



## **REQUEST FOR QUALIFICATIONS**

### **WATER TANK MAINTENANCE SERVICES TOWN OF MIDDLEBURG, VIRGINIA**

**PROPOSAL ISSUE DATE:** **December 7, 2018**

**PROPOSAL DUE DATE:** **January 21, 2019**

**PROPOSAL DUE TIME:** **3:00 P.M.**

#### **REQUEST FOR QUALIFICATIONS:**

The Town of Middleburg is soliciting for information and qualifications from professional tank maintenance service providers with substantial experience in the inspection, renovation, and preventive maintenance of potable water storage facilities in order to prequalify your firm to participate in the bidding of an upcoming maintenance program contract. The contract will include, but not be limited to preventative maintenance associated with water storage tank, inspection services, rehabilitation and repair, repainting, washout, disinfection, and preventative maintenance of the Town of Middleburg's water storage tanks.

If any interested proposer wishes to schedule a field review of the existing water storage tanks or has questions regarding this solicitation, the request shall be addressed in writing to Danny Davis, Town Administrator. Questions can be submitted via email at: [townadmin@middleburgva.gov](mailto:townadmin@middleburgva.gov).

Qualification submittals shall be submitted in a sealed envelope clearly marked, "Middleburg Water Tank Maintenance Services Qualifications Submission", and must be received at the Middleburg Town Hall, 10 West Marshall Street, P.O. Box 187, Middleburg, VA 20118-0187 **by 3:00 P.M on January 21, 2019**, at which time they will be privately reviewed by the Town. Submissions received after this time will not be accepted.

This RFQ is not a bid. The purpose of the RFQ is to enable the Town to gain an understanding of the individual qualifications, capabilities, recommendations, and proposed general approach by qualified contractors that are capable of conducting this work. The Town will review all of the received submissions and develop a list of prequalified firms that will be invited to participate in an RFP which will be the next step in the selection process. The Town then plans on making a final selection based on the results of RFP process.

Danny Davis,  
Town Administrator

**REQUEST FOR QUALIFICATIONS  
THE TOWN OF MIDDLEBURG**

**WATER TANK MAINTENANCE SERVICES**

**I. INTRODUCTION**

**A. Purpose:**

As part of the evaluation, the Town of Middleburg, hereby known as the “Town”, is requesting sealed written qualifications submissions from qualified service providers, hereinafter known as the “Contractor” to provide regularly scheduled inspection, renovation, and preventive maintenance services for four potable water storage facilities within the Town of Middleburg’s water supply system.

**B. Background:**

The Town’s water system serves approximately 490 customers in and near the Town. The Town owns two elevated water tanks, one ground-level water tank and one hydropneumatic water tank, which collectively may be referred to hereinafter as the “water tanks”. These water tanks are integral to the Town’s water distribution system and include the following:

- 1) A 60,000-gallon elevated painted steel water tank at 10 E. Marshall Street
- 2) A 300,000-gallon elevated steel water tank at 25 Stonewall Court
- 3) A 250,000-gallon unpainted concrete ground-level storage tank at 800 Stonewall Avenue
- 4) A 10,000 painted steel hydropneumatic tank at 800 Stonewall Avenue

**II. RFQ RESPONSE CONTENTS**

The Town requests that the responses to this RFQ be prepared succinctly and economically. The Town requests that all responses to this RFQ be no longer than 20 pages in length (not including the appendix) and shall include, as a minimum, the following:

**A. Section 1: Firm Introduction**

Provide an introduction of your firm’s capabilities and any subconsultants proposed. The firm introduction shall include the following:

- A cover letter with information about your company to include the size of the company, the locations where service will be offered, the number of staff, and your contractor license information.
- Summarize, the overall capabilities of the firm as it relates to the core needs of this contract including paint inspection, painting, cleaning, welding, concrete repair, disinfection and tank commissioning services. Also list your specialized testing equipment that is utilized in performing these services.
- Summarize any additional added value services that are available from your firm if needed in this contract. These services may include, but not be limited to the following:

engineering services including civil, electrical, instrumentation and structural disciplines; licensed electrical and mechanical construction services; construction of underground utilities including water mains and valves; and other potentially beneficial services.

- Identify services that would be self-performed in this contract and if any services would be proposed to be subcontracted. Identify all proposed subcontractors and their capabilities and role in this contract. The Water Tank Management Contractor must perform at least 50% of all services and scope of work with their own employees.
- Identify key staff proposed in this contract and their role in the contract. Include staff resumes for each in the Appendix.
- Include required form provided in this RFQ including:
  - ADDENDUM ACKNOWLEDGMENT form
  - RFQ SUBMISSION form
  - AUTHORIZATION TO TRANSACT BUSINESS IN VIRGINIA form

#### **B. Section 2: Recommendations Regarding Contracting Method**

The Town is requesting information and recommendations from each proposer regarding how this multi-year contract is structured in order to provide the best value in the upcoming bid. Specifically, the following issues are being considered:

- The contract may potentially be structured with a set annual rate to cover the cost for all required services included in the contract including inspections, cleaning, repair, and partial and full repainting. Provide input regarding the pros and cons and any applicable experience with this contracting method.
- Alternatively, the Town is considering structuring the contract with a schedule of values for all needed services. The Town would compensate the contractor for each service as it is rendered. Provide input regarding the pros and cons and any applicable experience with this contracting method.
- Provide your recommendations on a proposed method to adjust for inflation for a multi-year contract so that escalation risk is equitably shared between the contractor and the Town.
- Review the reference documents included in this RFQ and provide comments regarding any proposed changes that would be recommended. The documents include:
  - Preliminary Scope of Services
  - Proposed General Terms and Conditions
  - Owner-Contractor Agreement

**C. Section 3: Approach and Recommended Frequency of Performing Services**

In this section, the Contractor shall state the recommended maintenance intervals for the first four items listed below and the proposed approach for all five items:

1. Tank exterior inspection, report and repair services
2. Tank interior washout, inspection, report and repair services
3. Tank exterior full repainting
4. Tank interior full repainting
5. Approach to health and safety planning

**D. Section 4: References and Sample Report**

The Contractor must provide contact information for at least three (3) references for utilities of a similar size, scope and complexity for which they have worked, preferably in Virginia. Provide at least one sample inspection report to illustrate the organization and detail of information included in the company’s inspections.

**E. Appendix – Resumes and additional information**

Include additional resume’ information for key staff proposed on this contract and or other data that supports its qualifications. One-page resumes for only key staff are preferred.

**III. EVALUATION CRITERIA**

RFQ evaluation criteria will include company capabilities, key personnel proposed, experience involved in working with similar water tanks and water supply systems, especially in Virginia; and approach to compensation and response to the RFQ response contents. The Town will review and score each submitted response using the following criteria:

	<u>MAXIMUM POINTS</u>
1. Credentials of the Firm	20
2. Credentials of Project Team	20
2. Technical Response and Recommendations	30
3. Approach to the Project Services and Safety Program	30
<i>Total</i>	<i>100</i>

#### IV. GENERAL REQUIREMENTS

1. Submissions: Responses must be submitted in accordance with the instructions given. The container must be completely and properly identified. The face of the container shall indicate the title of the RFQ and time and date of acceptance. Responses must be received by the Town Administrator BEFORE the hour specified on the acceptance date. Responses may either be mailed to P.O. Box 187, Middleburg, Virginia, 20118-0187, or hand delivered to the Town Office, 10 W. Marshall Street, Middleburg, VA 20117.
2. Late Responses. LATE Responses may be returned to Contractor UNOPENED, if RFQ title, acceptance date and Contractor's return address is shown on the container, at the Town's discretion.
3. Inquiries. Inquiries pertaining to the RFQ must include RFQ title and acceptance date.
4. Proprietary Information: It is the responsibility of each Contractor to clearly mark any part of his Response considered to be of PROPRIETARY OR CONFIDENTIAL NATURE.
5. Addendum and Supplement to Request: If it becomes necessary to revise any part of this request or if additional data is necessary to enable an exact interpretation of provisions of this request, revisions will be provided to all firms who receive or request this RFQ.
6. Competition Intended: It is the Town's intent that this RFQ permits competition. It shall be the Contractor's responsibility to advise the Town in writing if any language, requirements, specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this RFQ to a single source. Such notification must be received by the Town not later than fifteen (15) days prior to the date set for acceptance of Responses.
7. Miscellaneous Requirements
  - A. The Town will not be responsible for any expenses incurred by a firm in preparing and submitting a Response. All Responses shall provide a straight-forward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
  - B. The contents of the Response submitted by the successful Contractor and this RFQ may become part of any contract awarded as a result of the Scope of Services contained herein.
  - C. Exemption from Taxes. The Town is exempt from State Sales Tax and Federal Excise Tax.
8. Selection Process
  - A. The Town will review and rank the Responses for consideration as preapproved qualified firms to participate in an upcoming RFP process. The Town intends to have more than one pre-approved short-listed firm to be prequalified, but has not established a targeted number of firms.
  - B. The Town may elect to schedule a personal meeting to further discuss a submission by any proposer. The need for a meeting will be determined during the review of the RFQ responses. Conducting a meeting will not be a prerequisite for selection or short listing as a pre-approved proposer.

Include This Form in Section 1 of RFQ Response

**ADDENDUM ACKNOWLEDGMENT**

TOWN OF MIDDLEBURG

WATER TANK MAINTENANCE SERVICES RFQ

The undersigned Contractor acknowledges receipt of the following Addenda, and any required adjustments have been included in the PROPOSAL:

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

Include This Form in Section 1 of RFQ Response

**RFQ SUBMISSION FORM**  
**TOWN OF MIDDLEBURG**  
**WATER TANK MAINTENANCE SERVICES RFQ**

SECTION I – COMPANY IDENTIFICATION AND OWNERSHIP DISCLOSURE

Company \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

Organized under the laws of State of \_\_\_\_\_

Principal place of business at \_\_\_\_\_

Following are names and addresses of all persons having ownership of 3% or more in the company  
(Attach more sheets if necessary):

<b>Name</b>	<b>Address</b>
_____	_____
_____	_____
_____	_____

**Include This Form in Section 1 of RFQ Response**

**AUTHORIZATION TO TRANSACT BUSINESS IN VIRGINIA**

THIS FORM MUST BE SUBMITTED WITH YOUR BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM SHALL RESULT IN REJECTION OF YOUR BID/PROPOSAL

Pursuant to Virginia Code §2.2-4311.2, An offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal the identification number issued to it by the State Corporation Commission (“SCC”). Any offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its bid or proposal a statement describing why the offeror is not required to be so authorized. Any offeror described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the Town Administrator or his designee.

If this bid/proposal for goods or services is accepted by the Town of Middleburg, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information. PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.

- A.  Offeror is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such offeror’s Identification Number issued to it by the SCC is \_\_\_\_\_.
  
- B.  Offeror is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such offeror’s Identification Number issued to it by the SCC is \_\_\_\_\_.
  
- C.  Offeror does not have an Identification Number issued to it by the SCC and such offeror is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):  
\_\_\_\_\_  
\_\_\_\_\_

Please attach additional sheets of paper if you need to explain why such offeror is not required to be authorized to transact business in Virginia.

\_\_\_\_\_  
Legal Name of Company/Offeror (as listed on W-9)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print or Type Name and Title

## **REFERENCE MATERIAL FOR CONTRACTORS**

### **Preliminary Scope of Services**

The successful Contractor will communicate through their response that they meet the qualifications, possess the experience, capability, and capacity to achieve the Town's water tank maintenance objectives. Listed below are descriptions of the essential services the eventual selected Contractor will be responsible for providing. Please note the listing of services is not exhaustive, and the listing and categorization of additional services by the Contractor for the purpose of completeness is encouraged.

#### **A. Administrative Services**

The selected Contractor will provide a competent Administrative contact directly employed and supervised by the Contractor and who is entitled to represent the Contractor for and in the management of services outlined in the agreement. The Administrative Contact will be responsible for:

- Acting as a single point of contact representing the provider for subjects related to the delivery of services, customer satisfaction, and dispute resolution.
- Certifying compliance with the General Terms and Conditions of the agreement.

#### **B. Inspection and Evaluation Services**

The selected Contractor will provide trained personnel directly employed and supervised by the Contractor to perform all inspections in accordance with industry standards applicable to each water tank. Reference AWWA M42 and ANSI/AWWA D101-53 (R86), Inspecting and Repairing Steel Water Tanks, Standpipes, Reservoirs, and Elevated Tanks for Water Storage.

Each water tank must be visually inspected, at a minimum, once in any twelve-month period. If conditions warrant, additional visual inspections should be performed at no additional cost. All observations will be documented in a concise report with supporting photographs. The tanks' compliance with regulatory standards and regulations will be documented in a single page compliance report with supporting photographs.

Any repairs and/or renovations shall be inspected for compliance quality and projects documented. A qualified representative of the selected Contractor, acceptable to the Town, may perform the physical inspections. If any of the inspections are to be performed by a sub-contractor and not direct employees, it must be indicated in your proposal document.

#### **C. Water Quality-Related Services**

The selected Contractor will provide trained personnel directly employed and supervised by the Contractor to provide all labor, equipment, and materials to clean, inspect, and disinfect each water storage tank identified in this RFQ. Wash out disinfection services shall include but not be limited to:

- Each water tank will be washed out, inspected, and disinfected following American Water Works Association (AWWA) C652 Standards or as often as local conditions require.
- Washouts shall be performed following AWWA Standards D652-11 Spray Method 2 Standards for Potable Water Tank disinfecting. All personnel conducting the disinfection shall be

properly trained and experienced with water storage tank disinfection. The Contractor shall repeat the disinfection process if bacteriological testing of the water results in a positive test. The Contractor is also responsible for dechlorination of all water removed from the water tanks as a result of washing and testing the tanks.

All observations will be documented in a concise report with supporting photographs. The water tanks' compliance with regulatory standards and regulations will be documented in a single page compliance report with supporting photographs. A qualified representative of the selected Contractor, acceptable to the Town, may perform the physical inspections. If any water quality related work is to be performed by a sub-Contractor and not direct employees, it must be indicated in your proposal document.

**D. Renovation Services**

The selected Contractor will provide trained personnel directly employed and supervised by the Contractor to provide the experience, support, equipment, labor, and materials necessary to perform the schedule and scope of work. Reference AWWA Standard D101 Painting Steel Water Storage Tanks.

**E. Future Maintenance Services**

The selected Contractor will provide trained personnel directly employed and supervised by the Contractor to provide the experience, support, equipment, labor, and materials required to perform any necessary repairs and interior/ exterior renovations to the water tanks. Reference AWWA M42 Chapter 9 and Standard D101-53 (R86). All inspection reports shall include color digital photographs of the general condition of the tank and specific areas that warrant attention. As a minimum, the inspection scope shall be as identified in Chapter 9 of the AWWA M42 manual including Appendix C which references the AWWA D101-53 (R86) standards.

Since the water storage tanks are a critical part of the Town's water system, tank outages for inspection, repair and tank painting must be kept at a minimum. This requires advance preparation by the Contractor prior to conducting the Work. At the time of each inspection, the Contractor shall be equipped with a minimum of a three-man crew of qualified inspection and repair personnel who are equipped with the needed materials to conduct repair work at the time of inspection without the need to perform repeated visits. If the repair work is extensive, and cannot be completed during the inspection, all work shall be scheduled and conducted within 30 days of the time of the inspection. Equipment and materials shall include but not limited to the following:

1. All needed personal safety equipment and a health and safety plan
2. Miscellaneous repair materials including replacement vent screening material, fasteners and hardware
3. Tank cleaning and sanding equipment
4. Tank primer and paint matching the existing colors of the steel tanks to conduct paint repair work
5. Welding and repair equipment
6. Testing equipment including dry film thickness gages and adhesion testers.

The following type of inspections and repair will be provided as part of this contract:

1. **Tank Exterior Inspection, Report and Repairs:** Completely inspect the exterior of each tank at a stipulated scheduled interval to ensure that the structure is in a sound watertight condition, free of any defects, active corrosion and damaged coating systems. The inspection shall also include a review of the tank foundation and supporting structures. Defects shall be identified by the Contractor to a representative of the Town at the time of the inspection. The Contractor shall also provide an inspection report to the Town that includes a comprehensive summary of the inspection and corrective actions and repairs (if any) that were performed by the Contractor within thirty (30) days from date of inspection.
2. **Tank Exterior Renovation:** Projected exterior renovation cycles should foremost ensure the structure is protected. Notwithstanding, the Town expects a tank to be kept visually appealing and will not accept visible surface imperfections, blistering, cracking, flaking paint or excessive chalking. Re-coating of the exterior of a tank shall follow a stipulated schedule and include sand blasting all of the exterior coating system, adding a prime coating and finished coating of the tank. Prior to painting, the Contractor shall provide submittals of the proposed coating system, number of coats and dry film thickness (DFT) of each coat for approval by the Town. Unless otherwise specifically requested by the Town, all finished coating systems shall match the color of the existing tank. Note that the Contractor will be responsible for correcting in an expedited manner any premature coating failure to ensure that the tanks are protected and kept visually appealing.
3. **Tank Interior Inspection, Report and Repairs:** Completely wash out and inspect the interior of each tank at a stipulated scheduled interval to ensure that the interior of the structure is in a sound watertight condition, free of any defects, active corrosion and damaged or failing coating systems. The interior coating system shall be free of any visible surface imperfections, blistering, cracking, and flaking paint. Defects shall be identified by the Contractor to a representative of the Town at the time of the inspection. The Contractor shall also provide an inspection report to the Town that includes a comprehensive summary of the inspection and corrective actions and repairs (if any) that were performed by the Contractor within thirty (30) days from date of inspection.
4. **Tank Washout and Interior Renovation:** Completely blast and recoat the interior of the steel tanks at a stipulated scheduled interval or as the condition of the tank warrants. Projected interior renovation cycles should foremost ensure the structure is protected and the interior of the tank is free of any visible surface imperfections, blistering, cracking, flaking paint or corrosion. This task will include sand blasting all of the interior coating system, adding a prime coating and finished coating of the tank. Prior to painting, the Contractor shall provide submittals of the proposed coating system, number of coats and DFT of each coat for approval by the Town. Unless otherwise specifically requested by the Town, the coating system shall be TNEMEC Series N140 Pota Pox Plus. After the paint has cured, the Contractor shall disinfect and conduct bacteriological sampling. Upon acceptable testing results and approval by the Owner, the tank shall be placed back in service.
5. **Ground Tank Exterior Inspection, Report and Cleaning:** Completely inspect the exterior of the 250,000-gallon ground concrete tank at a stipulated scheduled interval to ensure that the structure is in a sound watertight condition, free of any defects and damage. The tank shall also be cleaned to remove all traces of mildew and dirt from all tank exterior surfaces. Defects shall be identified by the Contractor to a representative of the Town at the time of the inspection. The Contractor shall also provide an inspection report to the Town that includes a comprehensive summary of the inspection and corrective actions and repairs (if any) that were performed by the Contractor within thirty (30) days from date of inspection.

6. **Ground Tank Interior Inspection, Report and Cleaning:** Completely wash out and inspect the interior of the tank at a stipulated scheduled interval to ensure that the structure is in a sound watertight condition, free of any defects and damage. Defects shall be identified by the Contractor to a representative of the Town at the time of the inspection. The Contractor shall also provide an inspection report to the Town that includes a comprehensive summary of the inspection and corrective actions and repairs (if any) that were performed by the Contractor within thirty (30) days from date of inspection. After the inspection and repairs are complete, the Contractor shall disinfect and conduct bacteriological sampling. Upon acceptable testing results and approval by the Owner, the tank shall be placed back in service.

It is the responsibility of the Contractor to schedule and specify a scope of work that achieves both the Town's maintenance objectives and cycle criteria. Submitting Contractors must chronicle in their Response a plan and method to meet the Town's maintenance objective. A complete Response should incorporate, at a minimum, a model scope of work, type of coating options, and proposed exterior/interior coating cycle objectives.

a. **Miscellaneous Services**

The selected Contractor must provide the expertise, support, equipment, labor, and materials critical to perform long-term maintenance and safeguard stored water quality. Miscellaneous Services shall include, but may not be limited to:

- Maintenance related project consulting, management, and scheduling;
- Structural repair consulting, management, engineering, and emergency repairs services; and
- Protection of any surrounding buildings, houses, vehicles, boats, bodies of water and any other property in the immediate vicinity of a painting operation.

The cost for these services should be included in the cost to perform the maintenance services as identified without additional payment.

Additional services may be requested which would be an itemized cost or based on an hourly rate. These services include:

- Project consulting on cellular phone installations on Town water tanks;
- Tank foundation repair and geotechnical services;
- Electrical or instrumentation improvements on the tank; and
- Technical support services, products, material, and installation expertise related to technologies for water storage facilities as requested.