.

**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 and businesses served by a nitrate contaminated private well. It is unknown at the onset of this Program exactly how many households and businesses meet the criteria. The Department is in the process of surveying the entire community to quantify the number of households and businesses served by contaminated wells. As a result, more specific information should be available by February.

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 will 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.

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 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.

Program Area or Area: The Lower Yakima Basin.

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 or contractors selected by this RFP to achieve the Department's Nitrate Treatment Program objectives. This

section is intended as informational only and is intended to provide responding contractors with 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 install water treatment systems in all households and businesses with a nitrate contaminated well. The Department will pay the cost to purchase and install the system and maintain the system through approximately June 2025. The Department's budget for the Program is approximately \$400,000.

The number of water treatment systems to be installed is not known at this time. Currently, there are approximately 100 locations in need of a system. The Department plans to mail information on the Program to approximately 250 households and businesses each month for approximately one year.

Once a household or business with a nitrate contaminated well is identified, the Department will provide the contractor with the household or business contact information. The contractor will be responsible for contacting the household or business 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 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, with the exception of maintenance completed during the term of this Nitrate Treatment Program, which will be covered by the Department.

## **V. SCOPE OF WORK**

Services to be offered by this proposal include:

1. Furnish and install water treatment systems in households and businesses with a nitrate contaminated well. Yakima County will review applications and notify the contractor of the households and businesses that qualify for the Program. Payment to the contractor for installation of water treatment systems in these households and businesses will be made by Yakima County.
2. Contact and coordinate installation of water treatment systems with households and businesses participating in the Program.
3. 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.
4. Explain operation and maintenance of water treatment systems with residents of household or business.
5. Services may also include providing on-going maintenance or replacement filters to

households and businesses 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 4 weeks. Installation of the water treatment systems should begin by April 2024 and should be completed by June 2025. Yakima County may select more than one contractor for the work.

## **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 or business), 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 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 1:30 p.m. on Wednesday January 31, 2024. The conference will be held at Yakima County's 1<sup>st</sup> Street Conference Room located at 223 N. 1<sup>st</sup>

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 2<sup>nd</sup> Street  
Yakima, WA 98901**

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

**Monday February 5, 2024 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 70A.210.110, 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:**

Please contact David Haws at 509-574-2300, [david.haws@co.yakima.wa.us](mailto:david.haws@co.yakima.wa.us) or Joe Stump at 509-574-2425, [joe.stump@co.yakima.wa.us](mailto:joe.stump@co.yakima.wa.us) if you have any questions.

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.	<b>30%</b>
2. Equipment features and capabilities.	<b>30%</b>
3. Program costs including initial installation cost and future maintenance cost.	<b>30%</b>
4. Ability to complete the work in a timely manner.	<b>10%</b>

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. More than one contractor may be selected for the work.

## **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. Maintain, on a primary and noncontributory basis and at its sole expense, the insurance coverages, limits, and endorsements noted below. All such insurance shall not be subject to any deductible or self-insured retention (SIR). There shall be no cancellation, material change, reduction in limits or intent not to renew the insurance coverage(s) without 30 days' written notice from the contractor or its insurer(s) to Yakima County. The requirements contained herein, as well as Yakima County's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this contract.
  - a) Commercial General Liability insurance at a limit of liability not less than \$2,000,000 Each Occurrence, and \$5,000,000 General Aggregate. Insurance shall be written on ISO occurrence form CG 00 01 or an alternate form providing equal or broader liability coverage. Such coverage shall not contain any endorsement(s) excluding or limiting Products Completed, Operations, or Contractual Liability Cross Liability. Yakima County, its officers, employees, agents, and volunteers shall be named as Additional Insureds under the coverage with respect to the work performed under this Agreement.

- b) Business Automobile Liability insurance at a combined single limit of liability for bodily injury and property damage not less than \$2,000,000 Each Occurrence covering all Owned, Non-owned, Hired, and leased automobiles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equal or broader liability coverage. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy. If necessary, the policy shall be endorsed to provide contractual liability coverage.
- c) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability, and Commercial General Liability insurance:

- a) The Contractor's insurance coverage shall be primary insurance as respects those who are Additional Insureds under this Agreement. Any insurance, self-insurance or insurance pool coverage maintained by the County shall be in excess of the Contractor's insurance and shall not contribute to it.
- b) The Contractor's insurance shall be endorsed to state that coverage shall not be canceled by either party except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County.

Prior to execution of an Agreement, Contractor shall furnish the County with original Certificates of Insurance and a copy of any amendatory endorsement, including without limitation, the Additional Insured endorsement, evidencing the insurance requirements.

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 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 PROGRAM**" on the outside of the envelope and addressed to:

**Yakima County Public Services Director**  
**Yakima County Courthouse**  
**128 North 2<sup>nd</sup> Street**  
**Yakima, WA 98901**

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

**Monday February 5, 2024 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.