

Jefferson County Public Utility District No. 1
Material Testing and Special Inspection Services
for the Quilcene Water Tank Project
REQUEST FOR PROPOSALS
JPUD RFP No. 22-005

Jefferson County Public Utility District No. 1 (JPUD) is seeking services for material testing and special inspection during the construction of JPUD's Quilcene Water Tank project. It is anticipated that the selected company will review, test, inspect and document existing conditions, engineering documents, construction materials and assemblies according to applicable codes, regulations, and standards.

The Quilcene Water Tank project consists of constructing a 105,000-gallon concrete water reservoir; booster pump facility; backup generator; associated site work and removal of a 30,000-gallon steel elevated tank.

Jefferson County Public Utility District No. 1 was founded in 1939 as part of the Grange movement to electrify rural communities in Washington State. However, JPUD did not enter the utilities business until 1979, when it acquired its first water district in the community of Gardiner. More water systems followed, as did community drain fields for septic systems. For more than 25 years following that acquisition, JPUD operated as a small water and septic district with less than ten employees and a budget of \$2 million dollars.

In April of 2013, JPUD took over operation of the grid, becoming the first public agency to take over a private system in the state of Washington in more than 65 years. Over the last 8 years, JPUD has grown from 8 to 50 employees; serves over 19,700 electric customers and approximately 5,000 water and septic customers; and an operating budget of approximately \$39 million per year.

PUD No. 1 of Jefferson County is an equal opportunity and affirmative action employer and an RUS borrower.

This project is funded, through the Washington State Public Works Board (PWB) Loan program. PWB requirements and provisions must be met by general contractors and all subcontractors. All contractors must be licensed in the State of Washington to conduct business.

A. Scope of Services

The scope of services required by this RFP include some or all the following services:

1. Required Tests: Materials testing is as required by the construction documents and Plan Sheet S-1 and its referenced standards. These tests may include but not be limited to the following materials: concrete, soils, masonry, rebar, and steel. Some construction documents may require other testing which may require a testing laboratory, these services must also be performed.

2. Required Special Inspections: Special inspection is as required by the construction documents and Jefferson County building permit conditions and its referenced standards. These special inspections may include but not be limited to the following materials: concrete, soils, masonry, welding, and wood. Some construction documents may require additional special inspection and these special inspections must also be performed.
3. The Quilcene Water Tank Specifications and Plans are located free-of-charge access to the project bid documents (plans, specifications, addenda, and Bidders List) by going to www.bxwa.com and clicking on "Posted Projects", "Public Works", and "Jefferson County PUD #1". This online plan room provides Bidders with fully usable online documents with the ability to: download, view, print, order full/partial plan sets from numerous reprographic sources, and a free online digitizer/take-off tool.

B. PROPOSAL SUBMITTAL

The following information is to be submitted as part of the proposal. The proposal is not to be more than 10 double-sided pages in length including any resumes and cover letters. One (1) hard copy and an electronic copy of the proposal are to be provided.

Deadline for submission of proposals:

Interested firms should submit proposals no later than 3:00pm on May 12, 2022. to:

Kara Rogers
Jefferson County Public Utility District No. 1
310 Four Corners Road
Port Townsend, WA 98368

Email submittals are accepted and should be sent to krogers@jeffpud.org

If you submitted your RFP via email, you do not need to send your proposal in a hard copy format.

Proposals should be marked:

“Material Testing and Special Inspections Quilcene Water Tank - JPUD”

C. Evaluation Criteria

Proposals will be evaluated by a committee made up of JPUD employees using the following criteria:

Experience of the Firm:

Demonstrated experience of the firm in relation to the scope of potential work, and quality of service provided to customers in the past on projects of similar scope and scale;

Expertise of Personnel:

Demonstrated expertise of the key personnel on projects of similar scope and scale in relation to the scope of potential work;

Availability of Resources:

Demonstrated ability of the Service Provider to provide staff and resources necessary to provide material testing and special inspection services;

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Quality Assurance:

Demonstrated record that the Service Provider has delivered high quality services and documentation to its clients, and has in place an effective continuous quality improvement process; and

Hourly Rates/Fee Schedule:

Proposed hourly rates for those providing inspection services and Schedule of Fees for testing.

All the criteria will be weighted evenly during the selection process review.

D. Additional Requirements

The PUD reserves and has the sole discretion to:

- A. Award a contract for Personnel Services for all, any, or any combination of the anticipated scope of work described within the RFP.
- B. Reject any and all consultant qualifications considered by the PUD to be non-responsive or not in the best interest of the PUD, in its discretion.
- C. Supplement, amend or otherwise modify this RFP or cancel this RFP without substitution.
- D. Waive any or all informalities in the consultant's qualifications or failures to comply with the RFP requirements.
- E. Request further information, or presentations from consultants as needed to support the PUD's selection of the most qualified consultant
- F. Select any consultant that in the opinion of the PUD is most qualified.
- G. Modify the anticipated scope of work, and milestones and schedule.

E. PUBLIC RECORDS

Public Records Act Under Washington State Law (reference RCW 42.56 – the Public Records Act) all materials received or created by the PUD are considered public records. These records include but are not limited to qualification submittals, agreement documents, contract work product, or other information submitted by a vendor to the PUD.

The State of Washington's Public Records Act requires that public records must be promptly disclosed by the PUD upon request unless the RCW or another Washington State statute specifically exempts records from disclosure. Exemptions are narrow and explicit and are listed in Washington State Law (RCW 42.56 and RCW 19.108).

Respondents must familiarize themselves with the Washington State Public Records Act and the limits of record disclosure exemptions. For more information, visit the Washington State Legislature's website regarding the Public Records Act at <http://apps.leg.wa.gov/RCW/default.aspx?cite=42.56>. If the consultant believes that any of the records it submits to the PUD as part of your informational material are exempt from disclosure, you can request that they not be released. To do so, you must notify the PUD in writing. You should clearly and specifically identify each record and the exemption(s) that may apply.