

November 9th, 2020

REQUEST FOR QUALIFICATIONS (RFQ)

MCCABE UNION ELEMENTARY SCHOOL DISTRICT

WATER STORAGE TANKS AND WASTEWATER TREATMENT PLANT MAINTENANCE PROGRAM

The **McCabe Union Elementary School District**, herein after referred to as ("the District") is requesting qualifications (RFQs) for professional services for a project to continuously maintain two (2) 40,000-gallon capacity drinking water tanks, one (1) 160,000-gallon irrigation/fire suppression water tank and package wastewater treatment plant/influent pit located in the County of Imperial, California.

STATEMENTS OF QUALIFICATIONS (SOQ's) SHALL BE RECEIVED ON (OR BEFORE) WEDNESDAY, DECEMBER 9th, 2020 AT 12:00PM (PST). IF FOR ANY REASON A CONTRACTORS' SOQ HAS CHANGES TO OR DETAILS DIFFERENT FROM THIS REQUEST, THOSE CHANGES SHALL BE HIGHLIGHTED AND THEN DETAILED REASONING FOR THE DIFFERENTIATION SHALL BE PROVIDED. MCCABE UNION ELEMENTARY SCHOOL DISTRICT HAS THE RIGHT TO ACCEPT OR REJECT ANY AND ALL SOQ's.

PURPOSE

The McCabe Union Elementary School District is soliciting statements of qualifications (SOQs) from qualified firms for a Long-Term, Continuous, Full-Service Maintenance and Asset Management Program which includes: engineering, professional management, cellular site management capability, inspection, rehabilitation, repairs, washouts, water stratification eliminations, safety devices, visual inspections and coating of water storage tanks, herein after referred to as ("Water Tanks") in the distribution system as listed, repair and coating of concrete and package wastewater plant, herein after referred to as ("WWTP") as listed, as well as reporting of actives and results to all federal, state and local agencies as required by law. It is the intent of the RFQ to determine the most qualified firm to which the District would contract these services. The tanks to be maintained are as follows:

1. *McCabe North Tank (Potable); 40,000g capacity; bolted steel construction*
2. *McCabe South Tank (Potable); 40,000g capacity; bolted steel construction*
3. *McCabe Fire Suppression/Irrigation (Non-potable); 160,000g capacity; bolted steel construction*
4. *McCabe Wastewater Treatment Plant: 15,000 gallons per day (GPD) capacity; package plant*
5. *McCabe Wastewater Plant; Sewage Influent Pit; 12.5' depth x 6 wide'; 2,650g capacity; membrane lined concrete*

SCOPE-OF-WORK (SOW)

A long-term, continuous full service maintenance and asset management program from a firm that will provide an integrated maintenance and professional management service for the Water Tanks and the WWTP, which shall include: engineering services (specific to the maintenance of the existing Water Tanks & WWTP covered by this RFQ), professional asset management which includes a fixed fee to pay of all future renovations of both the internal and external surfaces of the Water Tanks/WWTP, asset management program shall be responsible for testing the current materials in place on the tanks for any hazardous content.

All work must comply with regulatory agency requirements i.e. Environmental Protection Agency, State Water Resources Control Board, California Department of Drinking Water, Imperial County Department of Public Health, Imperial County Department of Environmental Health, AWWA, and NSF Regulations. The SOQ shall address all the information outlined herein. Additionally, each prospective firm may include such other information as they deem pertinent to the proper evaluation of their SOQ.

ITEMS TO BE ADDRESSED IN THE REQUEST FOR QUALIFICATION (RFQ):

The details of this SOQ shall include information on all the following items. Additionally, each prospective firm may submit such other information as deemed appropriate for the proper evaluation of their SOQ.

- 1. Executive Summary** - The SOQ shall include a narrative introducing your firm and its capabilities in regard to the work associated with this SOQ for the Tank/WWTP Maintenance Program. Additionally, a statement of qualifications and resumes detailing the experience of all individuals responsible for providing service under this contract should be submitted. Also listed shall be the principals involved, along with the individuals placed in charge for the administration of the terms and conditions of the contract.

An organizational chart and summary resumes of all full-time employees dedicated to technical services (Engineers and NACE certificated employees, as well as their certification identification numbers) are mandatory.

- 2. Company Profile** - The following items must be included in this section of the SOQ, or the District may reject it as unresponsive:
 - a. Size of company/number of years in business.
 - b. California State License requirement:
 - i. Respondent **MUST** submit proof of current General Engineering Contractor License, "Class A".
 - c. GASB 34 Compliance:
 - i. Respondent **MUST** submit a GASB 34 Compliance Sample Letter with their SOQ.
 - d. California Department of Industrial Relations (DIR) Registration:
 - i. Respondent **MUST** submit proof of current DIR registration. The District will be verifying registration credentials.
 - e. Company Structure / Ownership Structure:
 - i. If the proposing company is a sole proprietorship, partnership, or Limited Liability Corporation, a succession plan and guarantee of future performance **must** be documented in the SOQ.
 - ii. The primary criteria for approving or denying the contract include the financial and technical capabilities of the private contractor; the reasonableness of the contract terms; the protection of the public/water customer, from risks or subsidization of the contract; the financial terms for the company and impact of the contract on its ability to repay its indebtedness; and inclusion of statutorily required terms. Under the statute, the District may enter into a contract with the private firm with an automatically renewing successive one-year contract and will

therefore require reasonable assurances from the firm that future performance under the contract will be secure.

- iii. If one or more owners sell all, or a portion of the company, and/or is deceased prior to the required future tank renovations, the SOQ must document the ability of the company to successfully fulfill the requirements outlined in this RFQ.*

f. Financial Stability:

- i. Fully Audited Financial Statements (include balance sheets and income statements).*
- ii. Reference from a reputable financial institution.*

3. Capabilities & Technologies - The following items must be included in this section of the SOQ, or the District may reject it as unresponsive:

- a. Type of Company: Corporation, Sole Proprietorship, Partnership, Publicly Held, etc.

- b. Employees:
 - i. Number of direct employees.*
 - ii. Number of Professional Engineers on staff.*
 - iii. Number of Structural Engineers on staff.*
 - iv. Number of Certified Welders on staff.*
 - v. Number of subcontractors.*
 - vi. Number of independent contractors.*
- c. Inspectors:
 - i. List the number of NACE Certified inspectors on staff.*
 - ii. Average years of experience for an inspector.*
 - iii. Are the inspectors direct employees or independent contractors?*
- d. Washout Crews:
 - i. Number of washout crews.*
 - ii. Average number of people on a washout crew.*
 - iii. Average years of experience for a washout crew member.*
 - iv. Are the washout crew members direct employees or independent contractors?*
- e. Painting Crews:
 - i. Number of paint crews.*
 - ii. Average number of people on a painting crew.*
 - iii. Average years of experience for a painting crew member.*
 - iv. Average years of experience for a foreman or subcontracting company owner.*
 - v. Are the painting crew members direct employees or independent contractors?*
- f. Repair/Service Crews:
 - i. Number of repair/service crews.*
 - ii. Average number of people on a repair/service crew.*
 - iii. Average years of experience for repair/service crew member.*
 - iv. Are the repair/service crew members direct employees or independent contractors?*
- g. Service Centers:
 - i. Total number of service centers within the United States. (include state locations)*
 - ii. List the service center your company will be utilizing to complete the work associated with this SOQ for Tank Maintenance Program.*
 - *The service center must be within 150 miles of the City of El Centro.*
 - *The service center must have an emergency response time of 24 hours.*

➤ *List the principal in charge of managing the operations at this service center.*

h. Personnel:

- i. *List Project Management Personnel.*
 - ii. *List Certified Field Personnel.*
 - *NACE Certified Field Personnel.*
 - *SSPC Certified inspectors on staff*
 - iii. *List Water System Consultant serving as primary contact for the District.*
 - iv. *List Customer Service Representative providing support to the District.*
 - v. *List type of Asset Management System database software utilized to manage the information flow of maintenance programs, resources, records, reports, data, etc.*
- i. Insurance Requirements:
- i. *List the Insurance Company utilized by the SOQ Responder.*
 - ii. *Each respondent MUST include a copy of their Certificate of Insurance with their SOQ submission.*

The successful firm shall submit a detailed insurance certificate. This insurance certificate should detail all levels of insurance that may be required by the District to accept a contractual obligation which shall be at a minimum provided by an insurance company which carries an AM Best rating of A- or better. The successful firm shall provide a detailed certificate which indicates they carry Professional General Liability Insurance in the amount of no less than \$2,000,000 of coverage, Pollution Liability

Insurance in the amount of no less than \$10,000,000 of coverage, and an amount of no less than \$20,000,000 of excess/umbrella coverage. It shall also cover damages from the errors/omissions in the performance of professional engineering duties. McCabe Union Elementary School District must be named as an additional insured on the Certificate of Insurance.

4. Experience on a National, Regional and Local Level. This section should include a summary of similar water system asset management projects nationally and regionally (CA, OR, AZ, CO, TX, WA, UT, ID) and highlight a minimum of ten (10) similar projects conducted within the past twenty (20) years that reflect the firm's experience with comparable services for municipal clients in California. Must include five (5) customers that have been with the contractor for over twenty (20) years of continuous service as outline in SOQ for Tank Maintenance Program. List if Respondent has worked with McCabe School district within the last five years.

a. References

- i. *List ten similar projects conducted within last twenty years*
- ii. *List five customers that have been with contractor for over twenty years*
- iii. *List past experience with McCabe School District*

5. Experience with Asset Management of Water Treatment Plant Tank Assets. This should outline any Water (Wastewater) Treatment Plant Rehabilitation projects with value above \$250,000 for Steel or Concrete tank assets within the past 5 years. Each project should have a one paragraph summary that defines size of project, scope of work, references, contact information and duration of asset management relationship with customer.

a. References

- i. *List water or wastewater plant treatment rehabilitation projects within the last five years*
- ii. *Include description of services for each project*

- 6. Quality and Safety.** Provide quality management standards and practices of the firm. Provide a copy of the firm's safety plan that includes policies for fall protection and confined space entry procedures, staff training and certifications of personnel. Provide a copy of the current 3 years of Experience Modification Rate (EMR).
- a. EMR Information
 - i. *Include EMR rating. EMR rating below 1.0 will only be considered*
- 7. References.** The firm shall provide the name, title and telephone number of a minimum of five (5) persons, who can substantiate the firm's summary of its qualifications and performance on similar contracts.
- 8. Project Scope** - The following items must be included in this section of the SOQ, or the District may reject it as unresponsive.
- a. The SOQ shall address the company's ability to perpetually protect the tank and respond to and complete any emergency repairs within 24 hours of the notification of the problem.
 - b. The SOQ shall address the company's ability to eliminate water stratification through the utilization of active mixing systems, as well as any methods for the handling and disposing of hazardous wastes.
 - c. The SOQ shall address any security measures set in place to prevent access by intruders/pests.
 - d. The SOQ shall address the company's safety standards and policy, confirming they are trained for safety in the workplace and the field per all OSHA and applicable standards. The SOQ shall certify that all employees climbing and working on tanks have attended and passed thorough examinations on the following topics: confined space, working over water, radio frequency, electrical safety, first aid, toxic metal health hazards, hazard communication, noise protection, fall protection, respiratory protection, CPR techniques, lead exposure, flammable liquids, vehicle safety, and equipment safety.
 - *Each respondent MUST submit a formal Safety Program stating company policy on all safety procedures, including worker's protection, confined space, and general safety.*
 - e. The SOQ shall address whether a Quality Assurance Program is in place to confirm that all work associated with this SOQ for *Tank Maintenance Program* will be completed in accordance with: the manufacturer's recommendations, OSHA regulations, SSPC standards, AWWA specifications, ANSI/NSF Standard 61, and all other requirements.
 - f. The respondent shall possess an ISO 9001:2015 Certification
 - *Companies that do NOT possess an ISO 9001:2005 Certification will not be considered.*
 - g. All rules and regulations of the California Division of Drinking Water (Title 22 Drinking Water Standards) will be strictly adhered to. All certificates, permits, approvals, etc. required by the State of California (and County) Departments of Public & Environmental Health for current and future work are to be provided by and will be the sole responsibility of the awarded firm. All work must comply with regulatory agency requirements i.e.: Environmental Protection Agency, State Water Resources Control Board, California Department of Drinking Water, Imperial County Department of Public Health, Imperial County Department of Environmental Health, AWWA, and NSF Regulations.
 - *Each respondent MUST include a copy of their Certificate of Authority for the State of California with their SOQ submission.*
 - h. The SOQ shall describe how the proposed tank asset maintenance program would assist with the Partnership for Safe Drinking Water in an effort to meet all AWWA goals, objectives, and standards.
 - i. The respondent MUST submit Approved Applicator Certificates and Reference Letters from paint manufacturers regarding their capability and history of successfully administering paint coatings.

SUBMISSION OF SOQ PACKAGE

Please submit your SOQ Package by mail or hand-delivery to:

**McCabe Union Elementary School District
701 W. McCabe Road
El Centro, CA 92243**

SOQs should be bound and enclosed in a sealed envelope, marked as follows:

Respondent's Company Name
Statement of Qualifications for Water Tank/WWTP Maintenance Program
RE: RFQ Project 2020-2021-01
McCabe Union Elementary School District
701 W. McCabe Road
El Centro, CA 92243

SOQs are due no later than **Wednesday, December 9th, 2020 by 12:00pm (local time)**. SOQs will NOT be accepted if received after the time and date specified above.

All questions and inquiries must be submitted in digital format (email) to the person listed below.

Contact: Nick Curry; Maintenance and Operations Manager
Email: nick.curry@muesd.net
Office: 760-335-5202
Cell: 760-300-9325

A link to view these documents and any addendum/changes can be found on the school's website:
www.muesd.net

Any documents that may be too large/lengthy to submit with the respondents' SOQ should be included on a separate, external USB flash drive accompanying the SOQ Package. Any additional information that the respondent believes is relevant to the SOQ may also be included on this external USB flash drive.

EVALUATION CRITERIA

The District reserves the right to accept or reject any SOQ for any reason. All professional service providers' responses to this RFQ will be evaluated and ranked in accordance with the following factors:

FACTORS

Rating Scale: 0 = didn't meet, 10 = exceeds

- 1) Overall service provider's qualifications and experience _____
- 2) Organizational chart and summary resumes of personnel _____
- 3) Regulatory compliance (GASB 34 Compliance Sample Letter) _____

- 4) Financial stability to successfully complete all associated work _____
- 5) Reference from a reputable financial institution _____
- 6) Commitment of sufficient staff to provide services _____
- 7) Depth of personnel to successfully complete all associated work _____
- 8) Respondent has 5+ NACE Certified Inspectors on staff _____
- 9) CA License Requirement "Class A" General Engineering Contractor _____
- 10) Respondent has 5+ Certified Welders on staff _____
- 11) Service center within 350 miles of the City of El Centro _____
- 12) Emergency service response time of 24 hours at no extra cost _____
- 13) Respondent has sufficient equipment to complete any associated work _____
- 14) All insurance coverages/limits are met (include Certificate of Insurance) _____
- 15) Respondent submits 10+ customer references _____
- 16) Respondent submits 5+ customer references with over twenty years of service _____
- 17) Respondent submits wastewater treatment plant references _____
- 18) Respondent has worked with McCabe School District within the last five years _____
- 19) Overall experience with tank asset management programs _____
- 20) History and volume of long-term asset management contracts _____
- 21) Ability to eliminate water stratification with active mixing systems _____
- 22) Must have full maintenance plan to install, service & replace PAX mixing systems _____
- 23) Ability to dispose of hazardous waste materials from work area _____
- 24) Security, health, and safety training (include formal Safety Program) _____
- 25) Quality Assurance Program in place to meet all regulations/standards _____
- 26) Respondent is ISO 9001:2005 Certified (include ISO 9001: 2005 Certificate) _____
- 27) Ability to transact business in the State of California (include CA Class A license) _____
- 28) Approved Applicator Certificate/Reference Letter from paint manufacturers _____
- 29) Completeness; all requested information was provided in detail _____
- 30) Results of reference check _____

Total Points: