

REQUEST FOR QUALIFICATIONS

UNDERGROUND NATURAL GAS MAINTENANCE AND INFRASTRUCTURE WORK FOR LONGVIEW PUBLIC SCHOOLS

**Issued by:
LONGVIEW PUBLIC SCHOOLS
2715 Lilac Street
Longview, WA 98632-3526**

November 1, 2022



REQUEST FOR QUALIFICATIONS
UNDERGROUND NATURAL GAS
MAINTENANCE AND
INFRASTRUCTURE WORK

STATEMENT OF QUALIFICATIONS DUE DATE:
November 18, 2022

PROJECT SCOPE OF WORK

Longview Public Schools seeks the services of a firm to assist with implementation of a Maintenance Program and subsequent infrastructure work to ensure the current system is in compliance with Federal and State requirements and to move forward with a yearly contract to maintain the systems in compliance with Federal and State requirements.

The Longview School District has underground natural gas infrastructure that is operated and maintained by Longview School District. This infrastructure falls under the category of Gas Distribution operator CFR-49 192.1005-192.1013 and WAC 480.930

The School District may require additional services if additional projects are approved or discovered during the execution of this contract.

Statement of Qualifications - Review and Intention to Award Process

The School District intends to enter into negotiation for services with the firm offering the best qualifications and experience as judged by the Longview Public Schools Selection Committee. The School District anticipates issuing an Intent to Award notification for the work in late November 2022

Cooperative Procurement

The School District anticipates there may be value to other public entities in using these same services through this solicitation. As the Interlocal Cooperation Act, Chapter 39.34 RCW provides for public agencies to jointly use a solicitation, this contract and its terms may be utilized by other public agencies. Such utilization will require agreement by the School District and execution of a mutually acceptable Interlocal Agreement.

Minimum Qualifications

The following are considered minimum qualifications to be considered:

1. Experience delivering similar work products in a K-12 environment
2. Direct staff with for each scope
3. Experience with Federal and State funded projects
4. Experience recommending appropriate solutions for needed maintenance projects related to natural gas delivery systems and any associated equipment or equipment operating on natural

gas

5. All personnel work on Longview School District facilities must qualify on 192-AOC, 192-0101, 192-1415 and 192-2011
6. Longview School District is utilizing EWN to manage its Operator Qualification Plan and the qualification of its employees. Any Contractor that is to do work on Longview School Districts Gas Distribution System must be enrolled in EWN and complete required Operator Qualification requirements prior to starting the Work.

Services Required

The following services may be required:

1. Initial Assessment to properly document the existing systems and proper operation
2. Training of District staff
3. Create a distribution integrity management program and support its implementation
4. Create a standard operation procedure for work to be performed on all infrastructures
5. Leak detection
6. System inspections
7. Work on infrastructure
8. Other related services as required by the School District or other code/regulatory agencies.

QUALIFICATION SUBMITTAL REQUIREMENTS

Firms and individuals interested in providing services as described above to Longview Public Schools are requested to provide the following:

1. Submit an electronic document via e-mail indicating previous experience. The Statement of Qualification document is requested to be limited to no more than twelve (12), single sided, 8 1/2 x 11-inch sheets. Statement of Qualifications shall be submitted no later than 2:00 pm PDT on November 18, 2022. Documents received after the designated date and time may not be considered. Documents should be submitted via email only to:

Barbara Howe, bhowe@longview.k12.wa.us

All individuals and firms, including minority and women-owned firms who are lawfully engaged in the practice of Commissioning and Engineering Services are encouraged to apply.

The School District reserves the right to reject any qualifications not in compliance with all prescribed public procedures and requirements, reserves all rights afforded to the School District pursuant to Chapter 39.80 RCW, including the School District's right to determine and assess qualifications, negotiate terms for services, determine pricing, or terminate the process for any reason and at any time, and to waive informalities in this qualification's response process.

The Statement of Qualifications must include:

1. A letter of introduction. Letter (maximum two single-side pages).

2. A simple diagram or narrative describing the key personnel in your firm who will be assigned to work with the School District. Please include resume or similar information.
3. Examples of three previous project groupings which involved your firm's services. Please include client references including current contact information for the three projects. Projects listed should have been completed in the last five years.

Submittal evaluation by the School District's Selection Committee will be based the following four criteria:

1. Proposed approach on how you plan to efficiently coordinate work with the School District.
2. Experience of the proposed team in delivering similar services.
3. Demonstrated experience working with public-sector K12 school district and/or other educational institutions in Washington/Oregon.
4. Professional References.

Questions regarding this RFP should be direct to: Jason Reetz, jreetz@longview.k12.wa.us