

**Town of Boone  
Request for Proposals  
Lead Service Line Inventory**

Issue Date: January 5<sup>th</sup> 2023

Due Date: February 3<sup>rd</sup> 2023

**Town of Boone**

**Attn: Joshua J. Eller**

**321 East King Street**

**(828) 268-6250 (Telephone)**

**(828) 268-6257 (Fax)**

**[josh.eller@townofboone.net](mailto:josh.eller@townofboone.net)**

## **Request for Proposals**

The Town of Boone (herein after, "Town") is requesting proposals from consultants to assist the Town with a lead service line inventory (LSLI) that will be conducted in response to EPA's Lead and Copper Rule.

## **Water System Background**

The Town of Boone's water system consists of 103 miles of water distribution lines, and three surface water sources. The Water Treatment Facility has a permitted capacity of 4.5 MGD (million gallons per day). The 2021 average daily demand was 1.75 MGD (39% of the design capacity). The Town of Boone has three raw water intakes with a total supply capacity of 7.0 MGD - the Greg Young raw water intake which is the primary intake for the Town, the Southfork intake, and an intake located on Winkler's Creek. The Southfork and Winkler's Creek intakes are used as needed or in case of emergency. The Town also owns a reservoir on Winkler's Creek that has been estimated to contain 60 million gallons. The Town of Boone has emergency water connections with both the Town of Blowing Rock and Appalachian State University.

The Town's water system has 5,076 residential connections (0.58 MGD Average Use); 764 commercial connections (0.45 MGD Average Use); 10 industrial connections (0.0006 MGD Average Use); and 39 institutional connections (0.067 MGD Average Use).

## **Scope of Work**

Following is an outline of the desired services to be performed. The Town of Boone will also consider input from respondents as to other suggested services to be considered for inclusion.

- 1) Program Start and Customer Alignment
- 2) Data Investigation and Submission
- 3) Data Analysis
- 4) Preliminary Findings and Software Alignment
- 5) Software Import and Training
- 6) LSLI Verification Strategy
  - a. Customer LSLI Postcard or Letter Survey Campaigns
  - b. Lead Check Swab Kits + Customer LSLI Postcard Survey Campaigns
  - c. Physical Field Validation Checks
  - d. Sampling
- 7) Initiate and Continue Inventory Efforts: The Town will continue leveraging software to keep the LSLI updated.

## **Deliverables**

1. Lead service line inventory. The final lead service line inventory shall be digitized, easily accessible, user friendly, and conform to EPA regulations. It shall have the capacity to be expanded, edited, sorted, and otherwise manipulated if needed.

## **Proposal Format**

### **Tab 1 – Title Page:**

Include Name of Project, subject, name(s) of the Firm, address, telephone number, e-mail address and the date.

### **Tab 2 – Letter of Interest**

Provide a one-page cover letter signed by an authorized officer of the Firm that includes names of the persons who will be authorized to make representations for the Firm, their titles, addresses, telephone numbers and e-mail address and location of office(s) that will be providing the service.

### **Tab 3 – Corporate Experience**

Qualifications of the Firm, the location of the office from which the work is to be performed and the number and nature of the professional staff to be employed in this engagement. Provide a brief overview of the Firm's history and an organizational chart.

### **Tab 4 – Project Team**

Present the project team and the reasoning for the team composition. This section should include the following, at a minimum:

- Team organizational chart
- Clear delineation of responsibilities between members of the Team.
- Present the team management qualification of the selected Project Manager.
- Professional Licenses and Certifications of the Firms and individuals
- Provide a summary or resume (limit one (1) page per individual) of the professional credentials and experience of the key members. Emphasis should be given to experience in Lead and Copper Rule compliance or similar activity.

### **Tab 5 – Representative Projects**

Demonstrate the experience of the team in performing projects similar to a lead service line inventory. List representative projects showing the project name, brief description of the work, client name and client contact information for references.

### **Tab 6 – Lead Service Line Inventory Approach**

- Describe the Team's approach and the responsibilities of the management and staff personnel that will perform the work.
- Describe the method employed to ensure prompt service, customer satisfaction, prompt complaint resolution, effective employee performance and timely initiation and completion of all work.
- Provide discussion on how Firm will communicate with assigned Town personnel prior to, during, and after job commencement.

- Provide a project approach with project tasks delineated.

**Tab 7 – Schedule**

Describe the schedule by which you will accomplish the required services.

**Tab 8 – Cost Quote**

Provide a lump sum quote for all services proposed or a not-to-exceed cost. The quote should be all-inclusive, including travel, printing, software, and similar associated costs.

Insurance Requirements

The successful respondent will be required to maintain current insurance for the duration of the project. Insurance policies shall be maintained for Errors and Omissions, General Liability, Automobile, and Workers Compensation.

**Submission & Selection Criteria**

Proposals shall be submitted to in electronic format to Joshua J. Eller, at josh.eller@townofboone.net no later than February 3<sup>rd</sup> 2023, midnight. All firms are required to submit any questions regarding the RFP to Joshua Eller no later than January 19<sup>th</sup> 2023, midnight.

**Minority-owned businesses are encouraged to apply.**

All proposals will be evaluated by the Town of Boone with a recommendation for a specific firm to be contacted. Selection will be based on the following criteria:

Selection Criteria:

Relevant Experience	25%
Quality of Proposal	15%
Team Qualifications	25%
Proposed Work Plan	20%
Schedule and Cost	15%

**Disclosures**

Contract shall be a fixed fee contract indicating the maximum total dollar amount chargeable to the project. This request is issued subject to the following terms and conditions:

- 1) This RFP is a request for the submission of qualifications and is not itself an offer, nor should it be construed as an offer.

- 2) The Town of Boone expressly reserves the right to modify, reschedule, or cancel this request at any time, whether before or after any proposals have been submitted or received.
- 3) The Town of Boone reserves the right to reject and not consider any or all respondents at its discretion.
- 4) The Town of Boone reserves the right to reject any or all companies, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
- 5) In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, Town of Boone may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
- 6) In no event shall any obligations of any kind be enforceable against the Town of Boone unless and until a written agreement is entered into.
- 7) The Respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of proposals submitted hereunder or for any costs or expenses incurred during negotiations.
- 8) By submitting a response to this request, the Respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- 9) The Town of Boone reserves the right not to award a contract pursuant to the RFP.
- 10) All items become the property of the Town of Boone upon submission and will not be returned to the Respondent.
- 11) The Town of Boone reserves the right to split the award between multiple applicants and make the award on a category-by-category basis and/or remove categories from the award.
- 12) Proposals will be evaluated using the factors listed in this RFP.
- 13) The Town of Boone reserves the right to interview Respondents prior to making a final selection.