



**REQUEST FOR INFORMATION FOR THE OWNERSHIP OR REPLACEMENT OF THE  
HMC MANAGEMENT  
WATER SYSTEM  
(DOH WSID: 32550-5)  
DISTRIBUTION SYSTEM REPLACEMENT  
PROJECT**

**NORTHWEST WATER SYSTEMS  
PROJECT NUMBER  
10051101  
October 28, 2010**

*Prepared for:*  
**HMC Management Corporation  
% Claudia Ellsworth  
PO Box 119  
Lakebay, WA 98349**

*Prepared by:*  
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PORT ORCHARD, WA 98366  
(360) 876-0958**



# Request for Information

## HMC Management Water System

**Owner:** HMC Management Corporation  
C/O Claudia Ellsworth  
PO Box 119  
Lakebay, WA 98349

**Engineer:** Office:  
Northwest Water Systems  
7245 Bethel-Burley Road  
Port Orchard, WA 98367  
(360) 876-0958

Mail:  
Northwest Water Systems, Inc.  
P.O. Box 123  
Port Orchard, WA 98366

### **Executive Summary**

HMC Management (HMC) is the non-profit corporation which operates and maintains the private Ferry, Parks, Roads and Water System for Herron Island.

HMC is in the process of determining whether retention or transfer of ownership is in the best long term interests of its community. The distribution system is nearing the end of its useful life. Regardless of whether the ownership is transferred or retained, the community wishes to have the distribution system replaced and upgraded to support fire flow. To determine the costs, risks, and benefits of the possible solutions, we are soliciting information from entities that can complete the work and / or take ownership of the system.

To aid the selection process, this Request for Information (“RFI”) is soliciting submittals which define the anticipated work and costs required to complete the upgrade under several possible outcomes.

The lot owners of Herron Island are all voting members of the HMC management corporation. Their votes will be required to determine the future direction of the water system. There are 2 courses of action possible for the water system, and the membership will choose one of them by vote based on the information provided by these submittals. The proposed courses of action are:

1. Improve Distribution System Only. Have the water system improved by third party but HMC retains ownership;
2. Transfer Ownership and Obligation to Improve Distribution System. HMC transfers ownership under a formal agreement which includes the requirement to complete the work delineated in this RFI.

## **PROCUREMENT REQUIREMENTS**

HMC is not responsible for any applicant's error or omissions. Notice is hereby given that submittals will be received by the **Engineer** at their office listed above until December 21<sup>st</sup>, 2010 at 5:00 pm PST. Submittals by mail will be accepted if they are received at least one day prior to the closing date listed above, regardless of postmark date. Late submittals will not be accepted under any circumstances. All submittals must be submitted in strict accordance with the requirements set forth herein to be considered responsive. Those applicants making a submittal not in accordance with the requirements and format of this submittal may be deemed non-responsive. All submitted applications shall be evaluated for responsiveness to the requirements set forth herein. Those submittals deemed non-responsive shall be eliminated from further evaluation.

### **A. SUMMARY OF INFORMATION PROCUREMENT SCHEDULE:**

1. Release of the RFI will be November 1st, 2010.
2. Closing date for the receipt of submittals; All submittals must be physically received by the Engineer prior to 5:00 pm PST, December 21<sup>st</sup>, 2010.

### **ALL DATES ARE SUBJECT TO CHANGE AT HMC'S DISCRETION.**

### **B. RULES OF PROCUREMENT WHICH MAY INCLUDE ANY OR ALL OF THE FOLLOWING PROVISIONS:**

1. Communication with HMC - Upon receipt of this RFI, all applicant communications concerning must be directed to the Engineer.
2. Decision on Information – to insure that HMC receives the information intended to be sought, all applicants must be experienced and reasonably equipped, and a determination of such shall be made by HMC with input and guidance by the Engineer. Within 60 days after the deadline for submittals, HMC will hold the vote of the members as described above.

### **C. RIGHTS OF HMC: HMC RESERVES THE RIGHT TO:**

1. exclude any and all non-responsive submittals from consideration;
2. reject any or all submittals in accordance with the provisions set forth below; and
3. waive informalities and irregularities. Submittals received after the date and time specified for opening shall be considered late and will not be considered for award;
4. cancel the RFI at any time; and,
5. withdrawal or change of any term, condition or provision of RFI at any time prior to the closing date for receipt of submittals.

- C. ACCURACY OF DATA: All information provided by any applicant to HMC represents the best and most accurate information available to applicant at the time of RFI submittal.

- D. INTERPRETATIONS: Applicants who seek to obtain information clarifications, or interpretations shall seek the same from the Engineer and not from HMC officials or employees are to the extent the same are sought, said applicants are advised that the use of such information shall be at the applicant's own risk and that HMC shall not be bound by any such representations. All questions must be submitted in writing via mail or by personal delivery or by fax to the Engineer. Questions will be answered in the form of a written addendum to the submittal documents. All such addenda shall become part of the submittal documents and all applicants shall be bound by such addenda, whether or not received by the applicant. All questions must be forwarded to the Engineer no later than seven (7) days prior to submittal opening.
- E. COST OF SUBMITTAL: All costs incurred in the preparation, submission, and/or presentation of a submittal responding to the RFI, including travel expenses, will be the sole responsibility of the respondent and shall not be reimbursed by RFI except to the extent otherwise provided for herein.
- F. CHANGES AND AMENDMENTS TO THE RFI: All modifications to the RFI will be issued as an addendum faxed and/or mailed to all potential applicants. All such addenda shall become a part of the RFI. No other oral or written communication modifies the RFI.
- G. LEGAL COMPLIANCE: Through submission of response to this solicitation, applicants agree to full compliance with all applicable federal, state and local laws and regulations.
- H. RELEASE OF INFORMATION: No information will be given to any applicant concerning any submittals.
- I. APPLICANT'S QUALIFICATIONS: The applicant shall also provide a list of applicant's specific qualifications in supplying the specified service, including a writing signed by the applicant setting forth the qualifications of each staff member contributing information in response to this RFI, together with an additional writing providing the following information:
- 1) A list of the applicant's prior clients' names, the services provided, completion date of contract, as well as the name and telephone number of the respective clients' responsible project administrators who may be contacted by HMC.
  - 2) A writing including applicant's entity information, including:
    - a. Date entity was established;
    - b. Type of entity (e.g. Public Company, Subsidiary, Partnership, Corporation, Limited Liability Company, Etc.);
    - c. Size and scope of entity.
  - 3) A writing explaining the extent of related experience and/or training regarding water distribution system ownership and/or repair.

- M. APPLICANT'S CONSTRUCTION EXPERIENCE: Applicant shall provide a list of previous and current contracts, if any, which are considered identical or similar to the Scope of Work described herein. For each contract listed, state the type of service provided and name, title and telephone number of the person to contact. Failure to provide such information when requested will constitute non-compliance with the instructions and may result in rejection of the submittal.
- N. ADDITIONAL INFORMATION: HMC reserves the right to request additional information. The applicant assumes full responsibility for timely delivery of such additional information at the location designated in the request.

**SUBMITTAL DELIVERY:**

- A. Submittals must be sealed in an envelope that is labeled with the words "Submittal Enclosed" marked on the outside of the envelope, which label must also include the project number, name of applicant, and date and time of submittal opening. The envelope must be addressed to the Engineer and delivered by the time provided therefor herein.
- B. All submittals received after said time will be returned unopened. Applicants must submit all required forms and information simultaneously with sealed submittals. All forms and information become a part of the sealed submittal and shall become property of HMC and will not be returned to applicants.
- C. Submittals received prior to the time of opening will be securely kept, unopened. The officer whose duty is to open them will decide when the specified time has arrived, and no submittal received thereafter will be considered. No responsibility will attach to HMC, Engineer or any of their respective officers, elected officials, appointed officials, employees, subcontractors, agents, representatives, volunteers and/or servants for the premature opening of a submittal not properly addressed and identified. Unless specifically authorized, telefaxed and/or telegraphic submittals will not be considered, but modification by telefax or telegraph with respect to submittals already submitted will be considered if received prior to the hour set for opening and written confirmation of such modification over the signature of the applicant is placed in the mail and postmarked prior to the time set for submittal opening.
- D. Applicants are cautioned that while telefaxed or telegraphic modification of submittals may be received as provided above, such modifications, if not explicit and if in any sense subject to misinterpretation, shall make the submittal so modified or amended subject to rejection.

**OPENING OF SUBMITTALS:**

At the time and place fixed for the opening of submittals, every submittal received within the time fixed for receiving the submittals will be opened, irrespective of any defects, irregularities and/or informalities therein.

## **SUBMITTAL FORM:**

Submittals shall be made only using the attached official “Submittal Package Cover Sheet”, and must include:

- (a) the “List of Authorized Agents Form;” and,
- (b) if a Construction Submittal, the “Construction Questionnaire” and the “Distribution System Submittal Sheet,” and,
- (c) if an Ownership Submittal, the “Ownership Questionnaire” and “Ownership Submittal Form,” and,
- (d) If a Construction and Ownership Submittal, then all of the above.

Each submittal shall be submitted in triplicate. These forms must be filled out in detail.

## **SIGNERS EVIDENCE OF AUTHORITY:**

A submittal by a person who affixes the words “President”, “Secretary”, “Agent”, “General Partner”, “Managing Member”, “Managing Partner”, or any other designation, without disclosing the identify of his or her principal and/or the name of the entity shall be considered binding upon such person individually. A submittal by a corporation should be signed with the name of the corporation, followed by the signature of the “President”, “Secretary”, or other person authorized to bind it (e.g. President and/or Secretary). A submittal by an individual doing business under the assumed name should be signed with the name or names of such individual, followed by the designation “d/b/a” assumed business name of the individual. A submittal by a partnership should be executed by either a general partner if a limited partnership or a managing partner if a general partnership who should provide a partnership agreement as evidence of his or her authority to bind the partnership. Similarly, a submittal by a limited liability company should be signed by the managing member, who should provide a limited liability company agreement as evidence of his or her authority to bind the limited liability company. The street address of the location of the business of every applicant, and post office address, together with county and state must be given after his or her signature. HMC reserves the right to waive any failure to comply strictly with the provisions set forth in this paragraph.

## **PROJECT DESCRIPTION**

### ***Intent***

The HMC Management Water System (DOH WSID: 32550-5) was installed in 1958 and has provided service to the residents of Herron Island since that time. Herron Island comprises the entirety of Section 32, Township 21N, Range 1W in Pierce County on Case inlet. The distribution system is aging, undersized to provide fire flow, and is requiring increasing maintenance. It has been the independent opinion of two engineers that the distribution system needs to be replaced soon. Given the island’s dependence upon a ferry system and lengthy response time for emergency responders, it is further a stated goal of the project to improve the water system such that it is capable of providing fire protection and reduce maintenance.

## ***Submittal Preparation***

Two types of submittal may be submitted: (1) A “Construction Submittal” for completing the work delineated, or (2) an “Ownership Submittal” for taking over ownership of the system and completion of the work. A submittal cover sheet is included with places to mark whether the submittal is for the construction, or construction and ownership of the water system.

### **Construction Submittal**

Submittal estimates should include the attached submittal sheet showing the estimated cost of the items listed, and answers to the contractor question sheet. Additional items that are anticipated may be appended to the submittal sheet, and additional sheets may be added if necessary. If information for a response to the Submittal Questionnaire is unavailable or not applicable, simply note that. The questionnaire should be completed after the submittal sheet has been reviewed thoroughly as some of the questions will depend on a good understanding of the scope of the project.

Please take care when determining the scope of work to include logistics. The island is isolated, and its only access is via ferry. The contractor will be provided free of charge one vehicular round trip per day to and from the island. Crew members may ride the ferry as foot traffic without limit free of charge. The contractor will be charged (\$175) for “special runs” of the ferry in order to recover costs incurred for ferry operations. The charge applies for trips to, the return trip from the island is free. Oversized loads and heavy equipment will require advance scheduling. Line items in the submittal sheet show this cost and should be used to identify your estimated need for ferry services. The ferry has a maximum load capacity of 72,000 lbs, with a maximum single vehicle length of 55 feet. The dock to the ferry has a load limit of 40,000 lbs, therefore no single vehicle can reach the ferry’s load limit. Barges may be used if proper permitting can be obtained. It is left to the contractor to determine whether barges will be used.

The submittal sheet must be used to list the numbers and prices of components. The questionnaire may be retyped for easier formatting and editing, with answers using the same numbering. A word document version of the questionnaire and submittal sheets can be obtained by contacting the Engineer.

Those contractors wishing to be considered for this work must be competent and capable within their field, licensed, bonded and give verifiable references with their submittal. If HMC Management chooses to complete this project without transfer of ownership, the project is likely to be funded through USDA Rural Development federal financing. This funding will require the contractor to coordinate and comply with environmental and cultural monitoring requirements. It is uncertain at this time whether Davis Bacon (Prevailing Wage) will be required, therefore there is a line on the submittal sheet to show what the additional cost of this requirement would be.

### **Ownership Submittal**

The submittal should include the “Ownership Submittal” form included, or you may reformat and submit an equivalent document. Word and PDF versions of the form are available from the Engineer. Submittals should strive to answer all elements of the form completely and should clearly note those conditions that cannot be met. Explanation of those items that cannot be met, while not required, will be evaluated and may aid the water system in its decision making process.

The preferred format for the ownership questionnaire is to write a short series of answers numbered to match the questions. Responses may be as short or long as necessary to adequately answer the question. Answers may reference other answers within the submittal.

Any submittal to own and operate the HMC Management water system will account for taking responsibility for maintaining compliance with all local, state and federal requirements for the water system. The submittal should further define the anticipated capacity to respond to the needs of the water system. The following table delineates those items that are of particular interest to HMC Management. These are criteria judged to be important to the island residents and HMC Management, but are not grounds for exclusion of any submittal. Any other standard provisions that are anticipated should be included in the submittal.

<b>Desired Minimum Service Requirements</b>	
Emergency Outage Maximum Response Time	24 Hours
Construction Related Water Outage Maximum	24 Hours
Construction Related Road Closure	48 Hours
Construction Related Full Time Resident Driveway Closure	4 Hours
Construction Related Unoccupied Part Time Driveway Closure	48 Hours
Water Outage Maximum	24 Hours
Notification of Drinking Water Health Hazard	8 Hours
New Service Connection	Within 2 weeks of request*
Termination of Service Connection	Within 2 weeks of request*
Billing Period	Bi-Monthly

\*Assuming no additional construction required, and that service fees for the connection are paid

Any organization wishing to be considered for both parts of this submittal must be prepared to complete the work detailed below. Submittals for ownership should assume that the water system will be replaced immediately before or after taking ownership, and should account for this in the service fees proposed. Should a proposing entity wish to defer the construction project until certain criteria are met, those criteria must be clearly stated as this improvement is a very high priority to the community.

### ***Project Scope of Work***

The HMC management water system shall be refitted with 8, 6 and 2” lines, water meters, a booster pump station upgrade to provide fire flow rates, and numerous valves, pressure relief stations, and fire hydrants. A component count is available in the submittal sheet attached to this document which lists the type and number of items required for completion of the project. This submittal sheet is not a fully detailed or complete submittal document specification, and will only be used to obtain a first estimate of the costs. Reasonable assumptions should be made concerning fittings, elbows and other appurtenances and should be included in the final price.

A map showing the project area is included. The map includes the approximate location of water lines to be installed, although the line sizes listed on the map are no longer accurate. Please use the specified lengths shown in the submittal sheets, and disregard the sizes listed on the project map. Fire hydrants, blowoff valves, line valves, and pressure reducing stations are as shown.

Assume that the water line can be placed on the side of the road most beneficial to the cost of the project. All roads are gravel, and owned by HMC Management; therefore road permits and franchise agreements are unnecessary. Any permitting required is the responsibility of the contractor.

### **Submittal Conference and Tour**

An optional onsite submittal conference and guided tour of the water system will be held by the Engineer and HMC management November 18, 2010. If you wish to attend the conference and tour, please notify the Island Manager via email no later than November 11, 2010, so that passes to board the island's private ferry can be prepared and issued. Attendees should meet at the mainland ferry dock by 8:45 a.m. on Thursday, November 18, and board on foot. Attendees will be met and escorted on the tour and to the community building for the conference. The return ferry will depart the island at noon. Please note that there are no services on the island, although refreshments will be available at the conference. (If special accommodations are needed, please inform the island manager; the ferry does transport cars as well as passengers.) For those unable to attend, a record will be made of the questions and answers from the conference, and emailed to any proposer who requests a copy from the manager.

## Submittal Package Cover Sheet

### Herron Island Management

1. Contractor

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

2. Submittal Scope

\_\_\_\_\_ Construction  
\_\_\_\_\_ Ownership

3. Submittal Checklist

\_\_\_\_\_ Cover Sheet  
\_\_\_\_\_ Submittal Sheets  
\_\_\_\_\_ Statement of Qualifications  
\_\_\_\_\_ List of Authorized Agents  
\_\_\_\_\_ Questionnaire(s)

4. Schedule

a. Anticipated Start Date: June 2011  
b. Anticipated Completion Date: \_\_\_\_\_

4. I have read the entire Submittal Package, Scope of Work, and Project Report and have adequately researched the site and scope of work. I hereby certify:

- a) I am authorized to submit this submittal
- b) I have investigated the project and its requirements with diligence. This submittal is accurate and true to the best of my knowledge.
- c) This submittal is made in good faith without collusion or fraud.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name, Printed or Typed

## **List of Authorized Agents**

The following persons have authority to convey official information and make decisions on behalf of their respective entities. The decisions, instructions, or information conveyed by any other persons shall not be considered binding or authoritative and do not modify, confirm, or affect the project described in this project.

System Owner:       HMC Management

Authorized Persons: Claudia Ellsworth

Project Engineer:   Northwest Water Systems

Authorized Persons: Todd Krause, P.E.  
                              Jester Purtteman, E.I.T.

Contractor:         \_\_\_\_\_

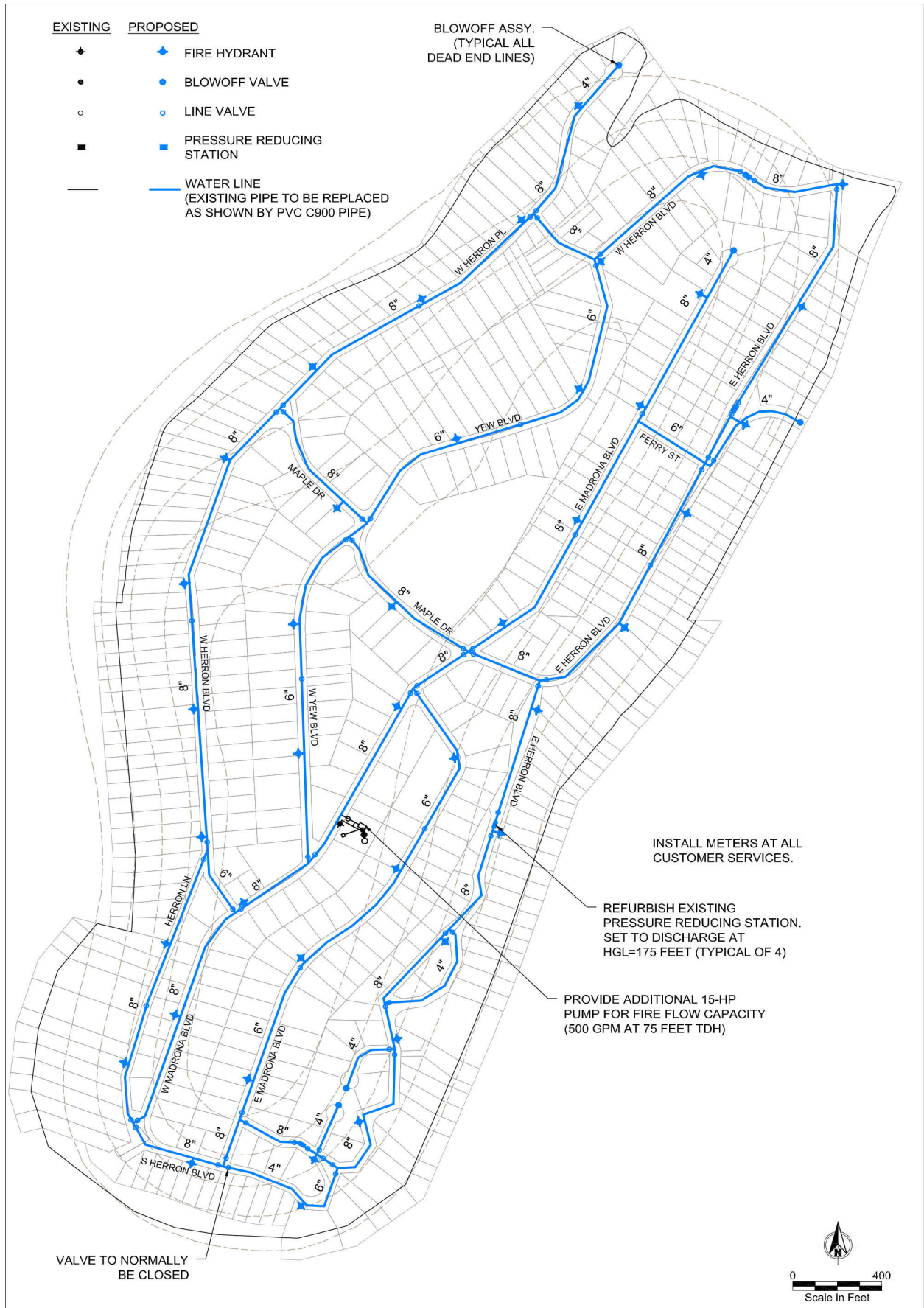
Authorized Persons: \_\_\_\_\_  
                              \_\_\_\_\_  
                              \_\_\_\_\_  
                              \_\_\_\_\_

Any additions or deletions to this list must be provided in writing by an authorized agent of the respective entity and copies provided to all other parties.

# Distribution System Submittal Sheet

	Quantity	Unit	Item	Unit Price	Total Price
1		Ea.	Unscheduled / Special Ferry Trips, Full Ferry.	\$175	
2	1	Ea.	Contractor Mobilization Fee		
3	3,000	Ft	Replace existing Main w/8"Main (PVC C900)		
4	24,840	Ft	Replace existing Main w/6"Main (PVC C900)		
5	2,310	Ft	Replace existing Main w/2"Main (PVC Sched 40)		
6	41	Ea	Install Fire Hydrant Assembly (3 Port)		
7	6	Ea	Install 8" Gate Valve Assembly		
8	47	Ea	Install 6" Gate Valve Assembly		
9	12	Ea	Install 2" Gate Valve Assembly		
10	20	Ea	Install 2" Blowoff Assembly		
11	405	Ea	Install 5/8" Customer Service Meter*		
12	4	Ea	6" Pressure Reducing Stations		
13	1	Ea	Install New 15-HP Booster Pump (475 GPM at 75 feet TDH)		
14	1	Ea.	Fittings & Appurtenances		
15	10	Ea.	1" Air-Vac Assemblies		
16					
17					
18					
19					
20					
21					
22					
23					
24				Sub Total	
25				Permits, Fees, Overhead	
26				Tax	
				<b>Total:</b>	
27	1	Ea.	Additional cost for Davis-Bacon Requirements		

\* Includes meter setter, meter box, service lateral etc.



## Construction Questionnaire

1. Contractor: \_\_\_\_\_ Lic. # \_\_\_\_\_
2. Full Scope of Services
3. List projects entailing similar work performed in the past:
4. Equipment to be used in this project:
5. Suppliers to be used for this project:
6. Have you ever defaulted on a project? (if yes, explain circumstances)
7. Have you ever been involved in arbitration or litigation associated with a project?
8. References (3 minimum, at least 2 from former clients):
9. Are there any special conditions or considerations that make you especially well-qualified for this project?

Attach Additional Pages as Necessary for any of the above items

# Ownership Submittal Form

Assumptions (add supporting documentation where applicable)

Capital Recovery Method ..... \_\_\_\_\_

Capital Recovery Period..... \_\_\_\_\_

Interest rate..... \_\_\_\_\_

Assessable Units (Billed Connection / Customers)..... 396

**Number of Assessable Units Subject to change with changing ownership characteristics.**

Can user pay their proportional share of capital improvements or replacements as a single lump payment? ..... ( Y / N )

Anticipated Rate Structure for:

Empty Lots \_\_\_\_\_  
\_\_\_\_\_

Recreational Lots \_\_\_\_\_  
\_\_\_\_\_

Part Time Lots \_\_\_\_\_  
\_\_\_\_\_

Full Time or Vacation Homes \_\_\_\_\_  
\_\_\_\_\_

Connection Fee \_\_\_\_\_  
\_\_\_\_\_

Describe your water bill debt collection procedures

(terms for payment, collection procedures, etc)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Ownership Questionnaire

- 1) Is the organization UTC regulated? ( Y / N )
- 2) Does your company perform major construction work by contract or in-house  
Please provide a list of 5 references with contact information for other water systems that
- 3) you own and/or manage including the 2 most recently acquired Group A Community Systems
- 4) Can you manage the system during the construction phase?
- 5) Would the 12 Herron Island community owned connections (ferry dock, club house, parks etc) be billed on a per connection or a single rate for the entire organization?
- 6) How would you charge for water used at fire hydrants for construction or dust control?
- 7) How would you establish rates?
- 8) What is your process for establishing rates to recapture capital investment costs?
- 9) Would you integrate this system with your other system(s) for operation and/or rate setting purposes?
- 10) Where would the system management personnel reside? Likewise, operation?
- 11) Who would provide system engineering?
- 12) Are there any advantages that you can potentially provide to ratepayers?  
What other costs might be associated with system acquisition, such as preparation of water
- 13) system planning documents, infrastructure improvements not defined in the proposed project etc? What is your policy regarding compensation for these costs?
- 14) What is your method of capital financing?
- 15) Describe your access to capital for improvements and maintenance
- 16) What assurances can you give concerning the timing of the distribution system replacement?
- 17) Do you anticipate immediate replacement of the distribution system?  
If you do not anticipate the immediate replacement of the distribution to the level the
- 18) community desires, what criteria would you use in determining the appropriate time to replace the system
- 19) What guarantee will you provide against excessive future rate increases (not to exceed \_\_\_% per year)
- 20) Would you prefer / insist on taking ownership of the system before or after the completion of the project?