

NEW JERSEY WATER SUPPLY AUTHORITY

WSA – R23007

REQUEST FOR FEE PROPOSALS

FOR

PROFESSIONAL SERVICES

FOR

DEVELOPMENT OF A NEW OSHA-COMPLIANT

CONFINED SPACE ENTRY PROGRAM

FOR THE

SPRUCE RUN AND ROUND VALLEY RESERVOIR COMPLEXES,

CLINTON TOWNSHIP,

HUNTERDON COUNTY, NEW JERSEY

November 2022

1.0 INFORMATION FOR BIDDERS

1.1 PURPOSE AND INTENT

This Request for Proposals (RFP) is issued by the New Jersey Water Supply Authority (Authority). The purpose of this RFP is to solicit Fee Proposals and Statements of Qualifications for the purpose of retaining a Professional Safety Consultant to develop a new written confined space entry program for the Spruce Run and Round Valley reservoir complexes. The intent is to establish a set of written rules and procedures to protect the safety of Authority staff involved in confined space entries. The new program will replace the Authority's existing in-house program.

The intent of this RFP is to award a contract to the Consultant whose proposal, conforming to this RFP, is most advantageous to the Authority, price and other factors considered. For the purposes of this RFP, the word Consultant shall be interchangeable with the word Engineer, Contractor, and in some cases Bidder.

The expected services are described in Section 2.0 (Scope of Services).

1.2 INTRODUCTION/BACKGROUND

The New Jersey Water Supply Authority (Authority) is a public body responsible for the operation and maintenance of two water supply systems: the Raritan System and the Manasquan System. Together, these systems provide raw or treated water to approximately 2 million residents of New Jersey.

As part of the Raritan System, the Authority owns and operates the Spruce Run and Round Valley Reservoirs in Hunterdon County, New Jersey. The Spruce Run and Round Valley complexes include appurtenant facilities such as the reservoir release/intake structures, a pumping station, and the Authority's administrative buildings. These facilities contain a number of confined spaces, and Authority staff must occasionally enter these spaces to conduct inspections and perform routine-type work.

The New Jersey Public Employees Occupational Safety and Health Act (PEOSH) is a federally approved state plan for the development and enforcement of occupational safety and health standards in the public sector. PEOSH covers all state and local government workers in New Jersey, and is administered by the Department of Labor and Workforce Development and the Department of Health. Most federal OSHA standards and regulations have been adopted identically by PEOSH, including those that govern confined space entry (29 CFR 1910.146).

In the past, the Authority's confined space entries have been conducted in accordance with in-house policies and procedures. In the interest of providing the safest work environment possible, the Authority seeks to retain a safety consultant to independently author a new written confined space program for the Spruce Run and Round Valley complexes. To be clear, the Authority

currently has its own existing confined space entry program. The Consultant will be tasked with creating a new program, not simply updating the Authority's existing program.

1.3 KEY EVENTS IN THE SUBMISSION OF PROPOSALS

1.3.1 QUESTIONS AND INQUIRIES

It is the policy of the Authority to accept questions and inquiries from all potential Consultants receiving this RFP, up to the cutoff date detailed in Section 1.3.3.

Written questions can be e-mailed, faxed, or mailed.

After the submission of proposals, unless requested by the Authority, contact with the Authority is limited to status inquiries only and such inquiries are only to be directed to the Project Engineer. Any further contact or information about the proposal will be considered an impermissible supplement of the Consultant's proposal.

1.3.2 QUESTION PROTOCOL

Questions must be submitted in writing to the attention of Darin Shaffer, Chief Engineer, at the following address:

Darin Shaffer, Chief Engineer
New Jersey Water Supply Authority
1851 Route 31
PO Box 5196
Clinton, NJ 08809

E-mail: dshaffer@njwsa.org
Phone Number: (908) 638-6121, ext 284
Fax Number: (908) 638-5241

Short procedural inquiries may be accepted by telephone by the Authority, however, oral explanations or instruction given over the telephone shall not be binding upon the Authority. Questions should be directly tied to the RFP. Each question should begin by referencing the section and page number of the RFP.

1.3.3 WRITTEN QUESTION PERIOD

Written questions concerning the RFP must be received prior to the cut-off date.

CUT-OFF DATE	Monday, December 12, 2022
TIME	Close of Business (4:30 PM)

CAUTION: Any revisions to the RFP resulting from the written question period will be formalized as a written addendum and posted on the Authority’s website. It is the responsibility of the Consultant to monitor the Authority’s website (<http://www.njwsa.org/html/procurement.html>) for any addenda.

1.3.4 MANDATORY PRE-PROPOSAL CONFERENCE

There will not be a pre-proposal conference.

1.3.5 SUBMISSION OF PROPOSAL

In order to be considered for award, three (3) hard copies and one (1) electronic copy (pdf) of the proposal must be physically received by the Authority at the appropriate location by the required time. Fee proposals should be enclosed within a separate sealed envelope with the submission and shall be provided as a lump sum amount for all work included. Delays in delivery are the responsibility of the Consultant and will not be considered by the Authority.

ANY PROPOSAL NOT RECEIVED ON TIME OR AT THE RIGHT LOCATION WILL BE REJECTED. THE DATE, TIME AND LOCATION ARE:

<u>DATE:</u>	Thursday, December 22, 2022
<u>TIME:</u>	4:00 PM
<u>LOCATION:</u>	Procurement New Jersey Water Supply Authority 1851 Route 31 Post Office Box 5196 Clinton, NJ 08809 Directions to the New Jersey Water Supply Authority can be found on the following website: www.njwsa.org

1.4 SITE VISIT

There is no required pre-proposal site visit. Limited site visits are available upon request by contacting Tim Thiessen, Project Engineer III, at 908-638-6121 ext 252 or tthiessen@njwsa.org.

1.5 ADDITIONAL INFORMATION

1.5.1 REVISIONS TO THIS RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum, which will be issued on the Authority’s website. It is the Consultant’s responsibility to periodically check the Authority’s website for addenda (<http://www.njwsa.org/html/procurement.html>).

There are no designated dates for release of addenda.

1.5.2. ADDENDUM AS A PART OF THIS RFP

Any addenda to this RFP shall become part of this RFP and part of any contract resulting from this RFP.

1.5.3 ISSUING OFFICE

This RFP is issued by the New Jersey Water Supply Authority. The Authority is the sole point of contact for the Consultant for purposes of this RFP.

1.5.4 CONSULTANT RESPONSIBILITY

The Consultant assumes sole responsibility for the complete effort required in this RFP. No special consideration shall be given after proposals are opened because of a Consultant's failure to be knowledgeable of all of the requirements of this RFP. By submitting a proposal in response to this RFP, the Consultant represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

1.5.5 COST LIABILITY

The Authority assumes no responsibility and bears no liability for and no fee proposal shall include costs incurred by Consultants before the award of the contract resulting from the RFP.

1.5.6 CONTENTS OF PROPOSAL

The entire content of every proposal becomes property of the Authority. This is the case regardless of any statement to the contrary made by a Consultant in its proposal.

All proposals, as public records, are available for public inspection except as may be exempted from public disclosure by the Open Public Records Act N.J.S.A. 47:1A-1 et seq., and the common law. After contract award, interested parties can make an appointment with the Authority to inspect proposals received in response to this RFP.

1.5.7 PROPOSAL REQUIREMENTS

Proposals submitted in response to this RFP shall contain: 1) Fee Proposal and 2) Statements of Qualifications/Resumes for the proposed project staff. Fee Proposals shall be structured to provide a lump sum amount for all work required. The successful Consultant shall be selected based on price and ability to meet the minimum qualifications as stipulated in Section 1.5.8 below.

1.5.8 MINIMUM QUALIFICATIONS

1. Project staff must include a Certified Safety Professional (CSP) and/or Certified Industrial Hygienist (CIH) with a minimum of 5 years' experience in confined space entry, identification, and evaluation.
2. Project staff must have demonstrated experience with projects of similar size and scope to the Authority's project. Resumes should highlight experience with developing written programs and operating procedures.
3. Project staff must have demonstrated experience with pipelines or other spaces that pose similar challenges.

1.5.9 SUBSTITUTION OF STAFF

If it becomes necessary during the course of the project for the Consultant to substitute any management, supervisory or key personnel, the Consultant will identify the substitute personnel and the work to be performed. The Consultant must provide detailed justification documenting the necessity for the substitution. Resumes must be submitted evidencing that the individual(s) proposed as substitution(s) have qualifications and experience equal to or better than the individual(s) originally proposed or currently assigned. Interviews may be required. The Consultant shall forward a request to substitute staff for consideration and approval. No substitute personnel are authorized to begin work until the Consultant has received written approval to proceed from the Authority.

1.5.10 FORM OF CONTRACT

Attachment B is a copy of the typical Contract that is used by the Authority for Professional Services. The successful Consultant(s) will be required to execute the Contract and provide documentation of the necessary insurance coverage before any work is authorized.

1.5.11 FORMS, REGISTRATIONS AND CERTIFICATIONS

In order to be considered for award, the forms listed below and included as Attachment C must be completed, signed, and submitted with the Consultant's proposal in response to this RFP.

Standard RFP Forms/Registrations and Certifications:

- Ownership Disclosure Form
- Disclosure of Investigations and Actions Involving Bidder Form
- Disclosure of Investment Activities in Iran Form
- Source Disclosure Certification Form
- MacBride Principles Certification Form
- Vendor Certification and Political Disclosure Form & Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions Form
- Affirmative Action

- Diane B. Allen Equal Pay Act Certification
- Business Registration Certification
- Notice Of Intent to Subcontract Form
- Subcontractor Certification/Subcontractor Utilization Plan Form
- Non-Collusion Certification
- New Jersey Business Ethics Guide Certification
- Notice of All Contractor Set-Off for State Tax Notice
- Indemnification Certification
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus
- Insurance Certificates

All subcontractors to the Principal Consultant must submit the following:

- Business Registration Certification
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

The Principal Consultant must furnish for the Authority's review and written approval the above items prior to a subcontractor being allowed to begin work on a project. The receipt and review of the above by the Authority does not alleviate the Principal Consultant's responsibility to ensure subcontractor's compliance with the Contract requirements.

2.0 SCOPE OF SERVICES

The Consultant will be responsible for all work required to produce a written confined space program for the Authority's facilities in compliance with PEOSH/OSHA standards. The program should be detailed enough to act as a comprehensive guide for the Authority's confined space operations. Attachment A, Figure 1 presents a list of the spaces to be reviewed as part of the program along with a map illustrating their approximate locations. All of the spaces are located within a 4.5-mile radius in the vicinity of Clinton Township, Hunterdon County, New Jersey.

2.1 WRITTEN PROGRAM REQUIREMENTS

The complete program shall contain all information and components required to comply with the requirements of OSHA 29 CFR 1910.146. This includes, but is not limited to the following:

A. Roles and Responsibilities:

The written program should designate the persons who are to have active roles (entrants, attendants, etc.) in entry operations at the Spruce Run and Round Valley facilities. All roles and responsibilities should be clearly illustrated.

B. *Standard Operating Procedures:*

Describe the standard operating procedures required to prepare for and to conduct permit required and non-permit required confined space entries. This section should include but not be limited to:

- i. Program Procedures – Describe the pre-entry process required to evaluate and to eliminate, mitigate, or control the known/potential hazards of a space. Provide a framework for conducting risk analyses and establishing acceptable conditions for entry.
- ii. Atmospheric Monitoring – Specify when and how atmospheric monitoring should be conducted as well as what conditions may allow or preclude entry. Identify necessary equipment and inspection, maintenance, and calibration requirements of same. The person(s) responsible for maintaining equipment and associated records must be identified.
- iii. Ventilation – Specify when to use natural or mechanical ventilation. Provide guidance on how to select and use mechanical ventilation equipment where required. The person(s) responsible for determining the ventilation requirements for an entry must be identified.
- iv. Rescue – Establish standard emergency communications and rescue procedures. Discuss requirements for pre-entry rescue preparedness. Define self-rescue, non-entry rescue, and entry rescue, and specify conditions where each may be applicable. Person(s) comprising part of the rescue team must be identified.
- v. Isolation – The Authority has an existing Lockout/Tagout policy separate from the confined space program which should be referenced here.
- vi. Personal Protective Equipment (PPE) – Provide guidance and requirements for selecting appropriate confined space entry PPE. The person(s) responsible for the selection and maintenance of PPE shall be identified.
- vii. Communication – Establish requirements and procedures for maintaining communication with entrants. This should include necessary equipment, check-in intervals, etc.

C. *Standard Forms:*

Provide new standard Entry Permit Forms and Confined Space Identification/Hazard Evaluation Forms. The intent is that these blank forms/templates can be used by the Authority for conducting permit-required entries and evaluating new or modified spaces in the future.

D. *Identification of Confined Spaces:*

Complete a Confined Space Identification/Hazard Evaluation for each space identified in Attachment A. This includes documentation of all inherent and adjacent hazards along with any likely introduced hazards. Provide guidance regarding the elimination, control, and

mitigation of known or potential hazards. It is acknowledged that any confined space has the potential to become permit-required, but the evaluations should determine which spaces are inherently permit-required. All evaluations should be completed in the same format as the standard form/template to be provided per section C above.

E. *Training:*

Specify training/retraining requirements for all persons involved in confined space entries (entrants, attendants, supervisors, rescue personnel, etc.). The person(s) responsible for overseeing employee training and maintaining associated records must be identified.

F. *Recordkeeping:*

Identify the requirements and person(s) responsible for maintaining records related to the confined space program, including expired permits and any other relevant documentation.

G. *Reporting of Accidents/Near Misses:*

The Authority has an existing policy for Reporting of Accidents/Near Misses separate from the confined space program which should be referenced here.

H. *Medical Requirements:*

Identify the type and frequency of medical evaluations required for all persons involved in confined space entries. Identify the person(s) responsible for ensuring medical evaluations are current.

I. *Custom Aspects:*

In addition to the more standard components addressed above, the Authority wishes to integrate some custom aspects into the written program:

Of all the confined spaces listed in Attachment A, the four pipelines present the most unique challenges. This includes the pipe penetrations at the Spruce Run Dam and the Round Valley North Dam, the Round Valley Force Main, and the Round Valley Release Line. These are long, horizontal underground spaces, which complicates some aspects of entry such as atmospheric testing and communication. As such, the Consultant will be tasked with developing site-specific pre-entry, entry, and rescue procedures for each of the four pipelines. At a minimum, these site-specific procedures must cover all aspects addressed in section C above, but with specific consideration given to the unique challenges, hazards, and constraints of the sites.

Among the four pipelines, the Round Valley Force Main and Release Line are unique in that staff may enter at one end and walk the whole length or enter only specific reaches between access manways. The Consultant shall conduct a hazard evaluation for the full-length entry of these two pipelines, and for shorter segments as deemed appropriate by the Consultant.

2.2 WORK INCLUDED

In order to produce the OSHA-compliant written program as specified above, the Consultant shall perform the following tasks:

1. Conduct site visit(s) & interviews with Authority Staff:

The Consultant will be provided the opportunity to visit each space listed in Attachment A. This will consist of visual inspection of the entry locations (conducting actual entries is not expected). During the site visits, the Consultant will be accompanied by Authority Staff who are knowledgeable of the spaces and prior entry practices. Between visual inspection of the entry points and discussions with Authority Staff, it is expected that the Consultant can gather all information necessary to complete a Confined Space Identification/Hazard Evaluation for each space.

2. Drafting the written program:

Based on the information gathered, the Consultant shall develop a Draft Written Program conforming to the specifications identified herein and submit electronic copies in Microsoft Word and PDF formats for Authority review.

After receiving the Authority's comments, the Consultant shall revise the written program as necessary and subsequently submit a Pre-Final Written Program in Microsoft Word and PDF formats for Authority review.

The Consultant shall then revise the Pre-Final Written Program as necessary and submit to the Authority one (1) hard copy and electronic copies in Microsoft Word and PDF formats of the Final Written Program.

ATTACHMENTS

- Attachment A – Available Data, Information, and Reports
- Attachment A, Figure 1 – Project Location Maps
- Attachment B – Sample Contract
- Attachment C – Forms, Registrations, and Certifications

INSURANCE REQUIREMENTS

See sample contract (Attachment B)