

Request for Qualifications (RFQ):

#2024-RSSRS-01

RESIDENTIAL SEPTIC SYSTEM REPAIR SERVICES

Clackamas Soil and Water Conservation District

22055 S. Beaver Creek Rd., Suite 1, Beaver Creek, OR 97004

www.conservationdistrict.org

503-210-6000

District Management:

Christopher Lapp

clapp@conservationdistrict.org

503-210-6001

RFQ and Project Administration:

Heather Nielsen, Conservation Investments Coordinator

hnielsen@conservationdistrict.org

503-210-6005

*Notice is hereby given that the Clackamas Soil and Water Conservation District is seeking applications for RFQ #2024-RSSRS-01: Residential Septic System Repair Services. **Applications must be received by 4:00 p.m., on Friday, May 31, 2024**, at the Clackamas Soil and Water Conservation District, 22055 S. Beaver Creek Rd., Suite 1, Beaver Creek, OR 97004 or by email to: hnielsen@conservationdistrict.org, or by submitting an application at <https://conservationdistrict.org/2024/request-for-qualifications-septic-system-repair-services.html>. It is the sole responsibility of the Applicant to ensure that the signed Application Form is received by the specified date and time. APPLICANTS SHALL REVIEW ALL INSTRUCTIONS AND CONDITIONS.*

I. INTRODUCTION

The Clackamas Soil and Water Conservation District (“District”) is requesting applications for Residential Septic System Repair Services. The District intends to develop a list of prequalified contractors (List) to provide to homeowners who are participating in the District’s Residential Septic System Repair Grant and Loan Programs. The current List is scheduled to expire on June 30, 2024.

The List developed pursuant to this RFQ is expected to be in effect for three years, effective July 1, 2024 to June 30, 2027. Any contractor who wishes to provide work under the Grant and Loan Programs must be prequalified to be included on the List. No amount of work is guaranteed to any contractor.

Individual contractors may be added to or removed from the list at the sole discretion of the District. Once prequalified and included on the list, a contractor who become ineligible or wishes to be removed from the list must notify the District to request removal.

Completed Application Forms are due no later than 4:00 p.m. on Monday, May 31, 2024, at the District's business office, located at 22055 S. Beaver Creek Rd, Suite 1, Beaver Creek, OR 97004, by email to: hnielsen@conservationdistrict.org, or by submitting an application at <https://conservationdistrict.org/2024/request-for-qualifications-septic-system-repair-services.html>.

II. DESCRIPTION OF RESIDENTIAL SEPTIC SYSTEM REPAIR PROGRAM

The District provides grants and loans to assist residential property owners with the cost of repairing and replacing failing septic systems at residential properties in Clackamas County. The size of projects may vary. The Septic Repair Programs are a key element in an active partnership involving the District, the Clackamas County Septic and Onsite Wastewater Program, the Oregon Department of Environmental Quality (DEQ), and local water providers.

Each property owner participating in the District's Programs will be required to select a contractor who has been prequalified by the District. The District will pay the contractor for repair work. Any contractual relationship will be between the property owner and the contractor, not between the District and the contractor. The property owner, or the contractor on the property owner's behalf, will obtain the required Septic Repair Permit from the Clackamas County Septic and Onsite Wastewater Program. If a previous Site Evaluation Report is not already on file and acceptable to Clackamas County, the County may require that a new Site Evaluation be completed prior to obtaining permits.

Work will occur on residential sites, repairing or replacing various types of septic systems. The repair or replacement must require a Repair Permit. Completed work must pass inspection by the Clackamas County Septic and Onsite Wastewater Program staff, in accordance with Oregon DEQ rules for Onsite Wastewater Treatment Systems.

The selected contractor must be able to work independently. The contractor will be required to document the repair that is performed, including providing a materials list and a scaled as-built drawing as per Oregon Administrative Rule and County requirements.

III. PROPOSED SCOPE OF WORK

The District is requesting applications from contractors qualified to perform work associated with residential septic system repairs and/or replacement systems. Services include but are not limited to the following:

- Existing system inspection/evaluation
- Test pit preparation and Site Evaluation applications
- System design
- Permit application
- Installation
- Coordination of inspections
- Decommissioning of existing system

The Septic Repair Loan Program covers costs associated with system design, permitting, installation, and inspections. The Loan Program does not cover costs associated with existing system inspection/evaluation or test pit preparation and Site Evaluations.

The Septic Repair Grant Program covers costs associated with test pit preparation and Site Evaluations, system design, permitting, installation, and inspections. The Grant Program does not cover existing system inspection/evaluation.

A certified Installer must be on site during installation. Installation must pass inspection by the Clackamas County Septic and Onsite Wastewater Program and receive a Certificate of Satisfactory Completion (CSC). The Installer will be required to submit project-related reports and forms to the Clackamas County Septic and Onsite Wastewater Program as applicable.

The contractor will be expected to facilitate operation and maintenance (“O&M”) contracts for all residential septic systems that the contractor installs or repairs, as required by DEQ rule, at the appropriate intervals, following manufacturers’ recommendations and DEQ requirements. A contractor may provide ongoing system O&M services for an installed system or may elect to refer those services to another entity for a service contract. For systems that require an O&M contract, a contract must be maintained for the life of the system. The contractor will be required to submit annual operation and maintenance reports to the Clackamas County Septic and Onsite Wastewater Program using the Oregon DEQ report form as required and will provide a copy of the reports to the property owner.

IV. QUALIFICATIONS/EXPERIENCE

To be included on the District’s List of prequalified contractors, the contractor must be a DEQ-licensed septic Installer with experience in providing the services described in this RFQ. Any employee performing or supervising the work must be a DEQ-certified Installer.

To remain on the List, the contractor must maintain the following certifications and licenses issued by Oregon DEQ and must submit all associated forms to Oregon DEQ:

- Sewage Disposal Service Business License (Installer License or Installer/Pumper License)
- Sewage Disposal Service Bond or DEQ-approved equivalent security

The contractor will be required to purchase and maintain the level of insurance coverage described on the Application Form.

V. APPLICATION INSTRUCTIONS

- A. The contact person for this RFQ solicitation is Heather Nielsen, Conservation Investments Coordinator. She may be contacted at:

Clackamas Soil and Water Conservation District
22055 S. Beaver Creek Rd., Suite 1
Beavercreek, OR 97004
Email: hnielsen@conservationdistrict.org
Phone: 503-210-6005

- B. Submission of Sealed Applications:

Applications must be submitted using the Application Form provided with this RFQ. All Application Forms must be signed. Signed Application Forms may be submitted to the District by email (fillable PDF form or a scanned Word document) or as a paper document, or by completing the online application form on our website. To obtain a PDF of the Application Form, or to complete the form online, copy this link to your navigation bar and download the fillable PDF file or follow the link to the online form: <https://conservationdistrict.org/2024/request-for-qualifications-septic-system-repair-services.html>. Or you may submit an email request to Heather Nielsen at the email address provided.

Application Forms submitted by email:

To: hnielsen@conservationdistrict.org

Subject Line: RFQ #2024-RSSRS-01

Application Forms submitted on paper must be in a sealed envelope:

Attn: Heather Nielsen
RFQ #2024-RSSRS-01
Clackamas Soil and Water Conservation District
22055 S. Beaver Creek Rd., Suite 1
Beavercreek, OR 97004

Application Forms hand-delivered to the District business office must be in a sealed envelope and may be delivered to the office address above, Monday-Friday between 8:30 am and 4:00 pm. Call us at 503-210-6000 to confirm that a staff person will be present to accept your application.

C. Deadline:

Application Forms will not be considered if received after 4:00 p.m. on Monday, May 31, 2024.

D. Questions or Requests for Clarification:

Questions and requests for clarification must be received by 12:00 p.m. on Monday, May 20, 2024. Direct any questions or requests for clarification to Heather Nielsen (contact information above). Responses will be posted on the District's website. If the District determine than an addendum to this RFQ is required, addenda will be made available on the District's website. Applicants are responsible for checking the website for addenda or responses to questions or to request for clarification.

E. Information Release:

The District may solicit and obtain background information, including references, for any applicant. By signing the Application Form, the applicant releases the District from all claims arising from such activity. In accordance with Oregon Public Records Laws (ORS Chapter 192), applications submitted are public records, that may be subject to disclosure.

VI. GENERAL CONDITIONS

By submitting an application in response to this RFQ, the contractor agrees to the following terms and conditions:

- A. Limitation: This RFQ does not commit the District to include any contractor on the List, nor to pay any costs incurred in the preparation and submission of applications. Being included on the List is not a guarantee of work. The District reserves the right to accept or reject any or all applications, to seek clarification from any applicant, or to reject all applications and cancel this RFQ.
- B. Contracts with Property Owners: The property owner will be responsible for obtaining price quotes from contractors that are included on the District's List and selecting the contractor for the job. Bids/quotes should include all expected costs, including abandonment/decommissioning of failed septic system components (if applicable) and disposal fees. Before beginning any work, the contractor is strongly advised to confirm with the District that the property owner is participating in the District's Residential Septic System Repair Grant or Loan Program and the job is eligible for payment by the District.

- C. Allowable Costs; Billing Procedures: The District will pay the contractor directly. Allowable costs for the Grant and Loan Programs are described below:

	Grant Program	Loan Program
Evaluation of Existing Septic System	N	N
Repairing or replacing systems requiring a Minor Repair or Major Repair OAR	Y	Y
Site Evaluation – including application and permitting fees and digging test pits	Y	N
Repair Permit Application and Fees	Y	Y
Construction of Repair Septic System – including materials and labor, as well as associated plumbing and electrical connection permits	Y	Y
Decommissioning of wells within the repair area	N	N
Upgrades to electrical or plumbing beyond components directly related to the required repair or replacement.	N	N
Decommissioning of old septic system	Y	Y
Replacement of hardscaping and landscaping. Replacement of concrete or graveling beyond directly impacted area.	N	N

The contractor may request up to 50% advance payment from the District to cover the cost of materials for work that will be started within 90 days of the request. A copy of the contractor’s bid/quote that was accepted by the property owner will be included in the Grant or Loan Agreement signed by the property owner. The District will release the advance payment as soon as possible after the contractor provides copies of repair-related permits. The District will pay the balance of the contractor’s total invoice, up to the amount of the project that was made to the property owner in the Grant or Loan Agreement. Any costs exceeding the amount of the project will be the responsibility of the property owner.

Invoices will be subject to the review and approval of the District before payment. The contractor's invoices must include the property owner’s name and site address, project number, the type of system that was repaired/installed, a materials list, a scaled as-built drawing, a copy

of the Certification of Satisfactory Completion from Clackamas County, and all installation and start-up information (as required) on DEQ-approved forms pertaining to the work that is being invoiced. The District will pay the contractor within 45 days of receipt of an approved final invoice and the above documentation.

- D. Liability and Indemnity: The contractor is an independent contractor and assumes full responsibility for the performance of the work. The contractor assumes all liability for bodily injury or physical damage to person or property arising out of or related to work performed for property owners under this program. If selected for the List, the contractor agrees to indemnify and hold harmless the District, its officers, directors, agents and employees, against any and all losses, claims, damages and expenses, including reasonable and necessary attorney's fees, to the extent any such losses, claims, damages and expenses are due to the acts or omissions of the contractor, its officers, directors, agents and employees. The contractor shall have no obligation to indemnify the District should any such losses, claims, damages and expenses result, in whole or in part, from acts, omissions, willful misconduct or gross negligence of the District, its affiliates, officers, directors, agents and employees.

- E. Equal Employment and Nondiscrimination Statement: Clackamas Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an Equal Opportunity Employer.

- F. The contractor shall comply with all local, state, and federal laws in the performance of work pursuant to this RFQ.

VII. EVALUATION OF APPLICATIONS

- A. Evaluation Procedure: Applications complying with the instructions in this RFQ will be evaluated by a selection committee. Qualified applicants will be placed on the List. If, in the District's discretion, the number of eligible contractors must be limited, respondents will be ranked by numerical score and the highest-ranking contractors will be included on the List.

- B. Evaluation Criteria: The following criteria will be used in the evaluation of the applications:

	Percentage of Total Score
— Qualifications	20%
— Accuracy & Completeness	20%
— References	30%
— Capacity & Regulatory Compliance	<u>30%</u>
	100%

- C. RFQ Validity Period and Authority: Applications submitted in response to this RFQ shall be considered valid for a period of at least sixty (60) days. Applications shall contain the name, title, address, telephone number, and email address of an individual or individuals with authority to bind the applicant during the period in which the District is evaluating the application.

VIII. APPEAL OF DENIAL of PREQUALIFICATION

Aggrieved applicants who wish to appeal a denial of prequalification must do so in writing within seven (7) days of being notified by the District of the denial. Appeals must be submitted to the address below and must state the reason for the appeal:

Heather Nielsen
Appeal: RFQ #2024-RSSRS-01
Clackamas Soil and Water Conservation District
22055 S. Beaver Creek Rd., Suite 1
Beavercreek, OR 97004

The District will issue a written response to the appeal in a timely manner.