



Public Works Department - Water Division

**Request for Qualifications (RFQ) for
Horizontal Directional Drilling (HDD)**

**DIRECTIONAL DRILLING ACROSS STATE HIGHWAY RIGHT-OF-WAY
FOR POTABLE WATER MAINS**

**Proposals Due: December 8, 2016
 3 PM PST**

**Office Address: 1340 Clay Street
 Napa, CA 94559**

I. PROJECT SCHEDULE

| | |
|------------------------------------------|---------------------------------------|
| Request for Proposal Issued | November 10, 2016 |
| Requests for Clarifications Due | November 17, 2016 |
| Clarification Responses/Addenda Provided | November 24, 2016 |
| Qualifications Due | December 8, 2016 (3:00 PM PST) |
| Estimated Publication Date | December 15, 2016 |

**CITY OF NAPA
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR QUALIFICATIONS (RFQ)
DIRECTIONAL DRILLING ACROSS STATE HIGHWAY RIGHT-OF-WAY
FOR POTABLE WATER MAINS**

I. PURPOSE OF REQUEST

The City of Napa, hereafter referred to as the City, is soliciting written Statements of Qualification (SOQ) from directional drilling firms, hereafter referred to as Applicant or Firm, capable of performing directional drilling for independent private or local funded projects distributed over the next several years. The City will review all SOQs within a qualifications-based process and intends to augment an existing list of qualified directional drilling firms.

The tentative publication date for the list is December 15, 2016. Firms qualifying during this specific SOQ review process will be the only firms allowed to bid or perform impending projects involving directional drilling (i.e. newly qualified firms cannot participate in projects already underway). Firms not qualifying for the current calendar year will be allowed to submit SOQs for consideration the following year.

II. BACKGROUND

In general, capital or development projects may require horizontal directional drilling operations for the installation of minimum eighteen inch (18") and larger pipelines used for potable water supply mains or casings for smaller diameter potable water carrier pipes. The City anticipates distribution of projects over the course of the next several fiscal years.

III. TIME SCHEDULE & DEADLINES

SOQs must be submitted by **3:00 PM (Pacific Standard Time) on Thursday, December 8, 2016.** Late SOQs will not be accepted and will be returned unopened. It is the applicant's responsibility to see that their SOQ is received by the given time. The City is not responsible for delayed deliveries due to mailing. The time the SOQ is received at the Water Division shall determine the official time received.

IV. INSTRUCTIONS TO APPLICANTS SUBMITTING SOQs

- A. Submit one (1) copy of the SOQ and one (1) unbound original for the purpose of photocopying by the City, if necessary. Copies must be delivered and addressed to the attention of:

City of Napa Water Division
1340 Clay Street
Napa, CA 94559
Attn: Dustin Farres, Engineering Assistant

- B. SOQs should be prepared simply, economically and provide a basic and concise description of drilling capabilities to satisfy the criteria outlined in the *Completed Projects Information Statement*. Emphasis should be on completeness and clarity of content.
- C. An authorized representative of the firm must complete and sign the attached Letter of Transmittal as a cover letter for the SOQ.
- D. **All inquiries shall be emailed to the City's points of contact which are outlined as follows:**

To: dfarres@cityofnapa.org (Dustin Farres, Engineering Assistant)

Cc: mhether@cityofnapa.org (Michael J. Hether, P.E., Senior Civil Engineer)
dstockon@cityofnapa.org (Dana Stockon, Engineering Aide)

Subj: REQUEST FOR DRILLING QUALIFICATIONS INQUIRY

V. SOQ DELIVERABLES AND SELECTION CRITERIA

Due to the specialized nature of the work, all Firms who could perform directional drilling operations on any Water Division project(s) must be on the City's qualified list to bid. Applicants considering submittal of an SOQ shall submit an application package that includes, but is not limited to the deliverables outlined below.

A. Deliverables (see attached)

- 1) Letter of Transmittal: the letter of transmittal shall include confirmation that the applicant has reviewed this RFQ and accepts the requirements presented. The letter shall be signed by an officer or principal of the firm who will be in responsible charge of the work.
- 2) Qualifications Statement: the SOQ shall at a minimum, include a declaration stating the firm's proposed role and identify key personnel who will be assigned to the project. The applicant shall note that key personnel assigned at the beginning of the project, unless for good reason, shall remain for the entire duration. A detailed resume shall be submitted for all key personnel. It should describe the individuals' responsibilities on previous projects and their proposed responsibility for this project.

Firms must successfully demonstrate completion of least one (1) project within the last five (5) years where they acted in responsible charge of installation of fused plastic pipe (HDPE or C900/ C905).

- 3) Resource Statement: the SOQ shall include a section with a statement demonstrating that they have the means to successfully accomplish the work given a prescribed timeline, in terms of both types and quantities of personnel and facilities, and at least have access to the equipment required to complete directional drilling operations. Ownership of directional drilling equipment is not required to be deemed qualified.
- 4) Completed Projects Information Statement: the SOQ shall include example summaries of previous work which must include successful completion of at least three (3) horizontal directional drilling projects for pressurized utility mains for pipe alignments of

at least four hundred feet (400') in length and a minimum of eighteen inches (18") in diameter during the last five (5) years, with at least one project demonstrating responsibility for installation of fused plastic pipe (HDPE or C900/ C905), in which their firm was used as the directional driller for the project. Specifically, a description of the firm's experience in support of this criteria must include the names of all relevant completed projects, description of the projects, value of the work, days of completion, etc.

- 5) Quality Assurance Statement: the SOQ shall include examples of daily logs and records that will be maintained, along with methods for surveying and tracking drill head positions throughout all phases of drilling operations.
- 6) Reference Information Statement: the SOQ shall include names of references and their contact information, which shall include, but not be limited to, project owner/agency, project name, dates and durations, as well as a telephone number of an individual familiar with the services provided by your firm. In doing so, implicit permission is granted to the Water Division to contact listed references in order to verify experience and validate satisfactory performance levels.
- 7) Minimum Insurance Requirements Statement: the firm must include evidence of the following:
 - a. Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001) in an amount no less than \$3,000,000 per project or \$3,000,000 per occurrence/\$5,000,000 annual aggregate.
 - b. Automobile liability insurance with coverage at least as broad as Insurance Services Office form number CA00 01 06 92, Code 1 (any auto), in an amount of \$3,000,000 per accident.
 - c. Workers' Compensation with statutory limits as required by the California Labor Code.
 - d. Employer's Liability with statutory limits as required by the California Labor Code.
- 8) Safety Compliance Statement: this SOQ shall include a statement certifying that there is an effective and written Injury and Illness Prevention Program (IIPP). If selected, Applicant shall comply with all applicable provisions of the law and regulations established by the California Division of Industrial Safety.

B. Selection Criteria

Evaluation of the Firm's qualifications will be based on completion of the deliverables listed above, with major emphasis placed on information contained in the Completed Projects and Reference Information Statements. Late SOQs will be considered rejected and returned unopened.

Upon receipt, the SOQ package will be categorized as one of the following:

- ✓ *Complete*: all information requested has been received, inventoried and is pending further review.

- ✓ *Incomplete:* information requested has been received; however, a deficiency precludes the City from subjecting the submittal to further scrutiny.

Note: the City will reject a submittal in its entirety if all, or a portion, of a deliverable is missing and/or perceived to be incomplete. The Firm will have the opportunity to submit a new SOQ during the next RFQ cycle (following calendar year).

Projects listed in the Completed Projects Information Statement **must include the successful completion of at least three (3) horizontal directional drilling projects for pressurized utility mains for pipe alignments of at least four hundred feet (400') in length and a minimum of eighteen inches (18") in diameter during the last five (5) years, with at least one project demonstrating responsibility for installation of fused plastic pipe (HDPE or C900/ C905), in which their firm was used as the directional driller for the project.** In order to receive a passing rating, this dimension will be scored as one of the two following categories:

- ✓ *Pass:* completed work matches or exceeds above mentioned criteria.
- ✓ *Fail:* completed work is deficient or does not meet the minimum criteria outlined in this RFQ.

Note: Applicants deficient in this area will not be placed on the list of qualified firms for the current calendar year. However, opportunities for submittal of an SOQ will remain open for the next RFQ cycle (following calendar year).

Finally, listed references will be contacted and asked to provide a characterization of the quality of work performed in order to receive a satisfactory rating. This dimension will be scored as one of the two following categories:

- ✓ *Satisfactory:* carried out the work in a diligent manner, completed the work on time and demonstrated superior technical competency. Additionally, work was carried out without major incident, utilized a collaborative approach to problem solving and resolved all issues effectively and efficiently.
- ✓ *Unsatisfactory:* encountered significant problems during construction, did not complete the work on time, and/or did not demonstrate minimal technical competency.

Note: Applicants deficient in this area will not be placed on the list of qualified firms for the current calendar year. However, opportunities for submittal of an SOQ will remain open for the next RFQ cycle (i.e. following calendar year).

Upon completion of the aforementioned review process, prospective applicants will be categorized as either:

- ✓ *Qualified:* only those prospective applicants who submit acceptable qualification submittals demonstrating relevant experience and satisfactory ratings from past clients/customers.
- ✓ *Unqualified:* Firms who submit an incomplete SOQ package, or cannot demonstrate relevant experience, or receive unsatisfactory ratings from past clients/customers.

Note: Applicants categorized as unqualified will not be placed on the list of qualified firms for the current calendar year. However, opportunities for submittal of an SOQ will remain open for the next RFQ cycle (following calendar year).

VI. TERMS AND CONDITIONS

- A. The City reserves the right to reject any responses, or to waive minor irregularities in any SOQ. The City will be the sole judge of the eligibility of prospective bidders and reserves the right to refuse eligibility to any firm which, in its opinion, is not technically qualified to successfully and satisfactorily complete the required work.
- B. The City reserves the right to request clarification of information submitted, as well as request additional information from any applicant.
- C. The City reserves the right to accept or reject applicants based on any of the information submitted.
- D. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to this RFQ.
- E. The tentative date for publication of a new list is December 15, 2016.

VII. SCOPE OF SERVICES

The City of Napa Water Division will require the services of Firms capable of performing directional drilling services for installation of eighteen inch (18”) host pipes containing smaller diameter potable water carrier pipes. It is expected that development-driven or capital projects will be distributed over the next several years. Although drill lengths will vary across different locations, Applicants should expect that all projects will be greater than 400 feet.

A soils report will be available for viewing as project bids are solicited.

Applicants deemed qualified will remain on a list during the 2017 calendar year. Those who have qualified in the past will remain on the list unless notified otherwise in writing.

Applicants who do not qualify for the 2017 calendar year will have an opportunity to qualify for the following calendar year, beginning in December 2017.

**CITY OF NAPA
DEPARTMENT OF PUBLIC WORKS**

**STATEMENT OF QUALIFICATION PACKAGE
DIRECTIONAL DRILLING ACROSS STATE HIGHWAY RIGHT-OF-WAY
HOST PIPES FOR POTABLE WATER TRANSMISSION MAINS**

SUBMITTED TO: City of Napa Water Division
Attn: Dustin Farres, Engineering Assistant
1340 Clay Street
Napa, CA 94559

This Statement of Qualification (SOQ) format has been developed to assist the City in screening directional drilling firms, hereafter referred to as Applicant or Firm, interested in submitting SOQs for potential directional drilling projects. This RFQ is designed to identify potential discrepancies within the Applicant's background, if any, which may hinder, impede, or otherwise substantiate a negative result from the quality of work to be performed.

The undersigned certifies under penalty of perjury that all statements contained within this SOQ are true and correct.

NOTE: Submission of an incomplete SOQ shall result in disqualification from participation. If an item does not apply, please complete information request as "N.A."

1) Letter of Transmittal

I declare, under penalty of perjury under the laws of the State of California, that I have personally reviewed this Statement of Qualification Package and that the foregoing information is true and correct.

The undersigned hereby authorizes the City of Napa to obtain any and all relevant financial and credit information in order to verify information to facilitate an informed decision.

The undersigned hereby waives any cause of action against any individual, financial or credit institution and its employees which provide such information to the City of Napa.

Executed this _____ day of _____ 20__ at _____, California

Firm or Entity Name

Address

City and State

Signature and Title

Typed Name and Title

Telephone Number

2) Qualifications Statement

Firm/Company Name: _____

Specific Contact Person: _____

Email address: _____

Office Address: _____

Office Phone: _____

Office Facsimile: _____

Entity Type: _____

Role: directional driller _____

License Number: _____

State(s) License Held: _____

Expiration Date: _____

License Bond Surety: _____

Address: _____

Contact Name: _____

Contact Number: _____

Has the firm, or any member listed as key personnel been in responsible charge of the installation of plastic pipe (HDPE or PVC C900/ C905) at least once during the last five(5) years? Yes ____ No ____

Key Personnel

Name: _____

Title: _____

Name: _____

Title: _____

Name: _____

Title: _____

Attach additional staff information and key personnel resumes.

3) Resource Statement

The applicant shall be responsible for providing all equipment, materials, and personnel necessary for completing the pipe boring and host pipe installation. The equipment and materials the applicant must certify access shall include, but not be limited to, the following.

| Equipment | Own | Lease |
|------------------------------------------|--------------------------|--------------------------|
| Directional drilling rig: | <input type="checkbox"/> | <input type="checkbox"/> |
| Ancillary equipment (stems, bits, etc.): | <input type="checkbox"/> | <input type="checkbox"/> |
| Pumps and mixing equipment: | <input type="checkbox"/> | <input type="checkbox"/> |
| Drilling fluid processing equipment: | <input type="checkbox"/> | <input type="checkbox"/> |
| Downhole survey equipment: | <input type="checkbox"/> | <input type="checkbox"/> |
| Flow rate monitoring equipment: | <input type="checkbox"/> | <input type="checkbox"/> |
| Backhoe, pipe handling equipment: | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (see below): | <input type="checkbox"/> | <input type="checkbox"/> |

A list of other relevant equipment includes the following:

4) Completed Projects Information Statement

List three projects which must include the successful completion of at least three (3) horizontal directional drilling projects for pressurized utility mains for pipe alignments of at least four hundred feet (400') in length and eighteen inches (18") in diameter during the last five (5) years in which the firm was used as the directional driller for the project.

Project Name: _____
Project Owner: _____
Project Location: _____
Project Date/Duration (Days) _____
Drill Length: _____
Soil Type: _____
Original Contract Amount: _____
Final Contract Cost _____

Project Name: _____
Project Owner: _____
Project Location: _____
Project Date/Duration (Days) _____
Drill Length: _____
Soil Type: _____
Original Contract Amount: _____
Final Contract Cost _____

Project Name: _____
Project Owner: _____
Project Location: _____
Project Date/Duration (Days) _____
Drill Length: _____
Soil Type: _____
Original Contract Amount: _____
Final Contract Cost _____

5) Quality Assurance Statement

Attach samples of daily logs and other records used to maintain record of drill head positions. Brochures and/or specifications of equipment used are acceptable. Include experience/certifications of individual responsible for tracking drill head.

6) Reference Information

For each qualifying project, please list the agency/owner name, individual contact responsible for providing the reference, along with their telephone number. Contact references and numbers shall be current and verifiable.

Project Name: _____
Agency/Owner Name: _____
Reference Name: _____
Reference Title: _____
Telephone: _____
Email: _____
Service Provided: _____

Project Name: _____
Agency/Owner Name: _____
Reference Name: _____
Reference Title: _____
Telephone: _____
Email: _____
Service Provided: _____

Project Name: _____
Agency/Owner Name: _____
Reference Name: _____
Reference Title: _____
Telephone: _____
Email: _____
Service Provided: _____

7) Minimum Insurance Requirements Statement

Please provide the following information for each type of insurance coverage required for the SOQ submittal.

Insurance Type: General Liability
Coverage Amount: _____
Insurance Company: _____
City/State/Zip Code _____
Contact Name: _____
Contact Telephone: _____

Insurance Type: Automobile Liability
Coverage Amount: _____
Insurance Company: _____
City/State/Zip Code _____
Contact Name: _____
Contact Telephone: _____

Insurance Type: Worker's Compensation
Coverage Amount: _____
Insurance Company: _____
City/State/Zip Code _____
Contact Name: _____
Contact Telephone: _____

Insurance Type: Employer's Liability
Coverage Amount: _____
Insurance Company: _____
City/State/Zip Code _____
Contact Name: _____
Contact Telephone: _____

8) Safety Compliance Statement

Applicant shall certify that there is an effective and written Injury and Illness Prevention Program (IIPP).

Do you have a current Injury and Illness Prevention Program on file (S.B.198 Compliance)? Yes _____ No _____

If selected, Applicant will be expected to comply with all applicable provisions of the law and regulations established by the California Division of Industrial Safety.