

# SACRAMENTO REGIONAL INDOOR DIRECT INSTALL PROJECT - Phase 2 REQUEST FOR PROPOSALS

Regional Water Authority  
2295 Gateway Oaks Drive, Suite 100  
Sacramento, CA 95833

Proposals Due By 4:00 PM PT, August 4, 2023

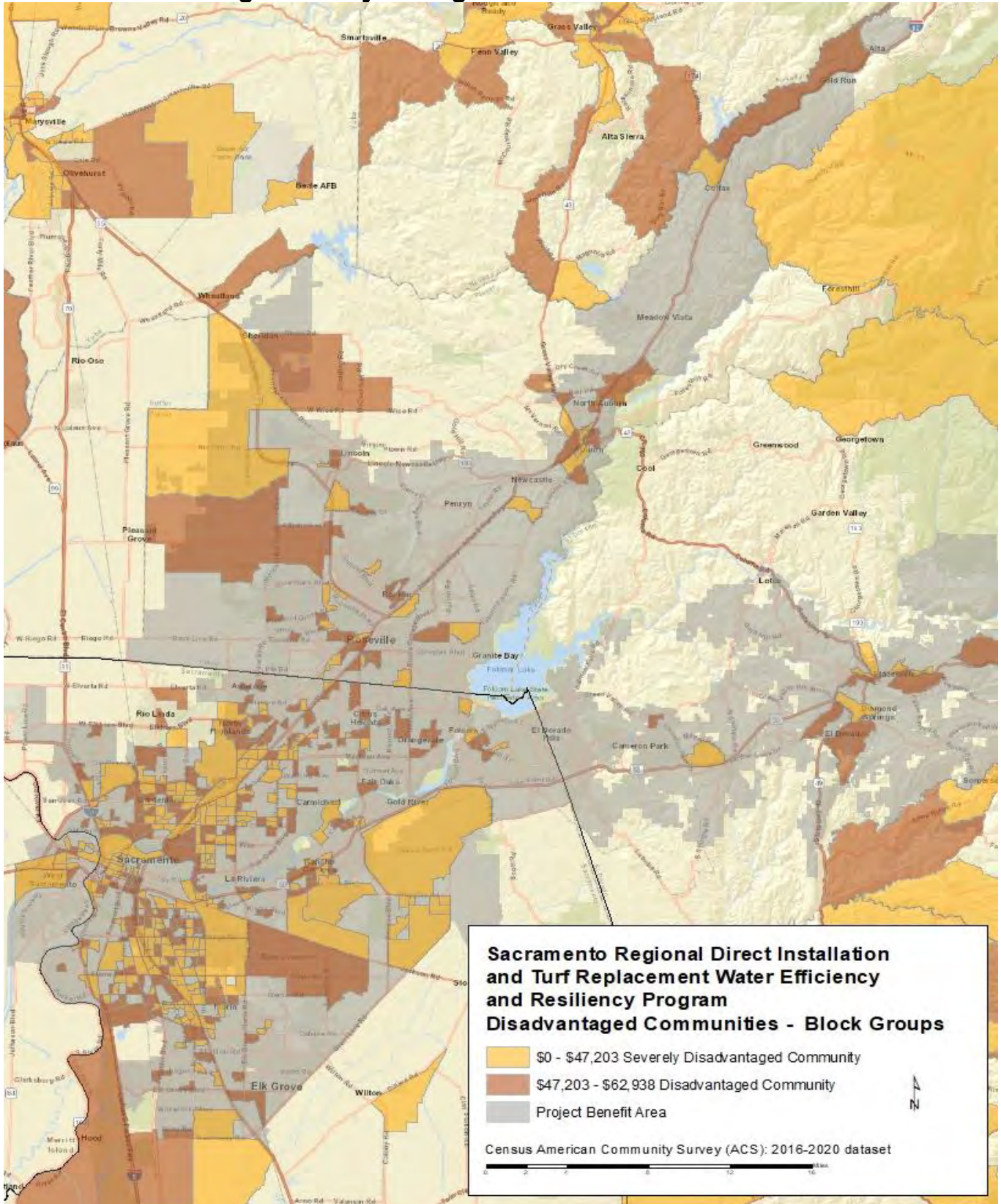


## Sacramento Regional Indoor Direct Install Project -Phase 2 Request for Proposal (RFP)

<b>General Project Information</b>	<p>The Regional Water Authority (RWA) is seeking support for the implementation of a regional multifamily residential and commercial/institutional (CI) indoor direct installation project. The project will provide labor and high efficiency fixtures directly to eligible customers free of charge and will replace high water use fixtures (3.5 gallons per flush or more for toilets, 1.0 gallons per flush or more for urinals, 2.0 gallons per minute or more for showerheads and kitchen/bath faucet aerators -no flow requirement for replacement) with WaterSense labeled high efficiency toilets (HETs), urinals, showerheads, and faucet aerators. Replacements will vary depending on individual property needs, but will generally include one toilet, one showerhead, two bathroom and/or kitchen faucet aerators per multifamily housing unit. An interior water use survey to assess replacement needs must be completed for each participating property by the contractor before any installation work can begin.</p> <p><b>Funding for this project is 100% from California’s Urban Community Drought Relief Grant Program with a budget of \$2,100,000. The project timeline is October 2023-April 2026.</b></p> <p>The minimum project goal is to install 20,240 fixtures to achieve an estimated water savings of 1,997 million gallons/7,135 acre feet over a 25-year lifetime or 79.8 million gallons/285 acre feet per year in the region’s disadvantaged communities.</p> <p>The project will focus on multifamily and commercial/institutional properties located in Disadvantaged Communities (DACs) areas-as defined by using the California Department of Water Resources (DWR)’ Disadvantaged Communities Mapping Tool at the Census Block level within RWA’s Water Efficiency Program water supplier service areas. The project will target 100% participation in these DAC areas, however, the target area may be expanded as needed to achieve fixture installation goals. Figure 1 below displays the project’s DAC target areas overlapped with RWA’s Water Efficiency Program water supplier service areas. Both DACs and Severely DACs (SDACs) are eligible areas for this project. For an interactive map of the Sacramento region’s DACs visit: <a href="https://gis.water.ca.gov/app/dacs/">https://gis.water.ca.gov/app/dacs/</a></p> <p>RWA is seeking responses from Contractors that can perform all of the following:</p> <ul style="list-style-type: none"> <li>• Assist with project marketing to CI and multifamily properties</li> <li>• Contact all eligible customers for project participation</li> <li>• Provide customer service to determine project eligibility and installation scheduling</li> <li>• Secure all permits and approvals for fixture installations</li> <li>• Provide all fixture installations with one year warranty</li> <li>• Provide bonded, licensed (including C 36 license) plumber(s) to perform interior water use surveys and fixture replacements</li> <li>• Secure warehouse/office location for all required materials (including toilets, urinals, showerheads and faucet aerators)</li> <li>• Properly dispose of old fixtures (must recycle toilets when possible)</li> <li>• Provide project administration (tracking, billing, customer service, etc.)</li> <li>• Create and maintain a database/spreadsheet with all participant information</li> <li>• Provide RWA with regular progress updates during the project and a final report summarizing results of the project</li> </ul>
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<p><b>Disclaimer and Submission Deadline</b></p>	<p>The RWA reserves the right to modify the anticipated timeline set forth below. There will be no public opening of proposals. The RWA reserves the right to reject any and all proposals, cancel all or part of this Request for Proposals (RFP), waive any minor irregularities and to request additional information from proposing Contractors. This RFP does not obligate the RWA to award a contract. <u>There is no expressed or implied obligation for the RWA to reimburse responding Contractors for any expenses incurred in preparing proposals in response to this request.</u></p> <p>To be considered, each Contractor submitting an RFP proposal must provide an electronic copy of the RFP proposal via email sent directly to RWA’s principal contact by the <b>filing deadline of August 4, 2023, by 4:00 P.M. Pacific Time.</b> Late submissions will not be considered. The RWA reserves the right to reject any or all submittals.</p>						
<p><b>RWA Profile</b></p>	<p>The RWA was formed in 2001 as a joint powers authority that represents the interests of over 25 water providers and associate agencies, serving 2 million people in the greater Sacramento, Placer, El Dorado, Sutter, Nevada, and Yolo counties Region. The RWA's mission is to serve, represent and align the interests of regional water providers and stakeholders for the purpose of improving water supply reliability, availability, quality and affordability. RWA is governed by a Board of Directors comprised of two representatives from each of the member agencies. The representatives are appointed by the member agencies. For more information, visit the RWA website at <a href="http://www.rwah2o.org">www.rwah2o.org</a>.</p>						
<p><b>Principal Contact</b></p>	<p>The principal contact with the RWA will be:  Amy Talbot, Principal Project Manager  2295 Gateway Oaks Drive, Suite 100  Sacramento, CA 95833  (916) 967-7692  <a href="mailto:atalbot@rwah2o.org">atalbot@rwah2o.org</a></p>						
<p><b>RFP Timeline</b></p>	<table border="1"> <tr> <td data-bbox="444 1377 1542 1419">July 7, 2023 Distribution and online posting of RFP</td> </tr> <tr> <td data-bbox="444 1425 1542 1467">August 4, 2023 RFP filing deadline-must be received by RWA by 4:00 PM PT</td> </tr> <tr> <td data-bbox="444 1474 1542 1516">August 7-11, 2023 RWA staff/member water providers review of RFPs</td> </tr> <tr> <td data-bbox="444 1522 1542 1564">August 22, 2023 RWA Executive Committee presentation of staff recommendation</td> </tr> <tr> <td data-bbox="444 1570 1542 1612">September 14, 2023 RWA Board approval and selected contractor notified</td> </tr> <tr> <td data-bbox="444 1619 1542 1661">October/November 2023 Contract signed and project begins</td> </tr> </table>	July 7, 2023 Distribution and online posting of RFP	August 4, 2023 RFP filing deadline-must be received by RWA by 4:00 PM PT	August 7-11, 2023 RWA staff/member water providers review of RFPs	August 22, 2023 RWA Executive Committee presentation of staff recommendation	September 14, 2023 RWA Board approval and selected contractor notified	October/November 2023 Contract signed and project begins
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**Figure 1: Project Target Areas – DACs and SDACs**



Note: Project Benefit Area = RWA Water Efficiency Program Water Supplier Service Areas. GIS Shapefile of supplier service areas available on request to RWA's Principal Contact.



**Figure 1 Details**

**RWA Water Efficiency Program Water Suppliers**

California American Water	Elk Grove Water District
Carmichael Water District	Fair Oaks Water District
Citrus Heights Water District	Golden State Water Company
City of Folsom	Orange Vale Water Company
City of Lincoln	Placer County Water Agency
City of Roseville	Rancho Murieta Community Services District
City of Sacramento	Sacramento County Water Agency
City of West Sacramento	Sacramento Suburban Water District
El Dorado Irrigation District	San Juan Water District

**Additional notes regarding mapping DAC and water supplier boundaries**

RWA is not aware of any available tutorial offered by the Department of Water Resources (DWR) for their interactive DAC map. More information is available on the DWR website: <https://water.ca.gov/Work-With-Us/Grants-And-Loans/mapping-tools>.

The DWR interactive mapping tool does allow for water supplier service area boundary geographic information system (GIS) shapefiles to be uploaded to the tool and overlaid on the map’s existing DAC location information. RWA can provide the relevant GIS shapefile of RWA Water Efficiency Program water supplier service areas and basic instructions on how to upload the data to DWR’s mapping tool to interested contractors by direct request to RWA’s RFP Principal Contact via email. The GIS shapefile of water supplier service areas is the best available information we have regarding water supplier service area boundaries. However, we do have a customer facing, “Who is Your Water Provider?” online map that shows the overall water supplier service area boundaries (that can be zoomed in and out) and can also match specific customer addresses to a specific RWA water supplier: <https://bewatersmart.info/find-your-water-provider/>.

RWA staff will be available to the selected contractor to assist with additional mapping requests during the project with the purpose of developing a project customer outreach plan and to evaluate potential project participants’ properties based on their location and designation as a DAC/SDAC.

All properties participating in this program are required to be located in both – a RWA Water Efficiency Program water supplier service area (as defined above) and be designated a DAC/SDAC by DWR. Due to these two requirements, there may not be DAC/SDAC areas in all RWA Water Efficiency Program water suppliers’ service areas.



- Existing toilets must be 3.5 gallons per flush or greater or be a verified non-performing 1.6 gallon per flush toilet
- Participating multifamily and CI sites have a minimum of 5 dwelling units or 5 toilets in need of replacement. Sites outside this eligibility requirement will be addressed on a case-by-case basis.
- 100% of participating sites must be located within the DAC and RWA Water Efficiency Program water supplier service area boundaries described above.

Interior Water Use Surveys: Eligibility status is expected to be accomplished through a pre-survey phone screening, an on-site interior residential survey or combination of both to assess all toilets, urinals, showerheads, and aerators for each site. Surveys will be completed before any fixture removal or installation is performed and are required to be submitted with monthly Contractor invoices for any multifamily housing unit and CI site that received installed fixtures to verify pre-installation fixture flow rates. The survey data will be used to estimate water savings for the project and reported back to DWR.

**TASK 3. CUSTOMER SERVICE**

On Call - Customer Service: Contractor shall receive all requests for project participation. Contractor shall establish a customer service telephone line to be staffed at least four (4) hours per day, five (5) days per week; and include an afterhours recorded message and emergency contact number. The Contractor's customer service representative(s) shall provide information about project eligibility requirements, the benefits of participating in the project (fixture performance and water savings), site installation requirements (Tasks 5 and 6) and bilingual communication (at a minimum in Spanish) as necessary.

Installation Services: Contractor shall make every reasonable effort to accommodate customer's preference and needs in regard to scheduling and conducting fixture installation work, including pre-installation site and survey visits. Contractor shall secure all necessary permits, fees, and authorizations prior to starting any work. Fixture scheduling and installations will be completed in a timely manner specifically within a 30-day timeline from when the customer requests installation services to the fixture installation date unless otherwise agreed by the customer.

**TASK 4. PERMITTING**

Contractor will pay for and secure all relevant permits, as required, from various city and county (or other) planning and building departments for each proposed installation site before work begins. In addition, Contractor shall schedule all final inspections, as required, by city and or county (or other) inspectors, in accordance with the permitting process outlined by the local unit of government or overseeing body. Permitting requirements may differ between residential and commercial/institutional properties. Contractor shall provide a copy of approved permit and proof of final inspection, as necessary, with each monthly invoice along with all customer applications as documentation of completed installations. If required, final permit inspection and approval will constitute successful installation and warrant compensation.

**TASK 5. FIXTURES**

One primary goal of this project is to ensure that the installations properly function and remain in the participating sites through their estimated lifetime use (25 years), thus ensuring consistent and reliable water savings. RWA is seeking quality products for the best value to complete these replacements. The following sections provide project requirements by fixture. The summarized project requirements are provided in Table 1 below for quick reference. Contractor must propose make, model, and cost estimates using the following requirements for each fixture as outlined in ATTACHMENT A.

Table 1: Summary of Project Fixture Requirements

Fixture Type	Old Fixture Requirements	New Fixture Requirements
Toilet	<ul style="list-style-type: none"> <li>• 3.5 gallons per flush or more</li> <li>• Verified Non-performing 1.6 gallons per flush</li> </ul>	<ul style="list-style-type: none"> <li>• 1.28 gallons per flush or less</li> <li>• MaP score of 600 or more</li> <li>• WaterSense labeled</li> </ul>
Urinal	<ul style="list-style-type: none"> <li>• 1.0 gallons per flush or more</li> </ul>	<ul style="list-style-type: none"> <li>• 0.5 gallons per flush or less</li> <li>• WaterSense labeled</li> </ul>
Showerhead	<ul style="list-style-type: none"> <li>• 2.0 gallons per minute or more</li> </ul>	<ul style="list-style-type: none"> <li>• 1.5 gallons per minute or less</li> <li>• WaterSense labeled</li> </ul>
Aerator	Replacement as needed	<ul style="list-style-type: none"> <li>• 1.5 gallons per minute or less</li> <li>• WaterSense labeled</li> </ul>

Toilets:

The project requires the installation of WaterSense labeled high efficiency toilets (HETs). WaterSense HETs use no more than 1.28 gallons per flush. For more information about the United States Environmental Protection Agency (USEPA) WaterSense program, see <http://www.epa.gov/watersense/>. For this project, HETs are required to have a minimum Maximum Performance (MaP) score of 600 grams as tested in the Maximum Performance (MaP) Testing of Popular Toilet Models. For more information about MaP testing and to search for eligible toilets, see [www.map-testing.com](http://www.map-testing.com).

The project will only replace toilets with an existing 3.5 gallon per flush or higher flow rate or verified nonperforming 1.6 gallons per flush (as necessary). While 3.5 gallon per flush (gpf) toilets are decreasing in use as time progresses, in previous similar projects, the majority of the toilets replaced in multifamily and commercial properties were 3.5 gpf models. Our goal is to replace as many 3.5 gpf models as possible as existing 3.5 toilets are the basis of the grant’s water savings estimates (to be replaced with a 1.28 gpf toilet). If RWA’s Contractor is unable to find a sufficient amount of 3.5 models in the allowable grant timeframe in the required DAC areas, RWA will consider replacing non-performing 1.6 gpf models at eligible properties.

RWA defines a non-performing 1.6 gpf toilet as a toilet manufactured with a 1.6 gpf rating but currently operates at a water usage level above the initial rating to successfully perform the intended task (clearing waste). A few examples of non-performance include consistent flush volume above 1.6 gpf as documented with a professional instrument and regular double flushing to clear waste. Causes of non-performance can include fixture wear and



tear, improper adjustments, etc. To help measure toilet flow volumes, RWA purchased a T-5 flushmeter that will be available to the selected Consultant to assess potential non-performing 1.6 gpf models for replacement during this project.

A cost estimate for gravity flush, pressure-assist, and ADA compliant HETs should be included in ATTACHMENT A. Models should have round and elongated toilet seat options to accommodate varying bathroom arrangements. Typically, one HET will be installed in each multifamily housing unit, however, some units may require additional toilets.

Showerheads:

The project requires the installation of WaterSense labeled showerheads with a maximum flow rate of 1.5 gallons per minute. The project will only replace showerheads with an existing 2.0 gallon per minute or higher flow rate. Two types of showerheads will be offered in the project: wall mounted/fixed and handheld. Preferred styles for the wall mounted/fixed showerhead are rainfall and multifunction showerheads. Typically, one showerhead will be installed in each multifamily housing unit, however, some units may require additional showerheads. Higher flow replacement showerhead may be approved by RWA Project Manager to accommodate unique functions within CII facilities as needed.

Urinals:

The project requires the installation of WaterSense labeled urinals with a maximum flow rate of 0.5 gallons per flush. The project will only replace urinals with an existing 1.5 gallon per flush or higher flow rate. Waterless urinals are not eligible replacement fixtures for this project.

Aerators:

The project requires the installation of WaterSense labeled aerators with a maximum flow rate of 1.5 gallons per minute. Typically, two aerators will be installed in each multifamily housing unit, however, some units may require additional aerators. Both bathroom and kitchen aerators may be replaced as needed.

Fixture purchasing and storage:

The Contractor shall finance the purchase of all fixtures and associated materials for installation and provide any necessary warehousing, equipment, personnel, or licenses for installations.

Contractor shall be responsible for obtaining, warehousing, inventory control, transportation, distribution, and installation of all fixtures and their associated materials including:

- Toilet tank, bowl, seat, wax ring, brass flange bolts, water supply line, and angle stop
- Urinals
- Showerheads
- Variety of aerators to accommodate various faucet types

In addition, all toilet internal parts supplied (or fully compatible alternative parts) shall be available at local (Sacramento, Placer, El Dorado, and Yolo counties) area retail or wholesale outlets, should replacements be required. To be a fully compatible alternative part, the part shall install just as easily as the original, be just as durable of equal or better

quality and yield the same performance.

Fixture Type Amount:

The RFP states of target of replacing 20,240 total fixtures with the assumption of 1 toilet, 2 faucet aerators (1 bathroom and 1 kitchen), and 1 showerhead per multifamily unit. However, the exact number of toilets, urinals, showerheads and aerators installed will be determined by the participating properties' building type (commercial, institutional, and multifamily) and fixture replacement needs. For the purpose of the grant, meeting the water savings estimate (1,997 million gallons over a 25-year lifetime) is the primary goal with the number of fixtures installed as a secondary goal.

**TASK 6. INSTALLATION SERVICES**

Professional Conduct: All fixture installations shall be performed by licensed plumbing contractor(s), to the plumbing manufacturer's recommendations, and meet all applicable codes and regulations. The Contractor will perform work in a safe, courteous, and professional manner, and secure all necessary inspections, permits, and authorizations for fixture installation before any work begins.

Normal Site Conditions: Prior to performing any work, Contractor shall pre-inspect each site to ensure Normal Site Conditions exist at the installation site which include but are not limited to:

- Measured static water pressure at or above 35 psi at the installation site
- Measured dynamic water pressure at or above 30 psi at the installation site
- Mounting surface (floor surrounding toilet) is level and suitable to adequately support proper fixture installation

All fixture size, design, flush valve and mounting heights shall meet ASME A112.19.2- 2003 for standard height installations, or the Uniform Federal Accessibility Standards (UFAS) [www.access-board.gov/ufas/](http://www.access-board.gov/ufas/) for ADA required installations.

Abnormal Site Conditions: Sites not meeting the "Normal Site Conditions" criteria shall be ineligible for the project. The contractor shall inform the customer or owner's representative in writing of the condition(s) that makes the site ineligible. The customer can make necessary repairs to make the site meet the Normal Site Condition criteria (subject to a follow up site inspection by RWA Contractor). Such repairs are NOT part of this project's scope of work and are therefore not reimbursable by RWA. If the Contractor makes the repairs for the customer at the customer's expense, a copy of the paid repair invoice shall be submitted to RWA.

Warranty: Contractor shall provide each participating customer with a 12-month warranty on all parts and labor installed a part of this project. RWA reserves the right to withhold 2% of each monthly invoice until the end of the 12-month warranty period. At that time, the full 2% will be returned to the Contractor unless there are any unresolved warranty issues.

Laws and Regulations: Contractor is responsible for complying with all applicable federal, state and local laws, rules and regulations affecting such work, specifically including but

not limited to environmental, labor, prevailing wage, procurement and safety, relevant state laws and local ordinances for installing toilets, urinals, showerheads, and aerators. **This project requires prevailing wage rates for all applicable work performed.** The selected Contractor agrees to be bound by all the provisions of the Labor Code regarding prevailing wages and shall monitor all contracts, expenses, and labor subject to reimbursement from this project to assure that the prevailing wage provisions of the Labor Code are being met. Current Department of Industrial Relations (DIR) requirements may be found at: <http://www.dir.ca.gov/lcp.asp>. For more information, please refer to DIR's Public Works Manual at: <http://www.dir.ca.gov/dlse/PWManualCombined.pdf>.

Detailed installation cost information is required as outlined in ATTACHMENT A.

**TASK 7. TOILET RECYCLING / DISPOSAL**

The Contractor shall provide fixture recycling/disposal services for all removed plumbing fixtures including collection, dismantling, hauling, recycling, and disposal. The Contractor shall provide documentation (e.g. recycling or disposal receipts) that verifies the fixtures were recycled or disposed of at an authorized disposal facility. All recycling/disposal work shall be managed and conducted in a safe manner, observing all necessary employee safety measures and legal requirements. Toilets must be recycled when possible.

**TASK 8. INSTALLATION INSPECTIONS**

RWA will conduct its own inspections at a random number of installation sites throughout the project timeframe. Any irregularities noticed in the course of installation review, or inaccurate or partially completed information on a site's project application, will result in the processing of Contractor's invoices to be suspended until the irregularity is remedied by the Contractor to RWA's satisfaction.

**TASK 9. PROJECT REPORTING AND BILLING**

Reporting: Contractor will be responsible for reconciling all installations, permitting, recycling/disposal statistics and reporting on a monthly basis. Reports will include monthly and cumulative participating customer site and fixture installation information, to be submitted to RWA's Project Manager within five (5) working days of the close of each month for the duration of the project. Project monthly reporting will continue through the last fixture installation of the project, and then the Contractor will provide quarterly reports (every 3 months) of participants requesting or receiving warranty (parts or labor) services for fixtures installed by the Contractor up to a year after the last fixture has been installed.

Reporting data will include each participating customer's name, address, phone, water account number, water supplier, site survey assessment, the number and type of fixtures installed, the make and model of each fixture installed, installation date and a copy of the project application, with all permits and approvals (as necessary) attached. RWA will work with Contractor to develop and or modify the data requirements in an effort to improve the reporting process, based on a greater understanding of project data collection needs.

Invoice Billing: On a monthly basis, Contractor shall invoice RWA for all installations

	<p>completed during that period. Charges on the invoice shall be stated on a per unit cost basis for each fixture installed in accordance with the costs quoted in the executed agreement. RWA reserves the right to withhold payment if Contractor fails to meet reporting, invoicing, or installation requirements. Payment will be withheld until deficiencies are corrected to RWA’s satisfaction.</p> <p>All data, documents, discussions, or other information developed or received by Contractor in performance of the agreement for the work will be the property of RWA and will not to be disclosed to any person except as authorized by RWA, or as required by law. All reports, documents, or other materials developed or discovered by the Contractor, or any other person engaged directly or indirectly by Contractor to perform services, shall be and remain the property of RWA without restriction or limitation upon their use.</p> <p><u>Final Report</u>: Contractor shall prepare and submit a Final Report at the conclusion of the project, no later than April 1, 2026, containing a comprehensive summary of all project activity, number and type of fixture installations received by participating customers organized by water supplier. In the event the project is completed early, the report shall be submitted within four (4) weeks of the last fixture installation. In the event the project’s timeframe is extended, the reporting deadlines will be modified by RWA and Contractor.</p> <p><u>Database Submittal</u>: Contractor shall provide RWA with a copy of the database(s)/spreadsheets and all computer files generated by the Contractor related to the project on a monthly basis with each invoice and with the Final Report submission. RWA will provide an example of the preferred reporting format and contents to the Contractor prior to the start of the project. RWA reserves the right to modify the data required based on a greater understanding of project data collection needs and associated grant reporting requirements.</p> <p><b>All administration fees should be built into the per-unit cost for each fixture as shown in ATTACHMENT A. RWA will not allow hourly billing of staff time.</b></p>
<b>Project Expansion Opportunities</b>	<p>The Contractor will brainstorm and present potential expansion options for both individual local water suppliers and RWA in the RFP response that could complement the regional project scope of work. Potential options include expanded flow testing of toilets and urinals, placement of flow monitoring/leak detection technologies on fixtures, etc. RWA is not obligated to include or guarantee any or all of the project expansion opportunities described in this section in the final RWA project contract. Providing cost estimates for these potential additional opportunities is encouraged but not required.</p>
<b>Project Timeline</b>	<p>RWA is anticipating a 2.5-year timeline (October 2023-April 2026).</p>
<b>Attachments</b>	<ul style="list-style-type: none"> <li>A. Fee Schedule Table (<b>REQUIRED for RFP submission</b>)</li> <li>B. RWA Standard Services Agreement - not included in RWA Executive Committee or Board Report</li> </ul>

## Submittal Process and Evaluation

<p><b>Proper Completion and Submission of RFP</b></p>	<p>To be considered, each Contractor submitting an RFP proposal must provide an electronic copy of the RFP proposal via email sent directly to RWA’s principal contact by the filing deadline of August 4, 2023, by 4:00 PM Pacific Time. Late submissions will not be considered. The RWA reserves the right to reject any or all submittals.</p>
<p><b>Rights to Submitted Materials</b></p>	<p>RWA reserves the right to retain all submittals. Submission of RFP proposal indicates acceptance by the Contractor of the conditions contained in this RFP document, unless exceptions are clearly and specifically noted in the Contractor RFP response submittal. Exceptions include but are not limited to any comments or proposed changes to ATTACHMENT B – RWA Standard Services Agreement.</p>
<p><b>Changes to RFP</b></p>	<p>RWA will send any changes to this RFP to each Contractor to whom an RFP notification has been directly sent and will also post changes on the RWA website: <a href="https://rwah2o.org/news-info/public-notices/">https://rwah2o.org/news-info/public-notices/</a>. Such changes become an integral part of the RFP for incorporation into any contract awarded pursuant to the RFP.</p>
<p><b>Inquiries to RFP</b></p>	<p><b>Submit any inquiries or requests for clarification concerning the RFP via email to RWA’s principal contact by 4:00 pm PT on July 28, 2023.</b> Answers to inquiries will be returned via email. Answers to any inquiries that are of a general nature will also be distributed to other Contractors that were directly sent notification of this RFP and posted on the RWA website: <a href="https://rwah2o.org/news-info/public-notices/">https://rwah2o.org/news-info/public-notices/</a>.</p>
<p><b>Evaluation of RFP</b></p>	<p>Submittals will be considered by a selection team consisting of RWA staff and representatives of RWA water suppliers and/or partners. Submittals will be evaluated on a combination of factors that will be assigned point values up to the total amounts indicated in the following criteria: the Contractor profile (10 points), staff qualifications (15 points), past experience and references (30 points), tasks (25 points), project expansion opportunities (5 points), fee schedule (10 points) and overall proposal quality (5 points). There is a maximum possible score of 100 points. The criteria are further described in the “Submittal Requirements” section below. During the evaluation process, the selection team, RWA management and/or RWA Board of Directors reserve the right, where it may serve the RWA's best interest, to request additional information or clarifications from Contractor proposers, or to allow corrections of errors or omissions.</p>

## Submittal Requirements

To facilitate the comparison of submittals from interested Contractors and to assist the selection team with the review process, Contractors are required to organize their submittals in accordance with the following order and substance.

<b>Title Page</b>	State the RFP subject (Sacramento Regional Indoor Direct Install Project), name of the Contractor, local address, email, and telephone number of the Contractor’s primary contact person, and the date of the proposal.
<b>Table of Contents</b>	The table of contents of the submittal should include a clear and complete identification of the materials submitted by section and page number.
<b>Contractor Profile</b>	Include staffing size of your business, your business’s client base (i.e., local, regional, statewide, etc.), the location of the office from which the work will be done and the staffing capacity for that office. Include a statement on your business’s capability to support the proposed scope of work.
<b>Staff Qualifications</b>	Identify all staff (managers, supervisors, and specialists), including a primary point- of-contact, who would be assigned to the project. Clearly identify the project manager and their availability to manage the project between October 2023 and April 2026. Specifically discuss project administration, technical skills, communication style, and other skills necessary to perform this project. Any subcontractors should be identified both in name/company and scope/task.
<b>Past Experience and References</b>	List a minimum of two and a maximum of five similar recent engagements performed. Indicate the scope of work, date, engagement partner(s), total hours or budget, and the name and telephone number of the principal client contact. Maximum of one page per engagement.
<b>Tasks</b>	<p>Contractor must provide a detailed description of how each task, described in RFP, will be accomplished.</p> <ul style="list-style-type: none"> <li>• Task 1: Marketing and Outreach</li> <li>• Task 2: Eligibility and Interior Water Use Surveys</li> <li>• Task 3: Customer Service</li> <li>• Task 4: Permitting</li> <li>• Task 5: Fixtures</li> <li>• Task 6: Installation Services</li> <li>• Task 7: Toilet Recycling/Disposal</li> <li>• Task 8: Installation Inspections</li> <li>• Task 9: Project Reporting and Billing</li> </ul> <p>A timeline that corresponds to each Task must be included in this section.</p>



<b>Project Expansion Opportunities</b>	Include potential expansion options for both individual local water suppliers and RWA that could complement the regional project scope of work. Potential options include expanded flow testing of toilets and urinals, placement of flow monitoring/leak detection technologies on fixtures, etc. Providing cost estimates for these potential additional opportunities is encouraged but not required.
<b>Fee Schedule</b>	The Fee Schedule Table in ATTACHMENT A is a required document and must be included in the RFP proposal in this section. ATTACHMENT A should reflect billing rates for the duration of the project from October 2023 through April 2026. <b>Please note that per diem expenses and hourly staff time charges are not allowable project expenses.</b>
<b>Proof of Insurance</b>	The Contractor must provide proof of insurance as described in the “Additional Information” section and in ATTACHMENT B – RWA Standard Services Agreement. If Contractor does not currently have proof of insurance, describe timeline for acquiring required insurance coverages prior to October 2023.

## Additional Information

<b>Award of Contract</b>	RWA’s Contractor selection will be complete by October 2023. Following the notification of the selected Contractor, an agreement will be executed between RWA and the selected Contractor in October/November 2023. These timelines are dependent on pending RWA Executive Committee approval in August and RWA Board approval in September and may be modified.																				
<b>Term of Engagement</b>	The contract term is from October 2023 to April 2026. The contract term may be modified based on selected final scope of work and other related factors.																				
<b>Subcontracting</b>	If a proposer Contractor intends to subcontract any of the work in its proposal, that fact, the name of the proposed subcontracting Contractor(s), and the work to be performed by each subcontractor must be clearly identified in the proposal. Subcontractors must have prior experience with similarly scoped projects.																				
<b>Insurance</b>	<p>The selected Contractor will maintain in full force and effect throughout the term of the services contract the following insurance coverage:</p> <table border="1" data-bbox="477 932 1507 1745"> <thead> <tr> <th data-bbox="477 932 821 968"><i>Type</i></th> <th data-bbox="821 932 1162 968"><i>Limits</i></th> <th data-bbox="1162 932 1507 968"><i>Scope</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="477 968 821 1388">Commercial general liability</td> <td data-bbox="821 968 1162 1388">\$2,000,000 per occurrence &amp; \$4,000,000 aggregate</td> <td data-bbox="1162 968 1507 1388">at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury</td> </tr> <tr> <td data-bbox="477 1388 821 1530">Automobile liability</td> <td data-bbox="821 1388 1162 1530">\$1,000,000 per accident</td> <td data-bbox="1162 1388 1507 1530">at least as broad as ISO Business Auto Coverage (Form CA 00 01)</td> </tr> <tr> <td data-bbox="477 1530 821 1602">Workers’ compensation</td> <td data-bbox="821 1530 1162 1602">Statutory limits</td> <td data-bbox="1162 1530 1507 1602"></td> </tr> <tr> <td data-bbox="477 1602 821 1673">Employers’ liability</td> <td data-bbox="821 1602 1162 1673">\$1,000,000 per accident</td> <td data-bbox="1162 1602 1507 1673"></td> </tr> <tr> <td data-bbox="477 1673 821 1745">Professional liability*</td> <td data-bbox="821 1673 1162 1745">\$1,000,000 per claim</td> <td data-bbox="1162 1673 1507 1745"></td> </tr> </tbody> </table> <p data-bbox="477 1772 1515 1839">*Required only if Contractor is a licensed engineer, land surveyor, geologist, architect, doctor or attorney.</p>			<i>Type</i>	<i>Limits</i>	<i>Scope</i>	Commercial general liability	\$2,000,000 per occurrence & \$4,000,000 aggregate	at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury	Automobile liability	\$1,000,000 per accident	at least as broad as ISO Business Auto Coverage (Form CA 00 01)	Workers’ compensation	Statutory limits		Employers’ liability	\$1,000,000 per accident		Professional liability*	\$1,000,000 per claim	
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Workers’ compensation	Statutory limits																				
Employers’ liability	\$1,000,000 per accident																				
Professional liability*	\$1,000,000 per claim																				

<b>Invoicing</b>	Invoices should be submitted to RWA on a monthly basis. RWA will pay submitted and approved (by RWA Principal Contact and RWA Executive Director) invoices at or within 30 days.
<b>Other Agreement Terms</b>	Proposer Contractors are strongly encouraged to review the RWA Standard Services Agreement (ATTACHMENT B) for additional requirements of RWA contractors. This agreement must be executed before work can begin. Minor changes to the agreement may be considered but proposed changes must be clearly and specifically noted in the Contractor RFP response submittal.
<b>Grant Funding Requirements</b>	<p>This project is 100% DWR grant funded and therefore both RWA and the selected Contractor must adhere to the additional requirements listed below. These requirements will be included in the agreement between the selected Contractor and RWA. Regarding the below text, RWA is considered the Grantee.</p> <p><b>Licenses, Permits, and Insurance.</b> The Contractor or their subcontractors shall be responsible for obtaining any and all permits, licenses, and approvals required for performing any work under this Agreement including those necessary to perform design, construction or operation and maintenance of the Project. The Contractor or their subcontractor will be responsible for observing and complying with any applicable federal, state, and local laws, rules, or regulations affecting any such work, specifically those including, but not limited to environmental, procurement, and safety laws, rules, regulations, and ordinances. Contractor shall provide copies of permits and approvals to RWA and DWR as needed.</p> <p><b>Labor Code Compliance and Workers' Compensation.</b>  The Grantee and its Contractor agree to be bound by all the provisions of the Labor Code regarding prevailing wages and shall monitor all contracts subject to reimbursement from this Agreement to assure that the prevailing wage provisions of the Labor Code are being met. Current Department of Industrial Relations (DIR) requirements may be found at: <a href="http://www.dir.ca.gov/lcp.asp">http://www.dir.ca.gov/lcp.asp</a>. For more information, please refer to DIR's Public Works Manual at: <a href="http://www.dir.ca.gov/dlse/PWManualCombined.pdf">http://www.dir.ca.gov/dlse/PWManualCombined.pdf</a>. The Grantee affirms that it is aware of the provisions of section 3700 of the Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance, and the Grantee and Contractor affirm that it will comply with such provisions before commencing the performance of the work under this Agreement and will make its contractors and subcontractors aware of this provision.</p> <p><b>Drug-Free Workplace Certification.</b> Certification of Compliance: By signing this Agreement, the Contractor, and its subcontractors, hereby certify, under penalty of perjury under the laws of State of California, compliance with the requirements of the Drug-Free Workplace Act of 1990 (Government Code §8350 <i>et seq.</i>) and have or will provide a drug-free workplace by taking the following</p>

actions:

- 1 Publish a statement notifying employees, contractors, and subcontractors that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees, contractors, or subcontractors for violations, as required by Government Code §8355(a)(1).
- 2 Establish a Drug-Free Awareness Program, as required by Government Code §8355(a)(2) to inform employees, contractors, or subcontractors about all of the following:
  - a. The dangers of drug abuse in the workplace,
  - b. Grantee's policy of maintaining a drug-free workplace,
  - c. Any available counseling, rehabilitation, and employee assistance programs, and
  - d. Penalties that may be imposed upon employees, contractors, and subcontractors for drug abuse violations.
- 3 Provide, as required by Government Code §8355(a)(3), that every employee, contractor, and/or subcontractor who works under this Grant Agreement:
  - a. Will receive a copy of Grantee's drug-free policy statement, and
  - b. Will agree to abide by terms of Grantee's condition of employment, contract or subcontract.

**Nondiscrimination.** During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex (gender), sexual orientation, race, color, ancestry, religion, creed, national origin (including language use restriction), pregnancy, physical disability (including HIV and AIDS), mental disability, medical condition (cancer/genetic characteristics), age (over 40), marital status, and denial of medial and family care leave or pregnancy disability leave. Contractor or its subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor or its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code §12990 (a-f) *et seq.*) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, §7285 *et seq.*). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code §12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor or its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

**Acknowledgement of Credit and Signage.**

Grantee shall include appropriate acknowledgement of credit to the State for its support when promoting the Project or using any data and/or information developed under this Agreement. Signage shall be posted in a prominent location at Project site(s) (if applicable) or at the Grantee’s headquarters and shall include the Department of Water Resources color logo and the following disclosure statement: “Funding for this project has been provided in full or in part from the Budget Act of 2021 and through an agreement with the State Department of Water Resources.” The Grantee shall also include in each of its contracts for work under this Agreement a provision that incorporates the requirements stated within this Paragraph.

RWA will work with selected Contractor to ensure proper acknowledgement of credit will be included on all materials resulting from this project including the summary report and related public presentations.

**Indemnification.** Grantee shall indemnify and hold and save the State, its officers, agents, and employees, free and harmless from any and all liabilities for any claims and damages (including inverse condemnation) that may arise out of the Project and this Agreement, including, but not limited to any claims or damages arising from planning, design, construction, maintenance and/or operation of levee rehabilitation measures for this Project and any breach of this Agreement. Grantee shall require its contractors or subcontractors to name the State, its officers, agents and employees as additional insureds on their liability insurance for activities undertaken pursuant to this Agreement.

**Books and Records Request.**

Grantee shall require its contractors or subcontractors to maintain books, records, and other documents pertinent to their work in accordance with generally accepted accounting principles and practices. Records are subject to inspection by State at any and all reasonable times. All records of Grantee or its contractor or subcontractors shall be preserved for this purpose for at least three (3) years after receipt of the final disbursement under this Agreement.

## **ATTACHMENT A-Fee Schedule Table**

Complete the table below to show all per unit costs for various fixtures, pre-installation interior water use fixture surveys and repairs. Cost should include the removal and disposal/recycling of current fixtures. The table must include (at minimum) cost estimates for residential 1.28 and 0.8 gallons per flush (gpf) HETs, commercial 1.28 gpf HET, 1.5 gallon per minute (gpm) showerheads, 1.5 and 1.0 gpm aerators and 0.125 gpf urinals.

### **TOILETS**

For toilets, at minimum, include cost estimates for one (1) Gravity Flush HET, one (1) Pressure-Assist HET, one (1) ADA compliant HET, one (1) commercial flushometer Wall Hung HET and one (1) commercial flushometer Floor Mount HET for all flush volumes listed above or as available. Bowl must be a standard height (with the exception of the ADA compliant model) 12 inch rough-in white model. Attach associated manufacturers' cut sheets that include brand and model information. Provide per unit costs. Per unit cost should include all costs associated with toilet installations such as but not limited to toilet seat, wax ring, brass flange bolts, water supply line, etc. Provide additional detail on what costs are included in the per unit price.

### **URINALS**

For urinals, at minimum, include cost estimates for two (2) flushometer high efficiency urinals. Attach associated manufacturers' cut sheets that include brand and model information. Provide per unit costs. Provide additional details on what costs are included in the per unit price.

### **SHOWERHEADS**

For showerheads, at minimum, include cost estimates for one (1) wall mounted/ fixed showerhead and one (1) handheld showerhead for all flow rates listed above. Attach associated manufacturers' cut sheets that include brand and model information. Provide per unit costs. Provide additional details on what costs are included in the per unit price.

### **BATHROOM/KITCHEN AERATORS**

For aerators, at minimum, include cost estimates for one (1) bathroom aerator and one (1) kitchen aerator for all flow rates listed above. Attach associated manufacturers' cut sheets that include brand and model information. Provide per unit costs. Provide additional details on what costs are included in the per unit price.

### **PRODUCT COSTS**

For product costs, provide per unit price for each fixture type.

### **INSTALLATION COSTS**

For installation costs, provide per unit price for each fixture type. Per unit installation costs should also include the removal of the old fixture and its disposal/recycling.

### **REPAIRS**

For flange repairs and angle stop replacement costs, provide per unit price for each type of repair.

### **INTERIOR SURVEYS**

For interior surveys, provide per unit cost per housing unit. Survey costs may also be included in fixture installation costs. Please note if the survey cost is included in the per unit fixture installation costs.

### **Additional Notes:**

Product cut sheets for all provided fixtures are required to be submitted as part of the RFP. The fee schedule should reflect billing rates for the duration of the project from October 2023 through April 2026. Please note that per diem expenses and hourly staff time charges are not allowable project expenses.

Additional rows may be added, as needed, to accommodate additional fixture options. The original fee schedule table excel file is available on request by emailing the RFP's Principal Contact.

Include any relevant and currently known information regarding potential fixture availability limitations or product delivery delays due to external circumstances like supply chain issues that may cause delays in the proposed project timeline.



### Fee Schedule Table

Fixtures						Per Unit Cost		
Type	Make	Model	Flow Rate	WaterSense Labeled	MaP Score	Product	Installation	Total
Toilet								
Toilet								
Toilet								
Toilet								
Toilet								
Toilet								
Urinal								
Urinal								
Urinal								
Showerhead								
Showerhead								
Showerhead								
Bathroom Aerator								
Bathroom Aerator								
Kitchen Aerator								
Kitchen Aerator								
Repair	Flange Repair							
Repair	Angle Stop Replacement							
Survey	Pre installation interior survey							