

June 18, 2024, 2024

Re: Request for Qualifications for the Lead and Copper Rule Program Management Project

County Wide Utility District of Alamo, Tennessee is issuing a Request for Qualifications (RFQ) for Professional Services associated with the Lead and Copper Rule Program Management (LCR) Project. Enclosed for your review, please find Attachment A that provides information on the anticipated scope of services this office has identified for assistance efforts to be provided by the selected firm for this project. It is anticipated that a firm will be selected to provide services for the complete scope of service tasks listed and will be performed under a single contract agreement.

All Qualification Statements should be organized into a single bound document and should include the following information limited to the stated number of pages for each section:

1. Statement of Interest – The consultant shall submit a Statement of Interest (letter form) indicating its interest in providing professional design services for the project scope stated in Attachment A. The letter should identify the primary office at which the services will be performed and should identify a single primary point of contact for the submittal and contact information. Limit to 1 page.
2. Project Team Information – The consultant shall submit the following:
 - a. The Project Team key staff members (personnel list or organization chart format) who would be working on the specific project and the office location at which they are associated including any subconsultants or partner firms. Limit to 1 page.
 - b. Each team member's role on the project. Limit to 2 pages for the entire team.
 - c. Each team member's experience (resume) with similar projects. Limit to 2 pages per team member.
3. Project Experience and Knowledge Information – The consultant shall submit the following:
 - a. Information that the consultant feels is relevant to show that the consultant has the necessary experience and expertise to complete the scope services for the project. Limit to 10 pages.
4. Technical Approach To 10/16/2024 – The consultant shall submit the following:
 - a. Information outlining the processes, technologies, steps and schedule to develop information for compliance with the initial LCR requirements by October 16, 2024, including, but not limited to, an initial service line inventory, notification program for unknown service lines, and public availability of service line inventory. Limit to 10 pages.
5. Technical Approach After 10/16/2024 – The consultant shall submit the following:
 - a. Informational outline for future services beyond October 16, 2024, outlining processes, technologies, steps and future timeline to categorize any listed unknown category service lines and develop a service line replacement plan. Limit to 5 pages.
6. Project Client Reference Information - The consultant shall submit the following:
 - a. Letter of Reference from at least two clients for the types of services for the project scope stated in Attachment A, or closely related service type. A Letter of Reference shall be a single page document no older than two years from time of RFQ submittal.
7. Funding Agency Experience - The consultant shall submit the following:
 - a. Discussion of experience with funding sources and agencies relative to those providing funding of lead service line replacement activities. Limit to 2 pages.
8. Project Supplemental Information - The consultant shall submit the following:

- a. Any other information the consultant feels is relative to demonstrating expertise for the project, past performance on similar projects and reasons to be hired for the project. Limit to 8 pages.

The total Qualification Statement submission shall be combined within a single bound document.

If you are interested in providing the required services, please email a copy of your Statement of Qualifications to michael@countywideutility.com on or before July 3rd, 2024

Interested firms may contact the individual above until one week prior to the submission to request additional information or clarification.

If you have any questions regarding this letter, feel free to contact me at (731) 696-2908 or email michael@countywideutility.com.

Michael Johnson
General Manager
County Wide Utility District

ATTACHMENT A

REQUEST FOR QUALIFICATIONS

Professional Services for Lead and Copper Rule Program Management

Through this Request for Qualifications (RFQ), County Wide Utility District of Alamo, Tennessee is soliciting a qualifications statement from firms to provide program management services to ensure compliance with the Environmental Protection Agency's Lead and Copper Rule (LCR), and the Tennessee Department of Environment and Conservation (TDEC) requirements. The selected firm will assist with development, implementation and management of an LCR compliant program over an anticipated one to two-year period. The City is seeking firms with expertise in regulatory compliance, program development and management, technical support, public outreach, stakeholder engagement, and related services to develop the program.

The primary components of the LCR Program services to be completed by October 16, 2024 will include, but not be limited to the following:

- Development of an Initial Service Line Inventory (SLI)
- Preparation of a Sampling Plan for Compliance including Sampling at Schools and Childcare Facilities
- Assistance with public communication and Public Education
- Review funding programs and identify funding strategies

The primary components of the LCR Program services to follow the October 16, 2024 program date will include, but not be limited to the following:

- Categorize listed unknown category service lines
- Development of a Lead Service Line Replacement (LSLR) Plan

The professional services required for this project shall be completed in general accordance with a scope of services developed to accomplish the major tasks and sub-tasks listed below. The final scope and fee of the services requested will be negotiated with the selected firm.

Scope of services to be completed may include (but not limited to) the below:

1. Development of Initial Service Line Inventory (SLI):
 - a. Develop and implement a service line database of both public and private side water service lines
 - b. Provide a cost-effective solution to expedite populating and updating the service line inventory and to identify areas that potentially have lead service lines (LSLs) using staff knowledge, as-builts, billing system records, GIS data, building code information, field investigation, predictive modeling, etc.
 - c. Develop and assist with implementing a customer self-reporting survey system
 - d. Provide recommendations and training to City staff for the on-going management of the SLI database
2. Development of a Comprehensive Sampling Program:
 - a. Assist with the development of the lead and copper sampling monitoring program including alignment with new sampling tiers per the adopted LCR
 - b. Make recommendations to incorporate the requirements of the Revised Lead and Copper Rule

- c. Research and compile a listing of school and childcare facilities
 - d. Assist with development/coordination of sampling program for schools and licensed childcare facilities
 - e. Develop recommendations for resourcing the sampling program
3. Public Education and Outreach Assistance:
 - a. Assist with the development of the overall strategy for the City's Lead and Copper Rule public education and outreach program
 4. Funding Assistance:
 - b. Identify funding sources (Federal and/or State) to assist with implementing the various requirements and/or programs of the Lead and Copper Rule Revisions and assist with applying for such funds through loan and/or grant applications, etc. as directed
 - c. Identify funding sources (Federal and/or State) to assist private property owners with replacement of their service lines and assist with applying for such funds through loan and/or grant applications, etc. as directed
 5. Development of a Lead Service Line Replacement Plan:
 - a. Develop a program to replace any identified lead service lines, taking into consideration the rate of replacement required under the LCR as well as a logistical plan for program implementation
 - b. Develop multiple options for a Lead Service Line replacement program including preparation of cost estimates
 6. Other Services:
 - a. Coordinate with the EPA and/or State for interpreting requirements, review of data, etc. and assist in addressing comments from the EPA and/or State on submitted data, etc.
 - b. Assist City with developing RFPs, contract documents, etc. to select consultants and/or contractors to assist with the implementation of the various programs
 - c. Provide assistance for the development of any required individual filter program
 7. Other program consulting services as needed to implement and manage the Compliance Program
 8. Participate in progress meetings on a regular basis throughout the period of service to provide information to the City on status of deliverables
 9. Assist in preparing presentations to various audiences about the recommendations of the various programs

The water system may include all or a portion of the above services in the original contract and in any subsequent amendments to the original contract.

No person or firm shall be excluded from participation, denied benefits or subject to discrimination in the implementation of this project on the grounds of race, color, national origin, sex or age. County Wide Utility District of Alamo, Tennessee is an Equal Opportunity Employer.