

## ***Request for Qualifications (RFQ):***

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***#2021-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](http://www.conservationdistrict.org)

503-210-6000

District Management:

***Christopher Lapp, District Manager***

[clapp@conservationdistrict.org](mailto:clapp@conservationdistrict.org)

503-210-6001

RFQ and Project Administration:

***Eann Rains, Conservation Investments Coordinator***

[erains@conservationdistrict.org](mailto:erains@conservationdistrict.org)

503-998-1752 cell

Notice is hereby given that the Clackamas Soil and Water Conservation District is seeking Applications for RFQ #2021-RSSRS-01: Residential Septic System Repair Services. **Applications must be received by 4:00 p.m. on Friday, May 28, 2021 or must be postmarked by Thursday, May 27, 2021**, at the Clackamas Soil and Water Conservation District, 22055 S. Beaver Creek Rd., Suite 1, Beaver Creek, OR 97004 or by email to: [erains@conservationdistrict.org](mailto:erains@conservationdistrict.org). 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 referral list (List of Prequalified Septic System Contractors) to give to homeowners who are participating in the District’s Residential Septic System Repair Loan Program. The term of the List is anticipated to run from July 1, 2021 to June 30, 2024. Any Contractor who wishes to be selected for work under the Loan Program must be prequalified to be included on the List. No amount of work is guaranteed to any Contractor.

***Completed Application Forms are due no later than 4:00 p.m. on Friday, May 28, 2021, at the District's business office, located at 22055 S. Beavercreek Rd, Suite 1, Beavercreek, OR 97004, or by email to: [erains@conservationdistrict.org](mailto:erains@conservationdistrict.org). Applications postmarked by Thursday, May 27, will be accepted.***

## II. DESCRIPTION OF RESIDENTIAL SEPTIC SYSTEM REPAIR LOAN PROGRAM

The District provides loans to assist residential property owners with the cost of repairing and replacing failing septic systems in Clackamas County. Locations may include West Linn, Oregon City, Gladstone, Happy Valley, Damascus, Estacada, Sandy, Colton, Molalla, and Canby, as well as rural home sites within the County. The size of projects may vary. The Loan Program is a key element in an active partnership involving the Clackamas Soil and Water Conservation District, the Clackamas County Septic and Onsite Wastewater Program, the Oregon Dept. of Environmental Quality (DEQ), and local water providers.

Each property owner participating in the District’s Loan Program 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 Clackamas County 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 done prior to obtaining permits.

Work will occur on residential sites, repairing or replacing various types of septic systems. The existing septic system must be in a state of failure or in danger of failure, as determined by the Clackamas County Septic and Onsite Wastewater Program. The problem 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 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 applications
- Installation
- Coordination of inspections

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.

The term of the List of Prequalified Contractors is anticipated to run for three years, from July 1, 2021 through June 30, 2024. The current List is scheduled to expire on June 30, 2021. Individual Contractors may be removed from the List at the sole discretion of CSWCD. It is the obligation of the Contractor to notify the District if the Contractor would like to be removed from the List or becomes ineligible to perform the work described.

### 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 who is performing or supervising the work must be a DEQ-certified Installer.

To remain on the List of Prequalified Contractors, 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.

The Contractor will be required to maintain an active registration in the federal registry System for Awards Management (SAM) during the term of the List (July 2021-June 2024). There is no fee to register in SAM. The District may require the Contractor to provide documentation of registration. Questions about the SAM registration process may be directed to Eann Rains (contact information below).

## V. APPLICATION INSTRUCTIONS

A. The contact person for this RFQ solicitation is Eann Rains, the District's Conservation Investments Coordinator. She may be contacted at:

Clackamas Soil and Water Conservation District  
22055 S. Beaver Creek Rd., Suite 1  
Beaver Creek, OR 97004  
Email: [erains@conservationdistrict.org](mailto:erains@conservationdistrict.org)  
Phone: 503-998-1752 (cell)

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. To obtain an Application Form that can be filled out on your computer or hand-written, copy this link to your navigation bar and download the Application Form as a fillable PDF file: <https://conservationdistrict.org/2021/request-for-qualification-deq-septic-system-repair.html>. Or you may submit an email request to Eann Rains at the email address provided.

Application Forms submitted by email:

To: [erains@conservationdistrict.org](mailto:erains@conservationdistrict.org)  
Subject line: RFQ #2021-RSSRS-01

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

Attn: Eann Rains  
RFQ #2021-RSSRS-01  
Clackamas Soil and Water Conservation District  
22055 S. Beaver Creek Rd., Suite 1  
Beaver Creek, OR 97004

Application Forms hand-delivered to the District business office must be in a sealed envelope:

- May be delivered to the office address above Monday-Friday between 8:30 am and 4:00 pm.
- The office is closed to the public, open by appointment only.
- Call us at 503-210-6000 to confirm that a staff person will be present to accept your Application.
- Press the "call" button on the post as you approach the gate. A staff person will come to your vehicle to accept the envelope.

C. Deadline:

**Application Forms will not be considered if received after 4:00 p.m. on Friday, May 28, 2021 or if postmarked after Thursday, May 27, 2021.**

D. Questions re: RFQ or Application Form:

Direct any questions or requests for clarification to Eann Rains (contact information above). Responses will be posted on the District's website. Questions and requests for clarification must be received by 12:00 p.m. on Monday, May 24, 2021.

E. Information Release:

The District may solicit and obtain background information, including references, for any Contractor submitting an Application. 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 part of the public record, except to the extent they are exempted from 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 of Prequalified Contractors, 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, negotiate with all qualified sources, or cancel all or part of this RFQ.
- B. Contracts with Property Owners: The property owner will be responsible for obtaining quotes from Contractors that are included on the District's List of Prequalified Contractors 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 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 include permit fees, materials, labor, septage disposal fees, and hazardous waste disposal fees. Allowable costs that may be paid with Loan funds do not include evaluating the existing septic system, digging test pits, or application/permit fees to Clackamas County for a Site Evaluation. The Contractor may request up to 50% advance payment from the District to cover the cost of materials. 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 Loan that was made to the property owner. Any costs exceeding the amount of the Loan will be the responsibility of the property owner.

Invoices will be subject to the review and approval of the District before payment. Contractor's invoices must include the property owner's name and site address, a copy of the Contractor's bid/quote that was accepted by the property owner, 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.

The District will reimburse the Contractor for the cost of septage and disposal fees and hazardous waste disposal fees, provided such costs are included in the Loan to the property owner, itemized in the submitted invoice for, and accompanied by receipts from a licensed septage hauler or from an appropriately licensed landfill, as applicable.

- 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. 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
— Company Capacity	20%
— Experience	40%
— References	40%
	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 LIST OF PREQUALIFIED CONTRACTORS**

Aggrieved Applicants who wish to appeal the decision of whether they are qualified for inclusion on the List of Prequalified Contractors must do so in writing within seven (7) days of being notified by the District of their status on the List. Appeals must be submitted to the address below and must state the reason:

Eann Rains  
 Appeal: RFQ #2021-RSSRS-01  
 Clackamas Soil and Water Conservation District  
 22055 S. Beaver Creek Rd., Suite 1  
 Beaver Creek, OR 97004

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