

City of Sonoma  
REQUEST FOR PROPOSALS (RFP)  
FOR  
BACKFLOW TESTING AND CERTIFICATION



**RFP RELEASE DATE: THURSDAY, SEPTEMBER 30, 2021**

**PROPOSALS MUST BE RECEIVED NO LATER THAN  
3:00 p.m., THURSDAY, OCTOBER 14, 2021**

City of Sonoma Public Works Department  
City Hall, No. 1 The Plaza Sonoma, CA 95476

Approved for release by:

Colleen Ferguson, P.E., L.S.  
Public Works Director/ City Engineer  
City of Sonoma

Date

CITY OF SONOMA PUBLIC WORKS DEPARTMENT  
REQUEST FOR PROPOSALS  
FOR  
BACKFLOW TESTING AND CERTIFICATION

**SECTION 1 INTRODUCTION**

The City of Sonoma invites qualified Contractors to submit a proposal to provide testing services for City owned backflow devices installed on the City of Sonoma water system.

**Background:** The City currently provides potable water to approximately 4,600 connections within their service area. Historically, most of the City’s water has been provided by the Sonoma County Water Agency (SCWA), with the balance provided by City-owned wells. The service area currently comprises of approximately 1,546 acres and is anticipated to grow. Within this water system, the City of Sonoma operates 50 locations with backflow devices to prevent drinking water from being contaminated by other water sources. As part of the State Water Board’s requirements upon the City of Sonoma, these devices must be tested and certified annually (17 CCR §7605).

**Scope of Services:** The Contractor shall perform testing of City of Sonoma owned backflow devices installed at City owned locations. The work to be done under this contract consists of testing and certification of each backflow device, providing cost estimates for any repair work, and repairing as directed under the pricing provided in this proposal. A sample City Professional Services Agreement is included as Attachment A. A list of backflow devices is included as Exhibit C and a sample Backflow Prevention Assembly Test Report is included as Exhibit D in Attachment A.

**ANTICIPATED PROJECT SCHEDULE**

The anticipated project schedule is listed below.

<b>Milestone</b>	<b>Estimated Date</b>
Proposals Due	October 14, 2021
Award of Contract	October 20, 2021
Testing Complete	November 17, 2021
Authorized Repairs Complete	December 1, 2021

**SECTION 2 CONTENTS OF PROPOSAL**

To maintain uniformity in the evaluation process, proposal length is limited to a maximum of 5 pages on single-sided, 8½” x 11” paper. Use text font (ARIAL, TAHOMA, or similar) size 10 or larger. The cover letter, table of contents, front and back covers, and section dividers and resumes are excluded from the page count.

The Proposal Package must include following:

**a) Cover Letter**

Include the primary contractor’s name and business address, as well as the project manager’s name, telephone number and email address. Summarize your understanding of the project and demonstrate expertise that would meet the minimum qualifications laid out in Section 2(d). The cover letter shall be

signed by the person authorized to negotiate a contract for proposed services with the City of Sonoma on behalf of submitting firm.

**b) Relevant Project Experience**

Describe your team’s experience on projects of a similar nature to this Project. Provide a project description, services provided, rates, the project’s total cost, and references.

**c) Scope of Services**

Confirm acceptance of the proposed scope of services and identify any changes from the scope herein and in Attachment A.

**d) Required Certifications and Minimum Qualifications (not included in page count)**

Included with proposal the following documentation for review.

- Backflow Tester Certification for Each Tester
- Backflow gauge’s current calibration certificates for each gauge
- Valid Contractor’s License
- City of Sonoma business license
- Insurable for coverage limits for Commercial General and Automobile Liabilities and Workers Compensation and Employers Liability as required as described in Attachment A.

**e) Proposed Fee Schedule**

Please provide pricing according to the following fee schedule. Provide a uniform price to test and inspect any City of Sonoma owned backflow devices. Provide hourly repair rate that will be used in any repair recommendation provided by the contractor following testing and inspection work. Provide any other necessary pricing and description.

Work Item	Unit	Unit Price (\$)	No. Devices	Total Price (\$)
Test & Certify Backflow Device	Ea		50	
Hourly Rate Repairs	Hr			
Other _____				

**SECTION 3 PROPOSAL SUBMISSION, AND SELECTION PROCESS**

Submit questions concerning the RFQ to Tim Tillery via email at [ttillery@sonomacity.org](mailto:ttillery@sonomacity.org)

**no later than 5 pm on October 7, 2021**

Responses to questions will be provided, no later than, 5 pm on Wednesday, October 13, 2021.

Submit a PDF of your proposal to Tim Tillery via email at [ttillery@sonomacity.org](mailto:ttillery@sonomacity.org)

**no later than 3:00 pm on Thursday, October 14, 2021.**

Contractor proposals will be evaluated based on a combination of factors that result in the best value for the City, including but not limited to understanding of the work, quality and responsiveness of proposal, demonstrated competence and professional qualifications, recent experience in successfully performing similar services, proposed methodology for completing the work, references, background and related experience of team members, and proposed compensation. Contractor selection may be based solely on proposals, or interviews for short-listed firms may occur for this project.

The issuance of this RFP constitutes only an invitation to present responses. The City reserves the right, at its sole discretion, to determine whether or not any aspect of the response satisfactorily meets the criteria established in the RFP. The City reserves the right to seek additional information and/or clarification from the respondent, the right to confer with any respondent submitting a response and the right to reject any or all responses with or without cause. In the event that the RFP is withdrawn by the City for any reason, the City shall have no liability to any respondent for any costs or expense incurred with the preparation of this RFP or related work. The City reserves the right, at its sole discretion, to waive any irregularities or informality.

The City reserves the right to reject any and/or all responses for failure to meet the requirements contained herein, to waive any technicalities and to select the responses which, in the City's sole judgment, best meets the requirements of the project.

Attachment A is the City's Professional Services Agreement and is attached for your reference and review. The necessary insurance coverages and limits are contained in this agreement. Please indicate acceptance of these terms. By submitting a proposal without exception, the Contractor accepts all terms and conditions contained in attached agreement.

The City reserves the right to reject any proposal that provides changes to the agreement not acceptable to the City.

**Upon award of contract, the City will provide City of Sonoma Backflow Prevention Assembly Test Reports for each location (based on Exhibit C Sample).**

Thank you for considering our Request for

Proposals. Sincerely,

## **LIST OF ATTACHMENTS**

- [Attachment A - Sample Agreement](#)
  - **Exhibit A – Compensation/Fee Schedule**
  - **Exhibit B – Scope of Services**
  - **Exhibit C – City Owned and Tested Backflow Devices**
  - **Exhibit D – Sample City of Sonoma Backflow Prevention Assembly Test Report**