

# Canterwood Division 12 STEP Home Owners Association (HOA)

## Request for Proposal (RFP)

June 4, 2017

The Canterwood Division 12 STEP HOA, located within the gated Canterwood development, in Gig Harbor Washington is seeking proposals for sewer system related services.

Proposals (3 copies) are to be submitted no later than 3:00 PM on June 19, 2017 to Diamond Community Management, 7512 Stanich Ln #6, Gig Harbor WA 98335. Phone (253) 514-6638 and emailed to Lynn Singleton at [beebarb@hotmail.com](mailto:beebarb@hotmail.com)

**Introduction:** We are seeking bids for 1) Operation and Maintenance (O&M) Task, 2) three one-time service tasks, and 3) pricing for occasional services that may be needed by community members or the HOA. Interested Parties can respond to any or all Tasks as noted below. Proposal Selection will be based on completeness, approach, clarity of the response, references, and costs. It is assumed that bids will be valid for a period of 90 days or more. Proposers are to specify the bid validity period. We have the right to not issue any contract or to issue multiple contracts.

**Background:** The Canterwood Division 12 STEP HOA wastewater conveyance system is comprised of the infrastructure needed to manage and convey wastewater from 71 residential lots to the City of Gig Harbor sanitary sewer. We currently have 70 homes discharging to the system. The system has been operational for about 12 years.

HOA owned infrastructure includes the mainline, equipped with 17 isolation valves and 71 entry points/shutoffs from each of the homes/lots, a chlorination facility where a solution of sodium hypochlorite (household bleach) is fed constantly into the wastewater stream via peristaltic pump, and a 3" line which terminates in a vault down gradient of the community. From there, the wastewater comingles with several other unrelated entities and flows to the City of Gig Harbor sewer system. An electronic copy of the system "as-builts" is available and will be provided with this solicitation.

We are requesting proposals for services from interested and established businesses familiar with wastewater system operations who are licensed to operate within the State of Washington.

### Operation and Maintenance

**Task 1: Chlorination Facility O & M:** Quarterly visits to the community chlorination facility where the 5.25% to 6% sodium hypochlorite solution tanks (240 to 245 gallons of accessible capacity) are to be filled with sodium hypochlorite provided by the contractor. The daily consumption rate of sodium hypochlorite solution is approximately 2.5 gallons per day. Records are to be maintained, equipment checked and facility is to be kept tidy and neat. Any debris is to be hauled away at the time of service. The peristaltic pump (Blue-White Flexflow Model A-100NV) tubing is to be replaced quarterly (Parts provided by the HOA). Proposals are to include approach to hypochlorite solution delivery and safety. Note: there is no source for make-up water at the Chlorination Facility if higher concentration hypochlorite products are used. The contract will be a one year period of performance with annual

renewals upon satisfactory performance. Proposals are to include annual escalation rates and all cost elements; e.g., travel, equipment etc. for this task.

### **One Time Service**

**Note: The activity schedule for Task 2-4 below needs to be fully coordinated with the Canterwood Division 12 STEP Board of Directors to ensure community announcement and coordination. Individual Valve boxes may be located in landscaped areas, and care must be taken to complete this task with as little disturbance to the grounds as possible. Interested vendors must bid all of the tasks within this section if interested in any (Tasks 2-4).**

**Task 2: Find Mainline Isolation Valves and Individual Lot Shutoff Valves.** The system has 17 isolation valves per the as built drawings and 71 individual lot valves. All valves need to be located, marked and accessibility issues noted. There are toning wires for the mainline and the individual lot lines. Forms or a report are to be generated for each valve noting the location, any accessibility issues, e.g., vegetation or yard features preventing valve access, or below grade boxes, and field notes for each valve. System “as-builts” need to be annotated as necessary. Note: some community members know where their valves are located and will mark them prior to the field effort as per your preferences—specify method. All cost elements; e.g., travel, equipment etc. for these tasks need to be specified for bid purposes. Please describe your approach to locating system valves, costs and estimated time to complete.

**Task 3: Exercise Isolation and Shutoff Valves.** All accessible valves are to be exercised and any problems noted. Some minor digging within boxes to gain access to the valve within is to be anticipated. Isolation Valve lids (17) are to be wire-brushed/cleaned and painted green. All cost elements; e.g., travel, equipment etc. for these tasks need to be specified for bid purposes. Estimate time to complete.

**Task 4: Correction of Isolation and Shutoff Valve Deficiencies.** Any problems noted during Tasks 2 and 3 with mainline isolation valves and lot shutoff valves will be repaired/corrected as directed in this task. Access will be provided for any valve noted in Tasks 2 and 3 as inaccessible and the valve will be exercised to assure proper operation. Non-operating valves will be repaired or replaced, and any box lid below grade will be raised so that the lids are at or 1-2 inches above grade. Added materials are to be OEM and our preference is to extend pipes and use existing cast iron lids. The HOA Board of Directors will provide direction for individual repairs after the contractor has provided a cost estimate to repair each deficiency noted in tasks 2 and 3. Please provide Time and Materials rates for this Task. All other cost elements; e.g., travel, equipment etc. for these tasks need to be specified for bid purposes.

### **Occasional Services**

**Task 5: Provide an itemized cost for 1) Septic tank pumping (1000 gallon tank), and 2) Septic tank inspection/reporting.** The inspection is to note lid and tank condition and infiltration and inflow conditions. All cost elements; e.g., travel, equipment etc. for these tasks need to be specified for bid purposes. Specify the duration of the price quote for Canterwood Division 12 STEP residents and the HOA and any escalation factors.

**Task 6: Operation & Maintenance Labor Rates:** Provide hourly rates and/or discounts any for business hours and after business hours for repairs/services and parts provided to the Canterwood Division 12 STEP residents or the HOA. All cost elements; e.g., travel, equipment etc. for these tasks need to be

specified. Specify the duration of the price quote for Canterwood Division 12 STEP residents .and the HOA and any escalation factors.

**Questions:** Questions can be submitted via email to Lynn Singleton at [beebarb@hotmail.com](mailto:beebarb@hotmail.com). Answers will be provided to the requestor and all other interested bidders

**Vendors Conference and Proposal Submission:** Interested vendors can attend a Vendors' Conference on June 8, 2017 at 10:00 AM at the Chlorination House where questions will be addressed and a tour provided. Attendees are asked to RSVP via text to Lynn Singleton, at 360-789-9176.

**References:** Responses are to include references and contact information for **Tasks: 1, 2-4, and 5**, for a total of at least 3 references.