



**REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ)  
FOR  
UNDERGROUND UTILITY INSPECTION SERVICES**

**September 2022**

### **Introduction**

Metro Water Recovery (Metro) intends to contract with multiple underground utility inspection contractors (Contractor or Applicant) to provide on-call, non-destructive inspection services. Services are needed to determine the condition of select utilities, and conduits using various inspection methods, including but not limited to, closed circuit television (CCTV), ground penetrating radar (GPR), sonar, and eddy current.

### **Purpose**

The purpose of this solicitation is to select multiple qualified Contractors for underground utility inspection services on an on-call basis. This is not an Invitation to Bid for a specific project and does not guarantee issuance of any work.

### **About Metro Water Recovery**

Metro was formed under Colorado law in 1961. Metro is the largest water and resource recovery agency in the Rocky Mountain West, serving approximately 2.2 million people in an 805-square mile area. In partnership with 61 local governments, comprising of cities, counties, sanitation districts, and water and sanitation districts, we clean millions of gallons of water every day to be suitable for agriculture, aquatic life, recreation, and water supply. Counties served by our water treatment facilities are the City and County of Denver and parts of Adams, Arapahoe, Douglas, Jefferson, and Weld.

#### **Facilities:**

- Robert W. Hite Treatment Facility (RWHTF) - 6450 York Street Denver, CO
  - Treats an average of 130 million gallons per day (MGD)
  - Capacity to treat 220 MGD
- Northern Treatment Plant (NTP) - 51 Baseline Road, Brighton, CO
  - Treats an average of 5.2 MGD
  - Capacity to treat 28.8 MGD
- METROGRO Farm - Elbert and Arapahoe Counties, CO
  - 52,000 dryland farm and pasture acres
  - Approximately 85 dry tons of Class B biosolids are beneficially reused per day
- Transmission System (Metro owned)
  - 234 miles of interceptors
  - 3 lift stations

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- o Odor control facilities, metering facilities, and other associated appurtenances.

Visit us at [www.MetroWaterRecovery.com](http://www.MetroWaterRecovery.com)

### Schedule of Events

The following Schedule of Events represents the best estimate of the schedule Metro will follow, which is subject to change at Metro's discretion. Metro reserves the right to add or delete events, as necessary.

Event	Date
Bid Net Solicitation	September 29, 2022
Requests for Information/Clarification Deadline	October 12, 2022, 2:00 P.M.
Response to Requests for Information/Clarification	October 13, 2022 (estimated)
SOQ Application Forms Submittal	October 20, 2022, 2:00 P.M.
Contractor Selection	October 27, 2022 (estimated)
Execute Agreement	December 22, 2022 (estimated)

All listed times are mountain time zone.

### Scope

As part of its Asset Management Program, Metro has cataloged all known underground utilities and has prioritized these for inspections. Selected Contractors will inspect the highest priority utilities to determine their condition. Selected Contractors will have expertise in providing a variety of utility inspection services including but not limited to, closed-circuit television (CCTV), internal or external electromagnetic inspection tools, ultrasonic testing, electrochemical potential measurement, ground penetrating radar (GPR), sonar and/or eddy current. It is not necessary that a selected Contractor has expertise in all inspection techniques. It is important that selected Contractors be flexible and responsive to changing field conditions and Metro needs.

Metro's RWHTF has been in operation since the mid 1960's and has undergone continuous modifications, upgrades, and replacements since inception. To operate the treatment facility, Metro has constructed several hundred miles of underground utilities carrying well over a dozen different flow streams. These underground utilities are of varying age, size, and condition. Most inspections are anticipated at the RWHTF.

Metro's NTP has only been in operation since 2016. As such, few inspections are anticipated at this facility.

Metro's Transmission System is mostly a gravity system. It is comprised of RCP, plastic lined RCP, brick, HDPE, VCP, and PVC pipe, and ranges in size 8- to 90-inch diameter. Some portions of the Transmission System are over 100 years old. Rehabilitation over the last several decades mostly consist of cured-in-place pipe. A limited number of inspections are projected for the Transmission System.

### Conditions and Issuance of Work

Selected Contractors will be required to enter into a five-year agreement using Metro's standard task order-based agreement form (attached for reference), which is based on EJCDC documents. The agreement will establish the basic relationship between Metro and the Contractor such as insurance requirements, payments, rates, etc. Metro will consider exceptions to the standard agreement language in Article 3.0-Payments and Article 4.0-Insurance, only. Any exceptions to these articles must be specifically stated in

the SOQ Application Form (SOQ Application). Metro may accept or reject such exceptions at its sole discretion. By submitting an SOQ Application, the Contractor agrees to the standard contract language, outside of any specifically stated exceptions to Articles 3.0 and 4.0.

When work is identified, each qualified Contractor will be asked to submit a price proposal to complete the work. The work will be issued to the Contractor with the lowest price proposal. The Contractor typically will be asked to mobilize within one week after issuance of a task order. Most work will be during regular business hours, however, there may be instances where after-hours or weekend work is required. There are a limited number of task orders anticipated each year (three to seven) and most task orders are anticipated to be under \$40,000.

### **Metro Representatives**

Orin Padgett, Metro's Senior QC Engineering Manager, will administer the Agreement. Task Orders may be administered by other Metro staff as identified in each task order.

Orin Padgett  
6450 York Street  
Denver, CO 80229  
303.286.3338  
[opadgett@metrowaterrecovery.com](mailto:opadgett@metrowaterrecovery.com)

### **Minimum Insurance Requirements**

Original Insurance Certificates reflecting required coverages must be submitted to Metro prior to commencing any work. Self-insurance by the Contractor is not acceptable. Those not capable of meeting the insurance requirements should refrain from submitting an SOQ Application.

### **Requests for Information and Clarification**

Applicants may make written requests for information and clarification by contacting Metro's Representative via email. Please include "SOQ – Underground Utility Inspection" in the subject line of all email communications. No inquiries will be accepted after the date and time indicated in the Schedule of Events. The Metro Representative will issue a final response through BidNet on or about the date indicated in the Schedule of Events.

### **Statement of Qualification Application Instructions**

1. Applicants must submit all information requested on the SOQ Application as omission of information may be grounds to reject the Applicant from further consideration. Metro reserves the right to waive minor irregularities and to make all final determinations on the completeness of the SOQ Application materials.
2. The SOQ Application and all supplemental information shall be typed or printed.
3. If any Applicant knowingly makes a misrepresentation in submitting information, such misrepresentation may be sufficient grounds for denying qualification. Any such misrepresentation may also result in debarment of the Applicant by Metro on future work.
4. Metro reserves the right to conduct such investigations as it deems necessary to assist in the evaluation of the SOQ Application to establish the responsibility, qualifications, and financial ability of the Applicant.

### Statement of Qualification Application Form Submittal

Submit an electronic SOQ Application through BidNet by the date indicated in the Schedule of Events.

Include a cover letter addressed to:

Andy Nelson, Director of Engineering  
Metro Water Recovery  
6450 York Street  
Denver, CO 80229-7499

The cover letter should be signed by an authorized representative who can commit to the obligations required in the Contract. Provide the name, address, phone number, and e-mail address for the primary contact.

Provide the Contractor's current hourly equipment and labor rate schedule.

### SOQ Application Form Evaluation

Metro staff members will evaluate the SOQ Applications and assess how each Applicant meets the identified criteria. Selection of the Applicant(s) will be based on who the Metro Selection Committee considers to be the best qualified to provide the requested services. Metro reserves the right to conduct such investigations as Metro deems necessary to assist in the evaluation of SOQ Applications and supporting material to establish the responsibility, qualifications, and financial ability of the Applicant.

Commented [P01]: Or SOQ Application Forms

No presentations/interviews will be held as part of the selection process.

### Miscellaneous Provisions

Metro is not liable for any costs incurred to develop or submit the SOQ Application.

SOQ Applications must be submitted via BidNet.

SOQ Applications may be withdrawn, in writing, at any time prior to the due date.

All SOQ Applications must be valid for a minimum of 60-calendar days from the due date.

Any person, contractor, corporation, or association submitting an SOQ Application shall be deemed to have read and understood all the terms, conditions, and requirements in the solicitation and attached information.

No SOQ Application will be accepted from, nor a contract be awarded to any Applicant that is in arrears upon any obligations to Metro, or that otherwise may be deemed irresponsible or unreliable.

By submission, the Applicant certifies that the SOQ Application has been arrived at independently and submitted without collusion with any other Applicant, and that the contents have not been communicated to any person not an employee or agent of the Applicant.

News releases, including social media, pertaining to this solicitation and/or resultant award shall not be made without Metro's written approval.

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Metro reserves the right to cancel this solicitation in whole or in part, at any time, without penalty. This solicitation implies no obligation on the part of Metro and does not constitute an offer or a contract with any Applicant or other party.

### Open Records

The Applicant acknowledges that Metro is a public entity subject to the Colorado Open Records Act, §24-72-201, et. seq., C.R.S. ("CORA"). Consequently, the proposal, including any accompanying information and/or documentation that the vendor submits in conjunction therewith is public records available for public review under CORA. Written requests for confidentiality shall be submitted by the Firm with the proposal. The Firm must state, specifically, what elements of the proposal are to be considered confidential and/or proprietary and must state the statutory basis for the request under the Public (open) Records Act. (Section 24-72- 201 et seq., C.R.S.). Confidential and/or proprietary information must be readily identified/marked. Neither a proposal in its entirety, nor price information will be considered confidential and/or proprietary. Any information that will be included in any resulting contract cannot be considered confidential and/or proprietary.

### Attachments

- 01 SOQ Application Form
- 02 Task Order-Based Agreement (including Exhibit) (for reference only)
- 03 Task Order Form
- 04 Visitor Control Procedures
- 05 Contractor, Vendor, Visitor Safety Awareness Manual - Construction Activities (NTP)
- 06 Contractor, Vendor, Visitor Safety Awareness Manual - Construction Activities (RWHTF)
- 07 Contractor, Vendor Security Protection