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August 29, 2018

All RFP Holders
Safety Support Services

Subject: Response to Questions – Safety Support Services

Dear RFP Holders:

The Contra Costa Water District (District) appreciates your interest in providing consulting services for Safety Support Services. The following responses to questions are provided to address questions raised after the Request for Proposals was released.

Please note the following: The proposal due date and time of Wednesday, September 5, 2018 at 3:00 p.m. remains unchanged.

If you have any questions concerning this project, please contact me at 925-688-8070.

Sincerely,

A handwritten signature in black ink, appearing to read "RMurphy", is written over a light blue horizontal line.

Rachel Murphy, P.E.
Director of Engineering

RM:mc

Attachment

cc: Sarah Bogner

General Response to Bidders' Questions

FY19 Safety Support Services

Presented below are some of the questions asked by bidders and the District's responses. These responses are being provided for information only and are not part of the contract documents.

- 1) Q: The RFP states that the contract term is to begin October 1, 2018 and conclude June 30, 2019. Can Contra Costa Water District confirm that the contract length is 9 months/36 weeks?

A: Yes, the contract length is 36 weeks.

- 2) Q: The RFP includes three separate tasks, does the District have an idea of what portion of the budget/number of man-hours will be allocated to each of the three tasks below?
Task 1. Complete Cal-ARP process hazard analysis (PHAs) and compliance audits for chlorine and ammonia at the Randall-Bold and City of Brentwood water treatment plants with several subtasks.
Task 2. Complete program review and updates with several subtasks
Task 3. Provide technical onsite support to the Manager of Health and Safety two to three days a week

A: Task 1, and its sub-tasks are the highest priority project. Proposal should include a work hours estimate for each task to assist with work planning and budgeting.

- 3) Q: For Task 3 of the project, "Provide technical onsite support to the Manager of Health and Safety two to three days a week" - does the District have an idea of how many hours per day will be required on site?

A: The goal of the on-site support is to develop a relationship with employees in order to be able to provide effective direct support to employees and supervisors. Task 1 and task 2 may be completed on site, as part of the on-site support hours. Ideally, consultant will be on-site at least six (6) hours per week.

- 4) Q: Can Contra Costa Water District confirm how many facilities, and the addresses of the facilities that will be supported under this contract?

A: There are three primary facilities supported under this contract

- a. Primary facility – 2401 Bisso Lane, Concord
- b. Secondary facilities: Randall Bold Water Treatment Plant/Antioch Service Center, 3965 Neroly Road, Antioch. Bollman Water Treatment Plant, 2015 Bates Avenue, Concord.
- c. The consultant may on occasion conduct site visits to the district's other facilities as part of program review/updates.

- 5) Q: Does the District require onsite support at one facility (as outlined in Task 3 above), or at multiple facilities? If at multiple facilities, does the District have an idea of the division of time between different facilities?

A: Task 1 may require site visits to all three locations. The majority of work, estimated to be eighty percent (80%), will occur at the primary facility in Concord.