



Solicitation Information

3 April 09

RFP # 7225877

TITLE: Cross-Connection Control for Public Water Systems

Submission Deadline: 28 April 09 @ 2:30 PM (Eastern Time)

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than **15 April 09 at 12:00 Noon (Eastern Time)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1 - INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Health, Office of Drinking Water Quality, is soliciting proposals from qualified vendors to develop and produce a model Cross-Connection Control Plan, a public education booklet on household cross-connections, and to provide technical assistance in compliance with pending Rhode Island Cross-Connection Control regulation through means of a "circuit rider," as described elsewhere herein and in accordance with the terms of this Request and the State's General Conditions of Purchase, which are available on the internet at www.purchasing.ri.gov

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

The contract period will begin approximately January 1, 2008 and terminate on September 30, 2009 with no current plans for renewal.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

☐ Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals that depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content should be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or those not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The official time clock is located in the reception area of the Division of Purchases, Department of Administration, One Capitol Hill, Providence, RI.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401) 222-3040. *This is a requirement only of the selected applicant(s).*
- Proposals should include the offeror's FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchases website at www.purchasing.ri.gov.
- Bidders are advised that all materials submitted to the State for consideration in response to this Request for Proposals will be considered to be public records, as defined in RIGL Title 38, Chapter 2, and will be released for inspection immediately upon request, once an award is made.
- It is intended that an award pursuant to this Request will be made to a prime Contractor who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal and the proposed subcontractor(s) are identified in the proposal.
- The State of Rhode Island has a goal of ten percent (10%) participation by Minority Business Enterprises (MBE) in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or visit the MBE website <http://www.mbe.ri.gov>.
- The purchase of services under an award made pursuant to this Request will be contingent on the availability of funds.
- Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy.
 - (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island State government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies in all areas where the State dollar is spent: in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office at (401) 222-3090.
- If you wish to do business with the State of Rhode Island, you must register and utilize the E-Verify Program. Please refer to www.dhs.gov/E-Verify or the Division of Purchases website at www.purchasing.ri.gov for more information.

NOTICE

THERE MAY BE ADDITIONAL ADDENDA TO THIS RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.

THE DIVISION OF PURCHASES WILL **NOT** BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

IT IS THE **APPLICANTS RESPONSIBILITY** TO **CHECK** AND **DOWNLOAD** ANY AND ALL ADDENDA.

AN ADDENDUM TO AN RFP IS LISTED AS THE BID NUMBER WITH AN **"A"** AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE 3025A1 INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATES ADDENDUM #2 HAS BEEN ISSUED.

YOU MUST CLICK ON **ALL** OF THESE LISTINGS TO GET THE **COMPLETE** PACKAGE.

SECTION 2 - BACKGROUND AND PURPOSE

Cross-connections are defined by the United States Environmental Protection Agency as, *"any actual or potential connection between the public water supply and a source of contamination or pollution."* Concerns over the possible harmful role cross-connections may play in affecting public health have been realized both in theory and through numerous events since the advent of modern plumbing.

New England may be considered the birthplace of cross-connection control, as journals published by the New England Water Works Association dating back to the late 1800's, detailed cross-connection events, bringing the topic to national attention. These accounts soon spurred discussion throughout the public health, water, plumbing, and engineering sectors leading to advances in the mechanisms, practice, and regulation of cross-connections.

As excerpted from their Statement of Policy on Public Water Supply Matters, *"The American Water Works Association recognizes that water purveyors have the responsibility to supply potable water to their customers. In the exercise of this responsibility, water purveyors or other responsible authorities must implement, administer, and maintain ongoing backflow prevention and cross-connection control programs..."* Reflecting a similar philosophy, the Rhode Island Department of Health recently drafted a cross-connection control regulation to require selected classifications of public water systems to implement such a program. To maintain a basic level of standardization throughout the State, the regulation further requires the inclusion of specific sections within a written plan, documenting the details of each water system's program.

The Rhode Island Department of Health - Office of Drinking Water Quality is the state primacy agency for drinking water and is tasked with the responsibility of developing and implementing programs to ensure its safety, assessing and reducing vulnerabilities to potential terrorist attacks, planning for and practicing response to emergencies and incidents, and evaluating new security and contamination detection technologies.

This RFP consists of projects aimed at facilitating public drinking water system compliance with the new cross-connection control regulation through development of a standardized, easily tailored, and user-friendly model plan, on-site assistance for smaller water systems to assist in completion of their plan, as well as an informational brochure to educate the public on cross-connections.

SECTION 3 - SCOPE OF WORK

GENERAL DESCRIPTION

This RFP consists of the following tasks:

- 1) Model Cross-Connection Control Plan
 - a. Instructions
 - b. Template
- 2) "Circuit Rider" Assistance to Smaller Systems
- 3) Public Education Booklet on Cross-Connections at Home

A) TASKS

Tasks to be performed by the selected vendor are described below:

1. Model Cross-Connection Control Plan. A plan template and detailed instructions on its use will be developed for public water systems to keep them in compliance with the new cross-connection control regulation as incorporated within the Rules and Regulations Pertaining to Public Drinking Water (R46-13-DWQ).
 - a. Concept: Content is developed through the collaborative effort of the vendor's cross-connection control subject matter expert, key stakeholders, and a technical writer and transformed into an easily personalized and reproducible model plan. Accepted industry publications and the new Rhode Island Cross-Connection Control regulation shall be used as references. Completion of this standardized template will assist in the compliance of all public water systems affected by the pending regulation.
 - b. Target Audience: Rhode Island Public Water Systems (Community and Non-Transient Non-Community).
 - c. Media: Print and Electronic.
 - d. Size: 8½" x 11"
 - e. Paper Selection:
 - i. Cover: Light cover paper (60+#)
 - ii. Pages: Light book paper (22+#)
 - f. Binding: Loose-leaf 3-hole punch with corner staple.
 - g. Color: One-color.
 - h. Process: Offset preferred; no laser or photocopy.
 - i. Print Quantity: 200
 - j. Notes:
 - i. The product shall become an official state publication and:
 1. Remain the property of the Rhode Island Department of Health.
 2. Be branded per Rhode Island Department of Health graphics standards.
 3. Include the following text: "Produced by (vendor's name) for the Rhode Island Department of Health - Office of Drinking Water Quality through a grant from the United States Environmental Protection Agency."
 4. A 100% editable electronic original shall be provided to DWQ in both Adobe PDF and Microsoft Word formats.
 5. Be developed in consultation with key stakeholders, to include DWQ, the State Building Commissioner's Office, major public water systems, and professional Rhode Island drinking water and plumbing associations.
 - ii. "Green" materials should be selected (i.e. paper that is 100% recycled, environmentally-sound dyes). This information shall be printed in a conspicuous location.
 - k. Deliverables: 200 print copies; one (1) electronic, fully-editable original in Adobe PDF format; one (1) electronic, fully-editable original in Microsoft Word format.

2. "Circuit Rider" Assistance. A fixed number of assistance visits shall be offered to smaller systems, facilitating their compliance with the new cross-connection control regulation as incorporated within the Rules and Regulations Pertaining to Public Drinking Water (R46-13-DWQ).
 - a. Concept: The vendor will contact all eligible water systems and schedule appointments for visits, meet at the system with the Official in Charge or the appointed cross-connection control program administrator, review the new regulation and explain the system's responsibilities, provide technical assistance to complete their cross-connection control program and plan or to bring existing plans into compliance. Direct support should be limited to the extent of the Model Cross-Connection Control Plan.
 - b. Target Audience: Rhode Island Public Water Systems (Community and Non-Transient Non-Community) serving a population of less than 3,301.
 - c. Notes:
 - i. A total of 238 hours of assistance is authorized through this project.
 - ii. The "circuit rider" must hold current certification in cross-connection control as a "Surveyor," as detailed in the pending regulation.
 - iii. Systems should be encouraged to perform most of the work in creating their programs/plans; the role of the "circuit rider" is to provide assistance.
 - iv. Time management should strike a balance between qualitative and quantitative coverage of the target audience.
 - d. Deliverables: 238 hours of technical assistance. Monthly reporting of project status in a format determined jointly by the vendor and DWQ.
3. Public Education Materials. A booklet designed to provide the public with an awareness level knowledge of cross-connections, their potential health hazards, and prevention shall be developed and produced as follows:
 - a. Concept: Content is developed through the collaborative effort of the vendor's cross-connection control subject matter expert, key stakeholders, and a graphic designer and transformed into an educational booklet. Information presented shall be thorough but concise and broken down into sections for simple reference. Booklets will be designed for postal and electronic distribution. Topics shall include (amendable by mutual written agreement):
 - i. Introduction to cross-connections.
 - ii. Where cross-connections may be found.
 - iii. Threats to health / intentional and unintentional.
 - iv. How utilities are protecting the system.
 1. Backflow preventer at service connection.
 2. Cross-Connection Control Program.
 3. State regulation.
 - v. Protection downstream of the service connection.
 1. Spigots / Hoses / Chemical Spray Applicators.
 2. Lawn Irrigation Systems.
 3. Residential Fire Sprinkler Systems.
 4. Thermal expansion in a closed loop system.
 - vi. Selecting a trained and licensed cross-connection control specialist.
 - vii. Further reading.
 - viii. Points of Contact (include an overprint area for water systems to provide their contact information).
 - b. Target Audience: General Public (Residential Water Customers).
 - c. Media: Print and Electronic.
 - d. Size: 8½" x 5½"
 - e. Paper Selection:
 - i. Cover: Light cover paper (60+#)

- ii. Pages: Light book paper (22+#)
- f. Binding: Saddle stitch.
- g. Color: Two-color.
- h. Process: Offset preferred; no laser or photocopy.
- i. Print Quantity: 5,000
- j. Notes:
 - i. The product shall become an official state publication and:
 - 1. Be branded per Rhode Island Department of Health graphics standards.
 - 2. Include the following text: "Produced by (vendor's name) for the Rhode Island Department of Health - Office of Drinking Water Quality through a grant from the United States Environmental Protection Agency."
 - 3. A 100% editable electronic original shall be provided to DWQ in both Adobe PDF and Microsoft Word formats.
 - 4. Be developed in consultation with key stakeholders, to include DWQ, the State Building Commissioner's Office, major public water systems, and professional Rhode Island drinking water and plumbing associations.
 - ii. "Green" materials should be selected (i.e. paper that is 100% recycled, environmentally-sound dyes). This information shall be printed in a conspicuous location.
 - iii. Details pertaining to the layout and design of the booklet listed above are negotiable by written agreement and are provided only as guidance.
- k. Deliverables: 5,000 print copies; one (1) electronic, fully-editable original in Adobe PDF format; one (1) electronic, fully-editable original in Microsoft Word format.

PROJECT MANAGEMENT DELIVERABLES

The following deliverables are required in addition to those outlined in the scope of work above:

1. Project Initiation Document (PID): A concise PID to consist of project fundamentals such as objective, key deliverables, timelines, communication plan, and initial project team organization, shall be submitted and approved by the vendor and DWQ within 30 days of the contract start date. All objectives shall be specific, measurable, actionable, and consistent.
2. Project Review Meeting: The vendor shall select to schedule and conduct a Project Review Meeting with DWQ either upon completion of each task or the project as a whole.
3. Sign-Off Document: A sign-off document shall be required at the conclusion of the project. The document shall reference the PID and include details on what was delivered and the key decisions made during the project.
4. Project Documentation Pack: All project artifacts, to include project management deliverables, will be included in a Project Documentation Pack at closure.

SECTION 4 - PROPOSAL SUBMISSION & VENDOR REQUIREMENTS

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date and time indicated on page one of this solicitation. Please reference RFP # on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to

download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. No other contact with State parties will be permitted. Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (an original plus three copies) should be mailed or hand-delivered in a sealed envelope marked "RFP # 7225877 **"Cross-Connection Control for Public Water Systems."**

RI Dept. of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

PROPOSAL CONTENTS

Proposals shall include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to 6 (six) pages (this excludes any appendices). As appropriate, resumes of key staff that will provide services covered by this request.
4. A *separate*, signed and sealed Cost Proposal, in two-parts, reflecting the allowable expenses and hourly rate, or other fee structure, proposed to complete all of the requirements of this project.

TECHNICAL PROPOSAL

The Technical Proposal shall contain the following sections:

➤ Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability, including prior experience with similar projects. The summary should also demonstrate ongoing relationships with the drinking water sector in Rhode Island.

➤ Offeror's Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, their duties, responsibilities, and concentrations of effort, resumes/curricula vitae, and statements of prior experience and qualifications. Include a description of the business background and financial position of your organization, demonstrating stability and effective management and administrative performance.

➤ Work Plan/Approach

This section shall describe the offeror's understanding of the State's requirements, including the results intended and desired, the approach and or methodology to be employed, and a work plan for accomplishing the results proposed. The work plan shall include a detailed proposed project schedule by task and subtask, milestones, staff assignments, and deliverables. Basic project management requirements may be found in Section 3 of this document.

➤ Previous Experience

This section must demonstrate the applicant's technical expertise and competency to complete the project as follows:

- MANDATORY: Vendors must have at least 5 years experience providing technical assistance to public drinking water systems.
- MANDATORY: The "circuit rider" must hold current certification in cross-connection control as "Surveyors" as detailed in the pending regulation.
- A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of each, noting involvement by the proposed project staff.
- Familiarity with current cross-connection control principles and practices as detailed in:
 - Cross-Connection Control Manual. United States Environmental Protection Agency. Publication 816-R-03-002. February 2003.
 - Manual of Cross-Connection Control, 9th Edition. University of Southern California - Foundation for Cross-Connection Control and Hydraulic Research. December 2003.
 - Recommended Practice Cross-Connection Control, M14, 3rd Edition. American Water Works Association. 2004.
 - Rhode Island Regulation SBC-3 (State Plumbing Code). August 1, 2007.
 - Pending Rhode Island Cross-Connection Control Regulations
 - Other applicable industry standards and references as agreed upon by both parties.
- A minimum of two letters of recommendation.

COST PROPOSAL

This component consists of two parts: Part 1 is a financial budget summary (see attached Cost Proposal Form) that lists allowable expenses over a 12-month period. Part 2 is a Budget Narrative that consists of a description of each budget line item entry with a by-task breakdown of costs. The budget narrative must also include the personnel hourly wage and percentage of time each staff member will devote to the project.

Applicants will be scored according to the overall soundness of the proposed budget and accompanying budget narrative, including the extent to which costs reflect direct services vs. administrative costs.

SECTION 5 - EVALUATION AND SELECTION

A Technical Review Committee, consisting of staff from the Depart will evaluate and score all proposals, using the following criteria:

- **Vendor Qualifications: 35 points**
 - Experience with Similar Projects/Clients (15 points)
 - Experience in Cross-Connection Control (10 points)
 - Ongoing Relationships with RI Water Systems (5 points)
 - Organization & Staffing (5 points)
- **Quality and Suitability of the Work Plan: 35 points**
- **Cost: 30 points**

Proposals must score a minimum of 50 out of 70 points during the technical review to warrant further evaluation for cost considerations. Proposals meeting that requirement will be evaluated for cost and assigned a maximum of 30 points in that category, bringing the potential maximum score to 100 points. Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal. The State / Department of Health reserves the right not to fund any proposal(s).

END

COST PROPOSAL SUMMARY

OFFEROR _____

COMPONENT / YEAR _____

STAFF AND CONSULTANTS

NAME	TITLE	HOURS	HOURLY RATE	TOTAL
				\$
				\$
				\$
				\$
				\$
				\$

TOTAL STAFF: \$ _____

OPERATING EXPENSES

_____ \$ _____

_____ \$ _____

OTHER REIMBURSIBLE COSTS

_____ \$ _____

_____ \$ _____

TOTAL DIRECT COSTS: \$ _____

TOTAL INDIRECT COSTS: \$ _____

TOTAL BUDGET REQUEST: \$ _____

NOTE:

1. Provide components of the fully absorbed hourly rates in the budget justification, where required.
2. If including indirect charges in your budget, a copy of your federally approved indirect rate must be attached.