



BRITISH COLUMBIA WATER & WASTE ASSOCIATION

**SOURCE TO TAP SCREENING TOOL
AND COMPREHENSIVE ASSESSMENT PILOT PROGRAM
Request for Qualifications**

1. INTRODUCTION

The Ministry of Health Services has contracted with the British Columbia Water and Waste Association (BCWWA) to complete a review of the Ministry's Drinking Water Source to Tap Screening Tool (the Screening Tool) and the March 7 draft of the Comprehensive Drinking Water Source to Tap Assessment Guideline (the Assessment Guideline). The purpose of the program is:

- to evaluate the effectiveness of the Drinking Water Source to Tap Screening Tool;
- to evaluate the effectiveness of the Source to Tap Assessment Guideline; and
- to provide recommendations on improvements to, and implementation of the Screening Tool and Guideline.

This program will provide recommendations on the tools to be available to Drinking Water Officers and water system operators to carryout a screening assessment and if required a more detailed assessment.

The BCWWA is working with the 5 regional Health Authorities to select 20 water systems to be the subject of a pilot screening, using the Screening Tool. Based on the results of the screening process, one system will be selected for a full source to tap pilot assessment of all modules of the Assessment Guideline. In addition, four other systems will be chosen for limited pilot assessments using one or two of the assessment modules. It is anticipated that the water systems chosen for the screening will be small to medium-sized systems.

In order to complete this assessment, the BCWWA has retained the services of Kerr Wood Leidal Associates Ltd. (KWL) Consulting Engineers to be the Project Managers. In addition, consulting firms or individuals will be retained on a qualifications and proposal call basis to carryout the pilot programs for the Screen Tool and Assessment Guideline.

The BC Water and Waste Association (BCWWA) invites the submission of qualifications from consulting firms and individuals to carry out the pilot testing of the provincial government the Screening Tool and the Assessment Guideline.

The BCWWA will contract professional services for one or more of the following project tasks:

- Services to screen 20 water systems using the provincial Screening Tool (the Screening Tool can be referenced at www.bcwwa.org). This work is scheduled for May 2005.
- Services to perform a full assessment using the Assessment Guideline (the draft Guideline can be referenced at www.bcwwa.org). This work is scheduled for June, July, and August 2005.
- Services to perform from one to four limited assessments, based on one or two of the assessment modules to be selected based on the outcome of the full assessment. This work is scheduled for August, September, and October 2005.

2. SUBMISSION FORMAT

The BCWWA will entertain brief submissions in the following format:

- Section 1: Introduction to proposed team and firm or consortium. Please identify the project tasks, listed above, for which you would like to be considered.
- Section 2: Project team and relevant experience of team members, particularly work involving all levels and types of assessments of water systems, for the project tasks for which you would like to be considered. The project team's knowledge and experience requirements are outlined in the Assessment Guideline and are summarized on the attached table.
- Section 3: A list of three references who may be asked to comment on the project team members, ability to work successfully with water system owners and operators, and project success in terms of budget, schedule and quality of work.
- Appendices: Resumes of team members and relevant project profiles.

3. REVIEW AND EVALUATION OF SUBMISSION

The BCWWA will review the credential submissions. For each of the project phases, the BCWWA will issue a Request for Proposal to a short list of three teams best qualified for the specific phase. Selected firms may be requested to advise if they have provided consulting services or advice to any of the water systems to be the subject of the pilot program noted in the Request for Proposals within the past year.

The qualification submissions will be evaluated by the BCWWA Source to Tap Steering Committee and the Project Manager based on the following criteria:

▪ Overall presentation of the submission	5 points
▪ Project Team	20 points
▪ Relevant experience of team members	<u>25 points</u>
Total	<u>50 points</u>

The short list of consultants for each assignment will be made by the BCWWA Board of Directors. The process for evaluation and selection of a consultant for each assignment will be made in accordance with the BCWWA policy for Contract Services dated May 31, 2004.

4. INQUIRIES

All inquiries should be made to the BCWWA project manager Frank Belfry at (604) 294-2088.

5. SUBMISSION OF CREDENTIALS

A pdf copy of your credentials is to be submitted by 5:00 p.m., Wednesday, April 13, 2005 to the BCWWA via e-mail to: cs2ta@bcwwa.org.