

KENT COUNTY WATER AUTHORITY
REQUEST FOR PROPOSAL FOR
PROFESSIONAL SERVICES RELATED TO CLEANING
AND/OR INSPECTION OF POTABLE WATER STORAGE TANKS

ARTICLE 1. GENERAL:

1.1 **PROJECT DESCRIPTION:**

The Kent County Water Authority requests proposals from qualified and experienced professional potable water tank cleaning contractors to conduct an in-service internal cleaning and inspection of each of the following storage tanks:

Frenchtown Concrete Standpipe.
1.5 million gallon capacity.
Diameter 78 feet, Height 50 feet
Location; Frenchtown Road, East
Greenwich

Read Schoolhouse concrete Standpipe
1.5 million gallon capacity.
Diameter 100 feet, Height 25 feet
Location; Read School house Road,
Coventry

Setian Lane Steel Standpipe.
3 million gallon capacity.
Diameter 160 feet, Height 20 feet
Location; Setian Lane, West Warwick

Technology Park Elevated Spheroid
1.5 million gallon capacity.
Bowl Diameter 85 feet and Height 46
feet. Total overall height 150 feet
Location; Technology Way, West
Greenwich

- 1.2 The work consists of providing directly to the Kent County Water Authority, through their agents and assigns, professional services to provide in-service cleaning and inspection of active water storage tanks. The tank-cleaning contractor must have a minimum of five (5) years' experience in all aspects of inspection and in-service maintenance/repair of public water system potable water storage tanks.

ARTICLE 2. QUALIFICATIONS OF PROPOSERS:

- 2.1 Proposers may be investigated by Kent County Water Authority to determine if they are qualified to perform the work. All Proposers shall be prepared to submit to Kent County Water Authority, upon request, written evidence of such information and data necessary to make this determination.
- 2.2 The investigation of a Proposer will seek to determine whether the organization is qualified, specifically have relative prior experiences, adequate in size, financially sound and has sufficient personnel in the disciplines required to assure Kent County Water Authority that they can complete the assignment ordered by the Kent County Water Authority.

- 2.3 In evaluating Proposals, Kent County Water Authority will consider the qualifications of only those Proposers whose Proposals are in compliance with the prescribed requirements and the Request for Proposal Invitation.
- 2.4 Kent County Water Authority reserves the right to reject any Proposal, or parts thereof, if the evidence submitted by, or the investigation of, such Proposer fails to satisfy Kent County Water Authority that such Proposer is properly qualified to carry out the obligations of the Request for Proposals and any and all assignments from the Kent County Water Authority.
- 2.5 No Proposer may be considered if they are indebted to the Kent County Water Authority for any unresolved issues regarding unpaid invoices issued by the Kent County Water Authority, or services and materials owed to the Kent County Water Authority.
- 2.6 Each and every Proposer shall provide written evidence, at the time of the proposal submission and attached thereto, that they have or will acquire, prior to execution of the work or letter of engagement to the Kent County Water Authority, liability insurance coverage for not less than the amounts indicated or greater when required by law:
- 2.6.1 Workman's Compensation
- 2.6.1.1 Worker's Compensation Statutory
- 2.6.1.2 Employer's Liability \$1,000,000
- 2.6.2 Comprehensive General Liability including Premise/Operations; Commercial Diving, Products/Completed Operations, Broad Form Contractual, Independent Contractors, Broad Form Property Damage, and Personal Injury Liabilities:
- 2.6.2.1 Bodily Injury: \$1,000,000 Each Occurrence
 \$2,000,000 Annual Aggregate
- 2.6.2.2 Property Damage \$1,000,000 Each Occurrence
 \$2,000,000 Annual Aggregate
- 2.6.2.3 Personal Injury
 With Employment
 Exclusion deleted \$1,000,000 Annual Aggregate
- 2.6.3 Comprehensive Automobile Liability including all owned (private or others), hired and non-owned vehicles:
- 2.6.3.1 Bodily Injury: \$1,000,000 Each Person
 \$2,000,000 Each Accident

2.6.3.2 Property Damage \$1,000,000 Each Occurrence

- 2.6.4 Proposers may purchase and maintain Excess Liability Insurance in the umbrella form in order to satisfy the limits of liability required for the project. Evidence of such excess liability shall be delivered in the form of a certificate indicating the policy numbers and limits of liability of the underlying insurance. The umbrella liability insurance shall have a combined single limit of not less than \$3,000,000.
- 2.6.5 Cost of insurance shall be included in rates proposed to the Kent County Water Authority. Failure to provide written evidence will be grounds for rejection of Proposal
- 2.6.6 Proposers shall furnish certificates of insurance from companies licensed to do business in the State of Rhode Island and acceptable to the Kent County Water Authority. The contractor shall name the Kent County Water Authority their employees and agents as additionally insured on all policies.
- 2.6.7 Proposers shall require a similar insurance in the above amounts to be taken out and maintained by each subcontractor. The successful Proposer shall be fully responsible for the acts and omissions of their subcontractors and of persons either employed directly or indirectly by them.

ARTICLE 3. COPIES REQUEST FOR PROPOSAL DOCUMENTS:

- 3.1 Complete sets of Request for Proposal Documents shall be used in preparing the Proposals. Kent County Water Authority assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Request for Proposal Documents or the Proposers failure to request clarification of interpretations in writing at the pre-proposal conference.
- 3.2 Kent County Water Authority, in making copies of Request for Proposal Documents available, do so only for the purpose of obtaining proposals for Professional Services Related to In-Service Cleaning and Inspection of Potable Water Tanks, and do not confer a license or grant for any other use.

ARTICLE 4. EXAMINATION OF REQUEST FOR PROPOSAL DOCUMENTS:

- 4.1 Before submitting a Proposal, each Proposer must examine the Request for Proposal Documents thoroughly, and also familiarize themselves with all applicable Federal, State and local laws including but not limited to:
- 4.1.1 All applicable Federal, State, and local codes.

- 4.1.2 All other documents, regulations, publications and guides necessary to complete the work proposed including but not limited to:

Occupational Safety and Health, 29 CFR 1910
AWWA Standards
ANSI Standards
RI Department of Health Regulations

- 4.2 The submission of a Proposal will constitute an incontrovertible representation by the Proposer that they have complied with every requirement standard of this Request for Proposal and all documents contained herein.

- 4.2.1 It is imperative that all Proposers review the requirements in Article 12 to assure their proposal submission meets the submission requirements necessary for consideration.

ARTICLE 5. INTERPRETATIONS:

- 5.1 All questions about the meaning or intent of the Request for Proposal Documents shall be received in writing by Kent County Water Authority at the pre-proposal conference.
- 5.2 Only questions answered by formal written Addenda will be binding. Oral and other clarifications or interpretations will be without legal effect. Addenda will be mailed via certified mail, with return receipt requested, to all parties recorded as having received the Request for Proposal Documents.
- 5.3 Each Proposer shall be responsible for determining that they have received all Addenda issued and so note the receipt in the cover letter of the proposal submission.

ARTICLE 6. PREPROPOSAL CONFERENCE:

- 6.1 A pre-proposal conference will be held as described in the advertisement for Request for Proposals to discuss project related concerns. Each Proposer is invited to visit and to take photographs of the existing tanks to assist in preparation of the proposal.
- 6.2 It is strongly recommended that all prospective Proposers attend the Pre-Proposal conference. Attendance at the pre-proposal conference is not mandatory and does not void proposal submission eligibility.

ARTICLE 7. RECEIPT OF PROPOSALS:

- 7.1 Sealed Proposals for Professional Services Related to In-Service Cleaning and Inspection of Potable Water Tanks will be received at the time and place indicated in the Request for Proposals invitation.

- 7.2 Kent County Water Authority may consider informal any Proposal not prepared and submitted in accordance with the provisions hereof.
- 7.3 Proposers are cautioned that it is the responsibility of each individual Proposer to assure that their Proposal is in the possession of the responsible official of the Kent County Water Authority prior to the stated time and at the place of the Proposal Opening. Kent County Water Authority is not responsible for Proposals delayed by mail and/or delivery services, of any nature.
- 7.4 All Proposals shall be submitted in a sealed opaque envelope. Clearly indicate on the envelope jacket that it is a Proposal for Professional Services Related to In-Service Cleaning and Inspection of Potable Water Tanks. Kent County Water Authority will not be responsible for any envelopes opened that are not clearly marked. (If forwarded by mail, Proposal shall be in a sealed outer envelope marked as described above and shall be enclosed in another "inner" envelope with the notation "PROPOSAL ENCLOSED" on the face.)

ARTICLE 8. MODIFICATION OF REQUEST FOR PROPOSALS:

- 8.1 Proposals may not be modified once they are received by a Kent County Water Authority representative. Should a Proposer desire to make a modification of the submission prior to the due date and time of the opening, the Proposer must request return of the proposal in writing and the Proposer shall be completely responsible for its resubmission prior to the due date and time, along with all other requirements of this Request For Proposal. After opening of proposals, modifications will not be allowed.

ARTICLE 9. KENT COUNTY WATER AUTHORITY INVOLVEMENT DURING THE PROJECT:

- 9.1 It is clearly understood that the office staff personnel of the Kent County Water Authority will have limited involvement in the Project. The Proposer is required to provide all field services and office services in performing the services to complete the requirements of the project.
- 9.2 Kent County Water Authority will provide all existing information to the selected contractor for review from all available company sources.
- 9.3 Kent County Water Authority will not provide any field service for the project. The staff of the Kent County Water Authority will assist in data collection on existing Kent County Water Authority records only and not from any other sources. The General Manager/Chief Engineer will be available to review, in detail, all aspects of the project and assist where necessary but will provide no office work or fieldwork. Direction will be provided as needed. Our intent is to work cooperatively through the entire project,

but it is clearly understood that the contractor is responsible for the entire project.

ARTICLE 10. GENERAL

10.1 GENERAL

The tanks must remain in-service and operational during all phases of work. The selected Contractor is responsible for all phases of the project including but not limited to accomplishment of the in-service cleaning of accumulated sediments, conducting the visual inspection and evaluation of the tanks to establish the prevailing conditions of structural surfaces and protective coatings along both the interior and exterior surfaces, evaluation of the overall structural integrity of the tanks and foundations and a final report of findings, including recommendations for future repairs or maintenance. All work to be conducted in compliance with applicable AWWA, RIDOH and OSHA standards.

10.2 STANDARDS

10.2.1 This section should be considered as an outline of the minimum standards necessary for the Proposer to respond to this Request For Proposal. Proposers may modify and /or expand on these requirements as necessary to substantiate that public health and safety will not be compromised during the in-service cleaning of the tanks and that all aspects of the project envisioned in this Request For Proposal are included for review in the proposal submission

10.2.1.1 Conduct a detailed inspection of all the tanks. As applicable, the inspection shall document the existing conditions.

10.2.1.1.1 General integrity evaluation of the walls, shell, foundation, overflow, ladder(s), columns, floor plates, seams, vents, hatches, bolted appendages.

10.2.1.1.2 Random measurements and tally of volume of bottom sediment

10.2.1.1.3 For each tank, provide video, photographic and written documentation of findings and maintenance or repair recommendations.

10.2.1.2 Conduct an interior and exterior coating system inspection and evaluation. At a minimum the evaluation shall include:

- 10.2.1.2.1 Four random dry film thickness readings measurement(s) taken from the interior and exterior surface areas of each steel tank.
 - 10.2.1.2.2 The percentage of deterioration such as peeling, blistering, rusting or other indications of failure in coating integrity of all tanks.
 - 10.2.1.2.3 Extent of effervescence breakthrough on concrete tank coating systems.
 - 10.2.1.2.4 For each tank, provide video, photographic and written documentation of findings and maintenance or repair recommendations. Video and photographic documentation shall be taken before and after the cleaning process. Photos shall be delivered in both digital and printed format. The digital copy shall be provided a compact disc in JPEG file format.
- 10.2.1.3 In-service cleaning procedures shall be held to strict standards that do not allow the sediment to become suspended in the water column or compromise the public's health.
- 10.2.1.3.1 Prior to commencing work provide submission for approval outlining the detailed written in-service cleaning procedures and a description of the cleaning equipment to be used in accomplishment of this work. Procedures must explain the methods used to minimize stirring up sediment during cleaning operations, safety, communications, equipment disinfection procedures, sediment removal, lighting, video and photographic documentation, as well as all sanitary procedures for entry by into the potable water tanks by divers.
 - 10.2.1.3.2 All divers must be certified commercial divers and all operations shall be conducted using totally encapsulated diving dress dedicated for potable water operations only and properly disinfected. Diving dress shall ensure no bodily fluids will come in contact with the water supply and must be thoroughly disinfected prior to entering the tanks.
 - 10.2.1.3.3 Diving operations shall be conducted with surface supplied commercial grade diving equipment with hardhat. Divers shall be equipped with live voice

and video communications to the surface. Any equipment entering the tank shall be equipment that is dedicated for potable water operations only and properly disinfected.

- 10.2.1.3.4 Provide a resume for each dive team member along with the most recent health evaluation.
- 10.2.1.5 Conduct microbiological analytical test of the water quality before and after the work. At a minimum testing shall include Residual Chlorine, Total Coliform, and Heterotrophic Plate Count and background bacteria. Tank sample ports shall be utilized for testing if available.
 - 10.2.1.5.1 Two samples shall be collected from each available test port and tested to represent before entering. If test ports are not available samples shall be taken from inside the tank.
 - 10.2.1.5.2 Two samples shall be taken from each port after the cleaning and inspection process is complete. If test ports are not available samples shall be taken from inside the tank.
- 10.2.1.6 Contractor shall provide erosion control containment and sediment filtration from the effluent water used in the cleaning process. All effluent water, sediment and containment material are the responsibility of the contractor for disposal. Water disposal can be by available drainage or as provided for by the contractor. All solid sediment and containment materials shall be removed from site and properly disposed of.
- 10.2.1.7 Contractor is responsible to provide all materials, labor, ladders, crane services, equipment and incidentals necessary to safely access the tanks and accomplish the work.
- 10.2.1.8 Prepare a detailed report for each tank summarizing the conditions found and recommendations for future repair and maintenance work.
 - 10.2.1.8.1 Prepare and submit three (3) copies of the final report including printed photographs and one copy of the video documentation footage and compact disc of photographs in JPEG format.

ARTICLE 11. TIME OF COMPLETION/MATERIAL DELIVERY:

- 11.1 All services to be performed under this contract purchase order for cleaning and inspection services will be completed within 60 calendar days from purchase order issuance and notice to proceed. Services provided shall be continuous and uninterrupted from the date services first commence.

ARTICLE 12. REQUIRED SUBMITTALS FOR PROPOSAL:

- 12.1 **All items outlined in Article 12 must be submitted bound in one volume, eight (8) copies of each. A maximum of 40 pages total will be allowed. It is recommended that each Proposer carefully review the submission requirements for each item before making their proposal submission.**

At a minimum, each Proposal must include the following:

- > A technical approach and detailed scope of services for all project phases in response to this Request For Proposal;
 - > Copy of the firms Standards and Procedures Manual for accomplishing this type of work;
 - > a detailed project schedule for all project phases;
 - > proposed project team for all project phases;
 - > proposed fee as outlined in the Proposers Price Sheet
 - > subcontractor list and description of services.
- 12.2 A resume of the Project Manager to be designated as contact and project director for Kent County Water Authority with special emphasis on experience that might be considered germane to this Request for Proposal, in particular the water utility industry. Resumes of the dive team and supervisors who will perform and oversee the actual work as described in this Request For Proposal.
- 12.3 Disclosure statement detailing any potential conflicts of interest relating to the Kent County Water Authority and any and all previous or proposed clients.
- 12.4 Brief (5 pages or less) description of the firm and the division responsible for this type of work request by the Kent County Water Authority.
- 12.5 Description of current workloads of the firm and/or the personnel to be assigned to this project and any consultants to be assigned. Description shall include current, proposed, projected and ability to service Kent County Water Authority.
- 12.6 A complete listing of clients and assignments, preferably water utilities, over the past 5 years for whom in service tank cleaning services have been performed. Please provide contact name, address and telephone number.

- 12.7 Any and all other specifically related qualifications as deemed necessary for review and evaluation.
- 12.8 A schedule of the anticipated tasks including time of start and completion of each. Schedule shall be by days indicating weeks with a specific date of completion. Also include completion dates for draft review and final report delivery.
- 12.9 Registration to do business in Rhode Island in accordance with R. I. General Laws (as amended) Sections 7-1.1-99, 7-1.1 105, 7-1.1-106 (Applies to out of State corporations.)
- 12.10 Provide written evidence that all employees that will be assigned to this project have appropriate confined space entry training.
- 12.11 A fee proposal for providing all elements and services to conduct the in-service anode replacement, cleaning and inspection work (see Proposers price sheet). Costs shall also be broken into "Not to Exceed" parts, by tank. A "bottom line" not to exceed "TOTAL" cost shall be indicated.
- 12.11.1 A fee proposal sheet for additional services, if any, (maximum two pages) including the classifications and hourly billing rates of all personnel to be assigned, cost of materials and equipment for innovative repair options or services beyond the scope of the In-Service Cleaning and Inspection. All prices shall remain in effect for one year.
- 12.11.2 Costs for all meetings, review with applicable agencies, printing and any subcontractor, equipment, materials and all incidentals shall be included in the "Not to Exceed" costs above.
- 12.11.3 Cleaning contractor shall notify the Authority two weeks prior to commencing work on the Technology Park Tank. This notification is necessary to allow ample time to obtain the replacement anodes and coordinate the services of the cathodic protection technician to be on site while the divers install the new equipment.

ARTICLE 13. SELECTION CRITERIA FOR INTERVIEW:

- 13.1 The Kent County Water Authority shall review Proposals based on the following criteria: a minimum of three Proposals (if sufficient #'s submitted) may be selected from the criteria below for interviews. Only those selected for an interview, if the Authority elects to conduct interviews, shall be eligible for selection to perform the services requested.

- 13.2 Competence, demonstrated knowledge and experience to perform the services as reflected by the experience of the firm to perform the services.
- 13.3 Organization content of Proposal, clear and concise nature of presentation, ability and demonstrated understanding and approach to performing the required work. Creativity in approach to completion of tasks in a manner most advantageous to the Kent County Water Authority will be desired.
- 13.4 Ability to perform the services as reflected by the workload and availability of adequate personnel, past experience and quality of work.
- 13.5 Fee proposal.
- 13.6 Schedule with tasks.

ARTICLE 14. INTERVIEW AND FINAL SELECTION:

- 14.1 Upon completion of Article 13, those firms selected will be notified of the date and time for interviews, interviews will be optional and determined by Kent County Water Authority. Interviews, if required, will be held directly with the Kent County Water Authority and each interviewed Proposer will be given an opportunity for a 10 minute presentation and 20 minutes of response questions from the board.
- 14.2 The Kent County Water Authority reserves the right to award this Proposal in whole or in part and reject any and all Proposals. The Kent County Water Authority reserves the right to award this proposal without interviews and basing these decisions on Article 13 and 14 above.

ARTICLE 15. ENGAGEMENT OF SERVICES:

- 15.1 Upon successful selection in Article 14 and/or 15, the Kent County Water Authority reserves the right to negotiate any and all parts to this Proposal with the selected Proposer prior to formalization of a letter of engagement for services.
- 15.2 In the event the successful Proposer cannot fully and timely perform his contractual obligation and/or successfully negotiate the Proposal with the Kent County Water Authority, the Kent County Water Authority reserves the right to award the Proposal to any of the other qualified Proposers.
- 15.3 Kent County Water Authority reserves the right to reject any and all Proposals, or parts thereof, to waive any and all informalities if it is in Kent County Water Authority's best interest to do so, and the right to disregard all nonconforming, non-responsive, or conditional Proposals or portions thereof.

- 15.4 It is fully intended to engage the services of the successful Proposer as stated above upon successful negotiations and preparation of a letter of engagement acceptable to Kent County Water Authority. Price alone will not be the sole determining factor. No work shall proceed without prior written authorization.
- 15.5 All information and originals developed under this project are the sole property of the Kent County Water Authority. Prior approval by the General Manager/Chief Engineer is required before the release of any element of the data or information developed for this project for any reason other than for use by Kent County Water Authority.

Kent County Water Authority

PROPOSERS PRICE SHEET
(To be included with Proposal submission)

Proposer shall include all costs associated with tank inspection, cleaning, reports, photographs, video, testing, travel, lodging, equipment, etc. as part of the unit price.

TANK	LUMP SUM FIGURES	LUMP SUM WORDS
Frenchtown Concrete Standpipe. 1.5 million gallon. Capacity. Diameter 73 feet, Height 50 feet. Location; East Greenwich	_____	_____
Setian Lane Steel Standpipe. 3 million gallon capacity. Diameter 160 feet, Height 20 Feet. Location; West Warwick	_____	_____
Read Schoolhouse Steel Standpipe. 1.5 million gallon Capacity. Diameter 101 feet, Height 25 feet. Location; Coventry	_____	_____
Technology Park Tank 1.5 million gallon capacity. Diameter 85 feet and Height 46 Feet, Total overall height Elevated Spheroid 150 feet, Location; West Greenwich	_____	_____

TOTAL NOT TO EXCEED PRICE _____

TOTAL NOT TO EXCEED PRICE IN WORDS _____

Eight copies of proposal contained in submission per ARTICLE 12.1