

**ZONE 7 WATER AGENCY
REQUEST FOR PROPOSALS, RFP NO. 2024-21
ENVIRONMENTAL HEALTH AND
SAFETY PROGRAM ASSESSMENT SERVICES**

RESPONSE TO QUESTIONS

April 10, 2024

Question 1:

Can you provide an Organizational Chart for Zone 7, or estimated number of field staff which will allow us to have an understanding of the size of the organization?

Response 1:

The latest Zone 7 Organizational Chart is attached.

Question 2:

How many EH&S staff members does Zone 7 have, and approximate level of experience?

Response 2:

Currently two Safety Technicians, with between approximately 10 and 20 years of experience each. Zone 7 plans to create a new EH&S Program Manager position to supervise the EH&S Section and recruit for that position this summer.

Question 3:

Do you anticipate the need to review any operations during weekend and off-hours (before 8am, or after 5pm)?

Response 3:

Zone 7 operates water treatment plants and wells 24/7. Some night and weekend operations should be reviewed, particularly for solo worker considerations.

Question 4:

Does Zone 7 have a budget target for the presented Scope of Work?

Response 4:

The target budget is \$200k.

Question 5:

Does Zone 7 already know the criteria they want to use in the benchmark survey or is the consultant tasked with determining the criteria?

Response 5:

The consultant will work with Zone 7 to identify an appropriate benchmark survey (e.g. National Safety Council Employee Safety Survey) or to create an appropriate survey.

Question 6:

Does Zone 7 plan on benchmarking solely against other utilities/industrial practices?

Response 6:

Zone 7 will look to the Consultant to develop a recommendation and select an appropriate benchmark.

Question 7:

Are there any specific ISO or other standards that Zone 7 desires to focus on during the EH&S benchmarking process?

Response 7:

Zone 7 will look to the Consultant to develop a recommendation on the scope of the standards to include in the survey.

Question 8:

Can Zone 7 provide a list of existing EH&S programs that are currently in place?

Response 8:

This information will be provided to the selected Consultant.

Question 9:

Does Zone 7 desire the Consultant to manage/conduct and improve the Employee Safety Committee process or to only participate and advise on program implementation and improvements?

Response 9:

Zone 7 intends for the Consultant to participate and advise on program implementation and improvements.

Question 10:

We understand that the proposal is not exceed 10 pages. Are there restrictions on font size and/or type?

Response 10:

Zone 7's standard font is Tahoma 12-point. Although consultants are not required to the same font and size in their proposals, we do ask that they keep their fonts of a reasonable size. Consultant's ability to capture and summarize information will be a consideration in the evaluation of proposals.

Question 11:

Page 7 of the RFP asks for a resume for each key personnel that includes at least two client references. Are these references different/separate from the references requested as part of the main proposal Content described on page 9, section B.5.? If yes, do the resume references need to be for projects performed at the current firm or can they be for projects performed at prior employment?

Response 11:

It is the consultant's decision if they will include the same or different references for the request on page 7 and page 9. If a project listed in a resume occurred when a key team member worked for another firm, this should be stated.

Question 12:

For the Work Plan (page 9, section B.4.), the RFP requests a "matrix of personnel and tasks." What should the matrix include? Is there a preferred format?

Response 12:

The purpose of the matrix is to see the breakdown of tasks and which team members will perform them. The matrix can be in the form of a grid, a flow chart, a list, or any other representation that the consultant feels will best illustrate which team members will work on which tasks.

Question 13:

The RFP specifies the total proposal length cannot exceed 10 pages. Would a cover page or table of contents be included in this page count?

Response 13:

A cover page and Table of Contents page is optional and is not included in the page count as long as its purpose is only as a cover page and table of contents and does not contain proposal information.

Question 14:

RFP page 9, section B.7. mentions a cover letter, but it is not mentioned elsewhere in the Content requirements. Is a cover letter required?

Response 14:

A cover letter is not required, however if a cover letter is included it is part of the 10-page count.

JANUARY 26, 2024

General Manager Approval

