

CONSIDERATIONS for municipal *Request for Qualifications (RFQ)* for licensed plumbers/utility contractors interested in participating in the private lead service line (LSL) program

Describe the project/provide background

For example: The municipality is seeking qualifications from licensed plumbers/utility contractors who are interested in performing private lead service line replacement work. The WI DNR has made funds available through the SDWLP to qualified municipalities in order to eliminate the private portion of a lead service line serving a single family home, a multifamily building, a k-12 school, or a licensed infant/children day care facility. Licensed plumbers/utility contractors providing appropriate responses to the RFQ will be placed on a certified plumbers list. Owners of these properties will be able to contract directly with a licensed certified plumber/utility contractor and once work is completed, eligible costs are reimbursed from the LSL program to the municipality or their designee, depending on the type of program established by the municipality.

Identify the project goal

For example: The goal is to eliminate the health hazards associated with private lead service lines at the above-referenced properties. For the purposes of the SDWLP program, private lead service line replacement means, “the replacement of the existing lead service line between the curb stop and the water meter within the structure.

Include definitions/clarify terms

For example: Chapter SPS 381.01(282) defines "Water service" as “that portion of a water supply system from the water main or private water supply to the building control valve.”
Through the municipality, the SDWLP private Lead Service Line Program will provide for reimbursement of eligible costs for a property owner to replace a private lead service line at the properties described above. Typically, all costs normally associated with replacing the private portion of the lead service line will be reimbursed. Typical costs might include the cost of excavation, materials, labor, backfill, and restoration. No-dig methods of pipe installation might also be considered as a typical cost. Non-typical costs at a property may be allowed pending review and approval by the municipality and the SDWLP private Lead Service Line Program. A non-typical cost might include the cost of rerouting the private portion of the lead service line to a more acceptable location within a structure when it results in an overall cost saving.

Define the project schedule

For Example: Identify the deadline for submittal of RFQ (date); identify the date for issuing project certification list; identify the date the municipality wishes to have work initiated; Identify the date the municipality wishes to have work completed;

Include language that defines the Project Funding Requirements

For example: Based upon the SDWLP lead service line replacement project guidelines, a municipality may reimburse the aforementioned property owners for qualified costs when a licensed plumber/utility contractor is contracted directly by the property owner. In order to comply with the SDWLP funding requirements, municipalities will require that the certified licensed plumbers perform the work in accordance with the following:

1. Work to be performed by a licensed plumber under section SPS 305.90 Wis. Adm. Code or utility contractor under section SPS305.97 Wis. Adm. Code;
2. Work to be performed in accordance with the plumbing code requirements found in Wis. Adm. Code SPS Chapters 381-391;
3. Work to be performed as required by all applicable OSHA requirements/standard;

4. Adequate financial records shall be established and maintained in accordance with the municipal SDWLP Financial Assistance Agreement;
5. The municipality will determine the submittal requirements necessary for the licensed plumber/utility contractor to document the lead service line replacement at each address where work was performed; and
6. The municipality will be required to certify that the licensed plumbers/utility contractors performing lead service line replacement work will comply with the SDWLP financial assistance agreement (loan) requirements including Disadvantaged Business Enterprise (DBE) Solicitation and the use of American Iron & Steel (AIS).

Include Federal Requirements

1. Complete a [NEPA-like environmental review](#).
2. [DBE Solicitation](#) must occur at every level of contracting, *including in the municipality's RFQ*.
3. [Davis-Bacon and Related Acts](#) may apply based on property ownership or contractor employee status.
4. [UAIS requirements](#) must be met.

Include Minimum RFQ Information Requirements

For example: Licensed plumbers/utility contractors interested in performing lead service line replacements as funded by a municipal SDWLP Financial Assistance Agreement should submit a response to the RFQ by including (at minimum) the following information:

1. Name/address of plumbing/utility contractor business;
2. Name of plumbing business owner and/or registered agent;
3. Utility contractor/plumbing license #s;
4. Number of years/months in business as a licensed plumber/utility contractor; and
5. General business information:
 - a. Briefly describe your plumbing/utility contractor organization, size and structure.
 - b. Provide the number of years your firm has been engaged in performing licensed plumber/utility contractor service line replacement/installation work.
 - c. How many new service line installations and service line replacements has your plumbing business performed in the last three years at:
 - i. private single family homes;
 - ii. multi-family buildings;
 - iii. infant/children day care facilities?

Include a Municipal contact for questions about submitting a RFQ

Include Municipal address for submitting a RFQ

Require a notarized signature of the Officer/Owner of the business