

REQUEST FOR PROPOSALS

Summary of Project

As of June 2, 2014, mitigation is required for all new uses of ground water in Kittitas County. Mitigation may include obtaining a portion of a senior (pre-1905) water right appropriate to offset the new ground water withdrawal. Kittitas County intends to offer water budget neutral mitigation through a County-owned and operated water bank starting December 2, 2015.

A requirement of this water bank is that connections will be metered and reported to the County and the Washington State Department of Ecology. Kittitas County is seeking proposals to provide services to implement the metering program for the Kittitas County Water Bank.

Scope of Project

The proposal must include how the contractor will develop and implement a metering program for the Kittitas County Water Bank. The metering program will include an implementation date prior to December 2, 2015. The program details must include the following:

- Researching and choosing an automatic meter reading system (AMRS) including data collection software, training, and necessary equipment to be purchased, owned, and operated by the contracted company.
- Equipment installation and maintenance:
 - Contractor will be responsible for initial installation of AMRS units and communication with the Kittitas County Public Health Department (KCPHD) for account setup
 - Contractor will be responsible for all routine and ongoing maintenance for installed AMRS units.
 - The contractor shall notify KCPHD of any damages or missing meter vault lids that would cause danger to the public; leaks or observations leading to an assumption of theft of water services.
- Data Collection (read meters):
 - Contractor shall provide all necessary equipment to complete the job function; including but not limited to vehicles, hand held devices, tools, software, etc.
 - Contractor shall provide all necessary labor, sufficient for meter reading according to a schedule approved by KCPHD providing for separate time frames for data collection.





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- Reporting (to KCPHD):
 - Contractor will send copies of installation, maintenance, complaint, and inspection record to the County; including but not limited to photographs of meter, Automated Meter Reading System (AMRS) unit and location.
 - Contractor will set up the data collection parameters using less than 1% error on misread readings, or propose an equivalent quality control structure.
 - Data reports will be accessible by KCPHD using web based software.

Proposal Requirements

RFP responses addressing the herein described scope shall include the following information:

1. Legal name, address, email, and telephone and fax numbers of consultant or all members of a consultant team
2. Qualifications and experience
3. List of recent projects
4. Pertinent licenses and certifications
5. Estimated total cost for project completion, including a cost per water bank customer
6. Other relevant information or materials for consideration by KCPHD
7. Whether the contractor is currently, or has ever been, debarred, suspended, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

Mailed or delivered responses are to be submitted to:

Kittitas County Public Health Department
507 N Nanum St, Suite 102,
Ellensburg, WA 98926.

Delivered responses may be delivered to the above address ONLY between the hours of 9:00 AM and 5:00PM, Monday through Friday, excluding holidays observed by the Kittitas County.

Mailed or delivered responses must be provided in the following format. Each respondent shall submit one (1) original of their proposal, bound on 8"x 11" paper, in a sealed envelope stating on the outside, the respondent's name, address, the "Kittitas County Water Metering Program RFP"

Email responses may be submitted to environmentalhealth@co.kittitas.wa.us with the subject line "Kittitas County Water Metering Program RFP"

Responses must be received by 5:00 p.m. on January 16, 2014. Responses received after this date and time will not be considered.





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Upon timely receipt of responses, the Kittitas County shall review and schedule interviews of qualified candidates.

Kittitas County reserves the right to reject any and all responses and reserves the right to waive any irregularities or informalities in any responses or in the submittal procedure, when to do so would be to the advantage of Kittitas County.

Respondents are cautioned that this is a Request for Proposal, and Kittitas County reserves the right to reject offers, including any and all offers, when such rejection is deemed to be in the best interest of Kittitas County.

General Conditions

Vendors are encouraged to contact Holly Myers, Environmental Health Supervisor at (509) 962-7005, or email holly.myers@co.kittitas.wa.us with questions or to clarify any part of the RFP.

Following review of all qualified responses, interviews of qualified candidates, selection of a suitable contractor, and preliminary contract negotiations, a recommendation will be made to the Kittitas County Board of County Commissioners by KCPHD. Following Commission approval, KCPHD will complete contract negotiations.

Any costs incurred by respondents in preparing or submitting responses to this RFP are the vendor's sole responsibility. Kittitas County will not reimburse any respondent for any costs incurred for the proposal.

In submitting a response to this RFP, the vendor agrees not to use the results therefrom as part of any news release or commercial advertising without prior written approval of Kittitas County.

Respondents are advised that all information submitted in response to this RFP is part of public record to the extent required by the Washington State Public Records Act. Kittitas County assumes no responsibility for the release of information pursuant to the law governing public records.

The successful respondent, if awarded a contract with Kittitas County, agrees not to discriminate in its employment on account of race, marital status, religion, age, sex, national origin, or handicap. In addition, the selected respondent shall comply with all applicable federal, state and local laws, rules and regulations affecting his or her performance and will hold the County harmless against any and all claims arising from the violation thereof.

Kittitas County complies with all ADA requirements, and is an Equal Opportunity Employer.



507 N. Nanum St. Suite. 102 · Ellensburg, WA 98926

T: 509.962.7515 · F: 509.962.7581

www.co.kittitas.wa.us/health/