

**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
(DC WATER)**

REQUEST FOR INFORMATION

for

Lead Pipe Replacement Assistance Program (LPRAP)



Solicitation #: DCW-SOL-21-10084

Issue Date: 5/25/21 3:19 PM

Proposal Due Date: 6/30/21 2:30 PM

The information contained in this document is proprietary to the District of Columbia Water and Sewer Authority. It shall not be used, reproduced, or disclosed to others without the express and written consent of the District of Columbia Water and Sewer Authority.



Solicitation Information

Question Deadline	06/15/2021 at 2:00 pm
Outreach/Pre-Bid Date and Time	06/11/2021 at 12:00 pm
Outreach/Pre-Bid Location	via Microsoft Teams
DC Water Point of Contact Name	Ines Eden
DC Water Point of Contact Tel	(202) 787-4046
DC Water Point of Contact Email	ines.eden@dcwater.com
Proposal Submission Method	DC Water Solicitation Application or Email
Regulatory Requirement	
Inclusion Program	Others
Inclusion Program Utilization Goals	TBD
Contract Term	TBD
External Funding Source	
Bond Required	No

1. Background Lead Pipe Replacement Assistance Program (LPRAP)

As of October 1, 2019, District of Columbia residential property owners may apply for financial assistance through the Lead Pipe Replacement Assistance Program (LPRAP) to cover at least 50% of the actual costs incurred by the property owner (up to \$2,500) to replace the lead service line on their private property when the service line in public space is non-lead, whether in whole or in part. On March 16, 2021, the District expanded the program to include assistance to replace galvanized service lines. Lower-income property owners may apply for funding to cover 80% or 100% of the actual costs incurred by the property owner based on their household income, subject to the Reasonable Cap for Replacement Costs established by the Department of Energy & Environment (DOEE). DC Water estimates that approximately 12,000 District property owners may qualify for this program.

In accordance with Section 6019b of D.C. Law 23-0229, "District of Columbia Water and Sewer Authority Omnibus Amendment Act of 2020," effective March 16, 2021, DC Water is required to establish a "list of approved contractors for residential property owners to use for the replacement of the eligible portion of a lead [and galvanized] water service line." Once DC Water publishes the list, residential property owners will be required to use a LPRAP Approved Contractor to receive assistance from the District to pay for the work. Contractors that are not on the list are required to obtain DC Water written approval before starting work.

Therefore, DC Water has established a LPRAP Approved Contractor List that will be published on DC Water's website. The LPRAP Approved Contractor List will be updated annually, if not sooner. Starting Fall 2020, all District residential property owners applying for LPRAP assistance will be required to choose a contractor from this list as part of their eligibility.

The purpose of this Request for Information (RFI) is to identify licensed contractors with the skills, knowledge, and ability to be included on the LPRAP Approved Contractor List and to participate in the LPRAP program.

2. Business Requirements and Scope of Services

2.1 Scope of Services

A. LPRAP Approved Contractors provide construction services to District residential property owners (Homeowners) to replace their water lead service line located on private property if the portion of the water service line located on public property is non-lead in whole or in part. The LPRAP program provides assistance to pay a Homeowner's selected Contractor the cost of replacing the lead water service line on private property (from the property line to the first fitting inside the building) with copper tubing (Type K) sized to match the diameter of the public service line, which is often 1 inch. The costs of the associated work are detailed in the LPRAP Cost Proposal Form (LPRAP Proposal).

B. All work must be performed by a DC licensed master plumber in good standing or by a DC licensed plumber under the supervision of a DC licensed master plumber in good standing. Should the license be renewed during the fiscal year, an updated copy of the DC master plumber license must be sent to DC Water prior to the expiration.

C. Any work between the curb stop and the meter must be performed in the presence of a DC Water field inspector. The DC Water tap card documenting the work must be completed in the field by the Contractor and signed by both the Contractor and the DC Water field inspector.

D. The amount the Contractor will be paid from the District will depend on the amount of the benefits that DOEE approves for the Homeowner, which are subject to the homeowner's household income and DOEE's Reasonable Cap for Replacement Costs. The Homeowner is responsible for the payment of costs for work not approved by DOEE or costs exceeding DOEE's Reasonable Cap for Replacement Costs.

E. Upon request by a Homeowner, LPRAP Approved Contractors shall submit to DC Water a detailed quote for the work outlined in "Section 2—Business Requirements and Scope of Services" consisting of an LPRAP Cost Proposal Form signed and dated by the homeowner and the required attachments, such as photos. Please note, when preparing the LPRAP Proposal:

1. Clear photos of the following must be provided:

- a. Photo(s) of the property address and front entrance
- b. Photo(s) of the curb stop marked by a marker such as a flag or T-bar
- c. Photo(s) showing the perspective from the curb including the relative locations of the meter, nearby trees, and potential obstructions
- d. Photo(s) showing the perspective from the house including the relative locations of the meter, nearby trees, and potential obstructions
- e. Photo(s) of the first fitting showing the pipe material, e.g. lead bulb, magnet, scratch test if bulb is not obvious
- f. Photo(s) of the first fitting showing the perspective

2. A quote to perform the replacement work and a test pit in lieu of replacement must be provided. Prior to any replacement work, a test pit must be performed at the curb stop to verify the pipe material. Upon excavation:

a. If the water service line between the curb stop and the first fitting inside the building is lead or galvanized while the water service line between the curb stop and the meter is neither, the Contractor will perform the replacement work and the cost of excavation will be included in the lead service line replacement cost.

b. If lead or galvanized pipe is observed between the curb stop and the meter, the Contractor must stop work and immediately notify the DC Water field inspector. DC Water may determine that the work be completed under the Voluntary Full Replacement Program. DC Water will direct the Contractor to restore the site, and DC Water will pay the Contractor according to the test pit quote on the Cost Proposal Form.

c. If neither lead nor galvanized pipe is observed between the curb stop and the first fitting inside the building, no replacement work is needed. The Contractor will restore the site, and DC Water will pay the Contractor according to the test pit quote on the Cost Proposal Form.

3. All water flow must be isolated at the curb stop and if not present, at the meter. The LPRAP Proposal must not include a charge for this work.

4. In accordance with DC Water standards, if a curb stop does not exist along the service line (between the water main and the building), installation of a new curb stop and curb stop box must be installed at the property line and as directed by LPRAP. If an obstruction prevents installation of the curb stop at the property line, the curb stop must be installed no more than 18 inches (1.5 feet) from the obstruction in public space. If a new curb stop and curb stop box must be installed, the LPRAP Proposal must include the cost for that work.

5. Where a shutoff valve does not exist within the Private Residence, the DCRA Construction Codes Supplement requires the installation of a shutoff valve. The LPRAP Proposal must include the cost for that

work.

F. Any Special Conditions to complete the work must be documented in the LPRAP Proposal and substantiated by photographs and a hand sketch, where applicable. Approval of the benefit amount with respect to the cost of Special Conditions is within DOEE's sole discretion, as recommended by DC Water. Special Conditions include, but are not limited to:

1. Extenuating interior and/or exterior restoration
2. Disturbance of paved surfaces
3. Restoration with sod
4. Disturbance of floor or ceiling tiles

G. The LPRAP Approved Contractor will submit the signed Cost Proposal form to DC Water. Please note: if the Contractor performs the work before DOEE issues a Benefit Confirmation Letter, the Homeowner may not receive assistance from the District to pay the Contractor.

H. Marketing materials developed by the Contractor to promote LPRAP shall either be submitted to DC Water for approval or utilize the language provided by DC Water.

2.2 Contract Implementation

A. If the Homeowner executes a contract with the LPRAP Approved Contractor and has received approval from DOEE, the Contractor must:

1. Not request or accept a down-payment for the LPRAP work from the Homeowner.
2. Provide any information required by DOEE and DC Water regarding the LPRAP Proposal.
3. Obtain all required DCRA Construction Permits and DDOT Permits to receive authorization to perform the work as provided in the LPRAP Proposal.
4. Notify and coordinate with the DC Water field inspector the day before the scheduled pipe replacement.
5. Notify and coordinate with the DC Water field inspector if site conditions change or if the Contractor must deviate from the approved and permitted approach and methodology.
6. Minimize the disturbance of any painted surfaces to no more than a 2 ft X 2 ft area.
7. Complete the work within 90 days as prescribed by DOEE's LPRAP Benefit Confirmation Letter, as authorized by the DCRA Construction Permit and in accordance with all District laws and regulations including but not limited to, DC Water standards and specifications, DDOT regulations and standards, DC Construction Codes Supplement, and Miss Utility requirements provided in D.C. Official Code § 34-2701 et seq.
 - a. If DOEE determines that the work qualifies for Expedited Review, the work must be completed within 5 business days as prescribed by DOEE's LPRAP Benefit Confirmation Letter for Expedited Review.

8. Obtain a DCRA or third-party final inspection of the work performed and schedule the inspection on the date and time required by DCRA or the third-party inspector.

9. Flush the system from an outside hose-bib for 30 minutes.

B. The Contractor may request assistance from DC Water with obtaining the necessary DDOT Public Space Permits. The Contractor must sign the Contractor—DC Water DDOT Public Space Permit Agent Agreement. The Contractor is responsible for compliance with all permit requirements related to the work including but not limited to maintenance of traffic, tree protection, and approved working hours.

1. Approved Contractors are responsible for complying with the terms and conditions of their DDOT Permits, this includes installing MOT signs and tree protection. LPRAP Approved Contractors purchasing MOT equipment for the first time may apply for a one-time reimbursement of those startup costs. The total eligible reimbursement is capped at \$4,000. Once an LPRAP Approved Contractor has been reimbursed for startup MOT equipment costs, regardless of the amount, they will not be eligible for future reimbursements. To apply for reimbursement, the LPRAP Approved Contractor must complete the Maintenance of Traffic Equipment Reimbursement Form and submit it with the Payment Request Form for an approved LPRAP address. An invoice of the purchase and confirmation of payment must be attached. The reimbursement will be included in the contractor's payment for the given LPRAP address.

2.3 Post Construction

A. The Contractor must complete the following requirements within 14 days of completing the work:

1. Submit to DC Water post-construction documentation, including but not limited to:

- a. Clear photo(s) of external new pipe connection to curb stop
- b. Clear photo(s) of internal new pipe connection including shut off valve
- c. Clear photo(s) of restoration
- d. Completed Tap Card in the field with LPRAP Inspector signature
- e. DCRA Inspection Report including any 3rd Party Inspection receipts
- f. Clear photo(s) of new curb stop and curb stop box, if applicable

1) Complete and submit to DC Water the LPRAP Payment Request for Work Performed form signed and dated by Homeowner and a copy of invoice.

B. DC Water shall issue payment to the Contractor within 30 days after receipt of the LPRAP Payment Request for Work Performed form signed by the Homeowner, invoice, and any other information necessary to certify the completion of the lead service line replacement work.

3. How to Become a LPRAP Approved Contractor

Approval of Contractors for the Approved Contractor List is at the sole discretion of DC Water. In order to be considered and to become a LPRAP Approved Contractor, Contractor must meet the following criteria:

1. Register on the Supplier Portal: <https://dcwater.com/vendor-registration/>
2. Complete and Submit LPRAP Contractor Application Form, Exhibit A.
3. Submit a copy of your District of Columbia business license.
4. Submit a copy of the District of Columbia Master Plumbing License for each licensed plumber that will be performing LPRAP work in the District of Columbia. Must hold DC Plumbing License in good standing.
5. **Submit a copy of your company's liability insurance policy.** The following minimum insurances are required to become LPRAP approved Contractor.

a. Workers' Compensation: Statutory limits are required.

b. Automobile Liability:

Coverage	Minimum
Property Damage Liability	\$10,000
Third Party Liability	\$25,000 per person and \$50,000 per accident
Uninsured Motorist Bodily Injury	\$25,000 per person and \$50,000 per accident
Uninsured Motorist Property Damage	\$5,000 subject to \$200 deductible

6. Report any court issued judgement within the last ten (10) years; Notice of Violations or disciplinary actions taken by DOEE, DCRA, DDOT, OSHA, or other regulatory authority within the last ten (10) years; and any disbarment actions for the last ten (10) years.

7. Perform and complete the work described in "Section 2—Business Requirements and Scope of Service"

8. Comply with the program procedures as described in "Section 2—Business Requirements and Scope of Service." Details on these requirements are provided following link: <https://www.dewater.com/lprap-materials-and-guidance-plumbers-and-contractors>

9. Attend a LPRAP Approved Contractor Training session each year. Contractors that DC Water determines are conditionally qualified, shall be notified of the date and time to attend a training session administered by DC Water. At least one Contractor representative is required to attend the session.

4. Disqualification, Denial and Rescinding LPRAP Approval Status

DC Water may deny or rescind approval of a Contractor from the LPRAP Approved Contractor List for actions including the following:

1. Failure to comply with requirements in "Section 2—Business Requirements and Scope of Service."

- 2.The issuance of an adverse judgement by a court within the last ten (10) years.
- 3.The issuance of a Notice of Violation or disciplinary action by DOEE, DCRA and DDOT within the last ten (10) years.
- 4.Any disbarment action against the Contractor in the last ten (10) years.
- 5.Significant customer complaints against the Contractor.
- 6.Failure to keep appointment times and the lack of appropriate equipment to do the work.

DC Water will notify an LPRAP Approved Contractor in writing when approval has been rescinded. Such Contractors will be ineligible to participate in LPRAP through the end of the fiscal year.

Contractors who were previously disqualified, denied, or had their approval rescinded may regain eligibility in subsequent fiscal years. If the conditions of "Section 3—How to Become a LPRAP Approved Contractor" are met, such Contractors will be granted conditional approval for the first three replacements. If the first three replacements are completed successfully in accordance with the terms and conditions of this RFI, the Contractor will receive full approval. Failure to successfully complete any one of the first three replacements in accordance with the terms and conditions of this RFI will result in rescission of the conditional approval.

5. Definitions

- Authorized Representative: A DC Water POC is designated as DC Water's authorized representative for the purposes of this RFI.
- DC Water: District of Columbia Water and Sewer Authority.
- May: Indicates something that is not mandatory but permissible for this RFI.
- Must/Should: Indicates a mandatory requirement for this RFI. A response that fails to meet a mandatory requirement will be deemed non-responsive and may not be considered as qualified to be a LPRAP Approved Contractor.
- Contractor: Any person, firm, corporation, organization, agency, or a duly authorized representative that may submit a response to be considered as a LPRAP Approved Contractor as described in this RFI.
- Lead Water Service Line: A water service line containing any lead, including galvanized water service lines, as defined by D.C. Law 34-2158(d).
- LPRAP Approved Contractor: Contractor that DC Water determines is qualified as a LPRAP Approved Contractor, which District residential property owners may contract with to receive LPRAP assistance.
- Responsive Contractor: To be responsive, Contractor must submit a response which conforms in all material respects to the requirements set forth in this RFI, as determined solely by DC Water.
- Should: Indicates something that is recommended but not mandatory. Failure to do what "should" be done will not result in rejection of Contractor response but may receive lower consideration as determined



solely by DC Water.

6. EXHIBITS Please see Oracle Requirements Section 2.

Exhibit A: LPRAP Contractor Application Form

Exhibit B: Sample Cost Proposal Form & Reasonable Caps

The Oracle Training Session for this RFI Solicitation will be held on June 11th, 2021 at 12:00 PM. This will be a virtual Microsoft Teams Meeting. The log-in and dial-in instructions are noted below. It is strongly encouraged that vendors log-in to the meeting. Dialing in will only allow vendors access to the audio of the presentation.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 202-753-6714,,382642667# United States, Washington DC

Phone Conference ID: 382 642 667#

[Find a local number](#) | [Reset PIN](#) [Learn More](#) | [Meeting options](#)

REQUIREMENTS (Required responses for your proposal)

**Response is required*

INSTRUCTIONS**Instruction on attaching documents:**

- You may attach multiple documents. But it is preferable to combine into a single document (up to single file size limit)
- Each document size limit is 100MB (per document). No limit to the total size of all documents combined.
- Unless asked to attach the document in its native format, the PDF format is strongly preferred to reduce the file size.
- Responses via email to Ines.eden@dcwater.com are acceptable for this RFI.

Section 1. SOLICITATION TERMS AND CONDITIONS***1. RFI Terms and Conditions****READ AND ACKNOWLEDGE**

- Any work and all costs incurred by vendors in the preparation and submission of a response shall be at the vendor's own discretion and expense. DC Water will not be obligated for any vendor costs related to this RFI.
- Submission of a response constitutes the acknowledgement that the vendor has read and agrees to be bound by all terms in the RFI Document.
- While this RFI is the product of an intensive information gathering process and has been subjected to an extensive review, DC Water makes no representations or warranties as to the accuracy of the information contained in it.
- DC Water reserves the right to suspend, withdraw, or amend this RFI at any time without any obligation to any vendors.
- This RFI does not represent a commitment to purchase, lease or license any product or service and does not obligate any funds by DC Water.
- If vendor is in doubt as to the true meaning of any part of the specifications or other RFI documents, or finds discrepancies or omissions in the specifications, vendor may submit to DC Water a written request via email for an interpretation or correction. Vendor is responsible for prompt delivery of any requests. When DC Water considers interpretations necessary, DC Water answers will be in the form of a written amendment to the RFI document, and will be emailed to all vendors. Oral and other interpretations or clarifications shall be without legal or contractual effect.
- It is the responsibility of each vendor to ensure DC Water has their correct business name, address, phone number, and email on file.
- DC Water is not responsible for any information relating to any DC Water solicitation document which is not obtained directly from DC Water.
- Errors: Responders or their authorized representative are expected to fully inform DC Water of any errors to the conditions, requirements and specifications found in this RFI after submitting their responses. Failure to do so will be at the vendor's own risk.
- This RFI does not constitute solicitation for Request for Proposals (RFP) or a promise to issue an RFP in future.

Select one of the following:

- a. Read and agree. All terms are acceptable

***2. Definitions**

READ AND ACKNOWLEDGE

- Authorized Representative: A DC Water POC is designated as DC Water's authorized representative for the purposes of this RFP.
- DC Water: District of Columbia Water and Sewer Authority.
- May: Indicates something that is not mandatory but permissible for this RFP.
- Must/Shall: Indicates a mandatory requirement for this RFP. A response that fails to meet a mandatory requirement will be deemed non-responsive and may not be considered for award.
- Firms/Vendor: Any person, firm, corporation, organization, agency, or a duly authorized representative that may submit a response for the work described in this RFI.
- Request for Information ("RFI" or "RFI Document"): Shall mean all the contents provided in the RFI document, all attachments provided, future addendums or amendments.
- Responsive vendor/contractor: To be responsive, vendor/contractor must submit a response which conforms in all material respects to the requirements set forth in this RFP, as determined solely by DC Water.
- Should: Indicates something that is recommended but not mandatory. Failure to do what "should" be done will not result in rejection of vendor response but may receive lower consideration as determined solely by DC Water.
- Authorized Representative: A DC Water POC is designated as DC Water's authorized representative for the purposes of this RFI.
- DC Water: District of Columbia Water and Sewer Authority.
- Lead Water Service Line: A water service line containing any lead, including galvanized water service lines, as defined by D.C. Law 34-2158(d).
- LPRAP Approved Contractor: Contractor that DC Water determines is qualified as a LPRAP Approved Contractor, which District residential property owners may contract with to receive LPRAP assistance.

Select one of the following:

- a. Read and acknowledged

Section 2. REQUIRED SUBMITTAL DOCUMENTS

***1. Submittal Documents**

REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL

Please provide Copies of the following Documents;

1. Copy of the DC Master Plumber's License(s).
2. Copy of the DC Business License.
3. Submit a copy of your company's liability insurance policy.

4. Please complete and submit the Exhibit A - Lead Pipe Assistance Program (LPRAP) Approved Contractor Application

Attachments:

File Name or URL	Type	Description
Exhibit A - FY22 LPRAP Approv	File	Contractor Application

Select all that apply:

- a. Copy of DC Master Plumber License *(Response attachments are required)*
- b. Copy of DC Business License *(Response attachments are required)*
- c. Copy of your company's liability insurance policy *(Response attachments are required)*
- d. Completed Contractor Application Form *(Response attachments are required)*

***2. Report of Adverse Judgement**

REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL

DC Water requests a response that all adverse judgement be reported in this section.

- Please provide Report of adverse judgement by a court within the last ten (10) years.

Select one of the following:

- a. No issuance of an adverse judgement by a court within the last ten (10) years.
- b. Yes issuance of an adverse judgement by a court within the last ten (10) years, report attached. *(Response attachments are required)*

***3. Report of Disbarment Action**

REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL

DC Water requests a response that all disbarment action(s) be reported in this section.

- Report any issuance of a Notice of Violation or disciplinary action by DOEE, DCRA and DDOT within the last ten (10) years.

Select one of the following:

- a. No Notice of Violation or disciplinary action by DOEE, DCRA and DDOT within the last ten (10) years.
- b. Yes, I have Notice of Violation or disciplinary action by DOEE, DCRA and DDOT within the last ten (10) years, report attached. *(Response attachments are required)*

***4. Exhibit B: Sample Cost Proposal Form & Reasonable Caps**

READ AND ACKNOWLEDGED

Please review the attached - Exhibit B: Sample Cost Proposal Form & Reasonable Caps

Attachments:

File Name or URL	Type	Description
Exhibit B Sample Cost Proposal	File	

Select one of the following:

- a. Read and acknowledged (*Response attachments are required*)

Lines Instructions

There are no lines. The line(s) used here are to capture the category name to be associated with this RFI.

Line Information

Line	Category Name
1-Construction	150 BUILDER'S SUPPLIES

This PDF version of solicitation is made available only for your convenience to quickly view the solicitation contents and is NOT intended to provide your responses on this PDF document.

You MUST submit your responses (proposal) online using DC Water's online solicitation application.

Alternatively, for this program only, you may email all required documents to LPRAP.Solicitation@dcwater.com.

You will still need to register as a vendor on Oracle to be on the FY22 approved list. Questions about Oracle registration should be directed to ProcurementInquiry@dcwater.com or (202) 787-4046.