

**North Fork Community Development Council  
Water System Operator RFP**

The North Fork Community Development Council (NFCDC) requests proposals from qualified parties, for a water system operator. The NFCDC owns the old mill site in North Fork and plans to hire a “D2” Distribution System Operator for the water system. The responsibilities will include:

- File all papers with the County of Madera and all regulatory agencies so that the water system is compliant as a non-transient, non-community water system.
- Conduct ongoing water tests as required by Federal, State, County and local laws and regulations.
- Make recommendations to the NFCDC regarding improvements and modifications to the water system to both enhance the existing system and to anticipate and comply with new laws and regulations.
- Inform the CDC (in advance) when other system operator certifications or licensing will be required. This may be triggered when additional users move the site and hook up to the system.
- The following excerpt from the California code, gives more details on what is required. **This may not include all necessary or recommended tasks. Therefore, please include additional tasks on your proposal as appropriate.**

**63770. Distribution System Staff Certification Requirements.**

- (a) Chief and shift operators shall possess valid operator certificates pursuant to Table 63770-A.

**Table 63770-A  
Minimum Certification Requirements for Chief and Shift Operators**

<i>Distribution System Classification</i>	<i>Minimum Certification of Chief Operator</i>	<i>Minimum Certification of Shift Operator</i>
<i>D1</i>	<i>D1</i>	<i>D1</i>
<i>D2</i>	<i>D2</i>	<i>D1</i>
<i>D3</i>	<i>D3</i>	<i>D2</i>
<i>D4</i>	<i>D4</i>	<i>D3</i>
<i>D5</i>	<i>D5</i>	<i>D3</i>

- (b) Water systems shall utilize only certified distribution operators to make decisions addressing the following operational activities:
- (1) Install, tap, re-line, disinfect, test and connect water mains and appurtenances.
  - (2) Shutdown, repair, disinfect and test broken water mains.
  - (3) Oversee the flushing, cleaning, and pigging of existing water mains.
  - (4) Pull, reset, rehabilitate, disinfect and test domestic water wells.
  - (5) Stand-by emergency response duties for after hours distribution system operational emergencies.
  - (6) Drain, clean, disinfect, and maintain distribution reservoirs.
- (c) Water systems shall utilize either certified distribution operators or treatment operators that have been trained to make decisions addressing the following operational activities:

- (1) Operate pumps and related flow and pressure control and storage facilities manually or by using a system control and data acquisition (SCADA) system.
  - (2) Maintain and/or adjust system flow and pressure requirements, control flows to meet consumer demands including fire flow demands and minimum pressure requirements.
- (d) Water systems shall utilize either certified distribution operators or treatment operators to make decisions addressing the following operational activities:
- (1) Determine and control proper chemical dosage rates for wellhead disinfection and distribution residual maintenance.
  - (2) Investigate water quality problems in the distribution system.

### **Proposals**

Proposals shall include the following:

- Name of the business
- Address of the business
- Years in business
- Past experience
- References - List of five references
- **Licenses**
- **Work plan** – provide a step-by-step process you plan to use to get the system compliant, and, for regular testing. Include frequency of tests and the specific tests that will be run.
- **Fee Proposal** – provide the estimated fee for each item in the work plan.

### **Deadline**

Proposals must be submitted electronically (by email) by midnight on July 31, 2014. Proposals should be emailed to: [dan@northforkcdc.org](mailto:dan@northforkcdc.org). Proposals received after this time and date will be considered unresponsive and will be discarded.

### **Evaluation of Proposals**

The CDC Board of Directors will appoint a committee to evaluate the proposals submitted. Incomplete proposals may be excluded from consideration at the discretion of the committee. The committee will score each proposal from 0 to 100 points. The points will be allocated as follows:

- |           |  |
|-----------|--|
| 15 points | Based on past experience and certifications beyond the required “D2”.                      |
| 25 points | Based on fee proposal, pricing and completeness.   |
| 25 points | Based on references  |
| 25 points | Based on work plan   |
| 10 points | Bonus awarded to any proposer who resides in, or whose business is located in, North Fork. |

### **Process**

The NFCDC will review the proposals by August 15, 2014. Finalists may be invited to attend an interview at the NFCDC Office. This will be scheduled toward the end of August. A final decision should be announced by August 31, 2014.

### **Questions**

If you have any questions regarding this RFP, please submit them by email to the following email address: [dan@northforkcdc.org](mailto:dan@northforkcdc.org).