# Attachment: Vendor Performance

With the submitted proposal, each firm shall:

1. Demonstrate steps taken to attract and retain qualified staff.
2. Indicate any time or resource conflicts with other projects and how these will be resolved.
3. Provide the vendor’s organizational chart listing all positions and qualifications for individuals who will provide services highlighted under this subgrant.
4. Indicate specific services that will NOT be provided by the vendor:
   1. Please state how the vendor may be able to help the clean water system obtain the needed service outside their area of expertise or qualification (e.g., ability to subcontract, bring in professional services).
5. Demonstrate specific vendor experience with federal and state regulatory requirements as they relate to:
   1. Clean Water systems infrastructure requirements.
   2. Federal grants management.
   3. Federal requirements of clean water revolving loan funds.
   4. Contract management within Nevada; and
   5. Financial reporting and budgeting requirements for water systems.
6. Demonstrate specific vendor experience with the following:
   1. Ability to respond to emergency public health situations, including response time.
   2. Water sampling, and water quality testing, including use and maintenance of on-line and hand-held analyzers.
   3. Assisting clean water systems with correcting problems found during BWPC site inspections:
   4. O&M and ERP manuals and implementation.
   5. System mapping.
   6. Fiscal sustainability plans and / or asset management plans.
   7. Assisting systems with recruitment, retention, and selection of a qualified workforce of operators, managers, and clerical staff for the clean water system.
   8. Training for operators, office staff and board members, including any remote or re-training:
   9. Outreach to educate the clean water system users about their needs, costs and operations.
   10. Clean Water user rate setting.
   11. Clean Water system budgeting.
   12. Assisting clean water systems with vendor selection and project construction activities through completion.
   13. Processing Davis-Bacon Wage Act payrolls, wage determinations, and cost comparison sheets.
   14. Obtaining certified letters that comply with the American Iron and Steel and/or Build America/Buy America requirements.
   15. Assisting clean water systems applying for loans or grants from funding agencies. and
   16. Other services the vendor wishes to highlight that resulted in significant accomplishments.
7. Demonstrate how you would respond to the specific situations listed in number 8 of Attachment B. Proposal responses shall include the following:
   1. In the Technical Proposal to the NFO:
      1. Recommended assistance needed.
      2. Staff skill required to perform the work.
      3. Detailed approach to addressing need.
      4. Deliverables.
      5. Site visits required.
      6. Staff hours required; and
      7. Recommended additional work outside deliverable(s).
   2. In the Cost Proposal to the NFO:
      1. Hourly rate for staff skill required to perform the work.
      2. Total hours and labor to complete the task.
      3. Total site visits including travel costs; and
      4. Additional cost anticipated to complete the task.
8. **Situations**
   1. **Smallville, Nevada**

This is a clean water system located in central Nevada that serves 100 residential connections. The wastewater system is comprised of a package plant that discharges to two rapid infiltration basins. The rapid infiltration basins are overgrown with vegetation, appear to have reduced capacity and have poor infiltration rates. The community has complained of increased odors. The system is asking for your assistance to address their need(s).

* 1. **Anytown, Nevada**

This system is located in rural Nevada approximately 100 miles from the nearest town. This system consists of a collection system, two treatment ponds and two rapid infiltration basins. The certified operator is in the hospital with no projected time to be back operating the facility. The facility has maintenance staff on site that assist the certified operator but do not have certifications themselves. The maintenance staff checks to be sure that the system is running and that no apparent breakages or spills have occurred. The Board is new and does not know how to run the system. The BWPC is asking the system to submit an updated O&M manual. The clean water system has contacted you to assist them with the completion of an O&M manual for BWPC and to find a new certified operator.

* 1. **Fishwell, Nevada**

This is a clean water system located in northeastern Nevada and serves approximately 50 residences. The system consists of an aerated lagoon which discharges to rapid infiltration basins. Over the last year the system has exceeded their permit limits for BOD5 and TSS. Residents also frequently complain of increased odors from the lagoons. The surface water in the ponds appears to brown in color.

The certified operator on site is new and is unsure of when the lagoon was last dredged; a survey of the sludge depth in the lagoon has not occurred. The Fishwell Board has notified the operator that sufficient funding is not available for dredging of the lagoon. The BWPC has notified the system that they have 90 days to address the permit limit exceedances. The operator has reached out for technical assistance to determine a plan for addressing the facility issues.

* 1. **Bristlecone, Nevada**

This is a mobile home and RV Park community located within North Las Vegas located approximately 3 miles from the North Las Vegas Water Reclamation Facility.

The community has 71 connections for mobile homes but also allows hook-ups for 50 temporary RV visitors and a RV dumping station. The treatment system for the community consists of a package plant that is approximately 30 years old and onsite leach fields. The entire property has been paved including over both leach fields. They are regularly exceeding permit effluent limits in their groundwater well for Total Nitrogen and TSS and appear to have sewage surfacing from their leach fields. NDEP is looking for a TA provider who can assess the situation and provide direction on next steps to address permit violations.

**Use the cost sheet attached in the RFP to complete the cost schedule for each scenario and submit them as part of your proposal.**