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## **REQUEST FOR PROPOSAL (RFP) FOR BACKFLOW TESTING SERVICES**

### **Introduction**

Jurupa Community Services District (JCSD) requests proposals from qualified and experienced firms to provide backflow prevention device testing and repair services. JCSD monitors approximately 2,045 backflow devices, and we seek a professional service provider to handle the testing, reporting, and management of these devices, ensuring compliance with regulatory standards, specifically Ordinance No. 67.

JCSD is a large public water system serving a population of 134,000 through 30,980 residential connections and 2,488 Industrial/Commercial connections.

### **Scope of Services**

The scope of services for this contract includes, but is not limited to, the following:

#### **1. Testing Services**

##### **Scope of Work:**

- Perform annual testing of approximately 2,045 backflow prevention devices.
- Ensure compliance with the Cross-Connection Control Policy Handbook and JCSD's Ordinance 67.
- All tests must be conducted by American Water Works Association (AWWA) certified backflow testers.

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- Submit electronic reports of the test results to JCSD within five (5) business days.
- Coordinate with JCSD staff to ensure minimal disruption to customers during testing.
- A permit is required for any work conducted outside of JCSD facilities. The contractor is responsible for obtaining all necessary permits from the City of Eastvale, the City of Jurupa Valley, and any other relevant authorities.

## **2. Inspections & Site Surveys**

### **Scope of Work:**

- Inspect new installations and replacements of backflow prevention devices to ensure they meet JCSD standards.
- Provide site surveys as necessary to maintain compliance with JCSD regulations.

## **3. Program Management**

### **Scope of Work:**

- Maintain accurate records of all backflow devices, including location, type, and testing history.
- Provide a web-based tool for JCSD staff to access real-time status updates on testing and compliance.
- Notify JCSD of any failed tests and offer recommendations for repairs or replacements.
- Submit monthly reports summarizing the program's status, including non-compliance issues and follow-up actions.
- Submit annual reports outlining overall program performance, including recommendations for improvements.

## **4. Customer Notifications**

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**Scope of Work:**

- Notify customers in writing at least ten (10) business days before scheduled testing.

**5. Failure to Comply**

**Scope of Work:**

- Notify customers and issue additional communications for failure to comply.
- Coordinate potential suspension of water service for non-compliance and restore service once compliance is achieved.

**6. Retesting and Compliance**

**Scope of Work:**

- Conduct retesting for any devices that fail the initial test after repairs are made by the property owner or authorized contractor.
- Assist JCSD in tracking compliance and ensuring all devices are tested within the required timeframes.

**7. Minimal Repairs**

**Scope of Work:**

- Perform minimal repairs as needed to ensure the backflow prevention devices remain in compliance and functional.

**Proposal Requirements**

**1. Company Qualifications**

Provide documentation of experience and qualifications, particularly in the testing and management of municipal backflow prevention programs.

List key personnel assigned to the project, including their certifications and experience with backflow testing.

**2. References**

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Submit references from at least three (3) California large public water systems for which similar services have been provided.

### **3. Pricing**

Provide detailed pricing of each individual Scope of Services Item 1-7.

Please Include a breakdown of costs for annual services over a five-year term.

### **4. Compliance with Regulations**

Detail how your firm will ensure compliance with all local, state, and federal regulations regarding backflow prevention and testing, including Ordinance 67.

### **5. Timeline**

Propose a schedule for completing the annual backflow tests for all 2,000 devices, including the proposed start and end dates.

## **Submission Information**

The schedule is as follows:

RFP Released	October 16, 2024
Vendor Questions Due	October 30, 2024
Proposals Due	November 1, 2024
Proposals Evaluation	November 4, 2024
Notice to Proceed	November 18, 2024

The District expects but does not guarantee that the decision on selection of a consultant will be made on the date indicated above.

Proposals must be submitted electronically by 5:00 PM PDT on [insert deadline].  
Proposals should be in PDF format and sent to:

Ian Timmons, Environmental Services Supervisor  
Email: itimmons@jcsd.us  
Phone: (951) 685-7434  
Late submissions will not be considered.

## **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

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Qualifications and experience of the firm.  
Ability to meet the project scope and timeline.  
Pricing, overall value, and various combinations of scope.  
References and previous work with similar agencies.

### **Additional Information**

Prior to commencing work, the successful bidder shall purchase and maintain insurance as set forth in the JCSD Professional Services Agreement.

JCSD reserves the right to reject any and all proposals or to waive any irregularities in any proposal.

Any questions regarding this RFP should be directed to Ian Timmons no later than October 30, 2024, at [itimmons@jcsd.us](mailto:itimmons@jcsd.us) or by phone at (951) 685-7434.