

# Suggestions for the Request for Qualifications (RFQ)

Contact Kate Leja-Brennan, SDWLP LSL Specialist, at 608-852-1937 and [Kathryn.Leja@Wisconsin.gov](mailto:Kathryn.Leja@Wisconsin.gov)  
Emails sent to [DNRLSLFunding@Wisconsin.gov](mailto:DNRLSLFunding@Wisconsin.gov) get answered by the first available person

The following suggestions are for the municipal Request for Qualifications for licensed plumbers and/or utility contractors interested in participating in the Wisconsin DNR's Private Lead Service Line (LSL) Replacement Program.

Note: The Department of Safety & Professional Services (DSPS) licenses plumbers and enforces state plumbing codes.

For municipalities interested in developing a prequalified list of plumbers, we've put together a list of suggested details that should be included in the Request for Qualifications (RFQ). This document is not intended to be used as a template, but if you need help with putting yours together, please reach out to [DNRLSLFunding@Wisconsin.gov](mailto:DNRLSLFunding@Wisconsin.gov).

## 1. Describe the project/provide background

For example: The municipality is seeking qualifications from licensed plumbers/utility contractors who are interested in performing private lead service line replacement work. The Wisconsin DNR has made funds available through the Safe Drinking Water Loan Program (SDWLP) to qualified municipalities to eliminate the private portion of a lead service line serving **a single-family home, a multi-family building, a pre-k through 12 school, or a licensed or certified infant/child daycare facility.**

Licensed plumbers/utility contractors providing appropriate responses to the RFQ will be placed on a certified plumbers list. Owners of these properties will be able to contract directly with a licensed certified plumber/utility contractor and once work is completed, eligible costs are reimbursed from the LSL program to the municipality or their designee, depending on the type of program established by the municipality.

## 2. Identify the project goal

For example: The goal is to eliminate the health hazards associated with private lead service lines at the above-referenced properties. For the purposes of the SDWLP program, private lead service line replacement means, "the replacement of the existing lead service line between the curb stop and the water meter within the structure."

## 3. Include definitions and clarify terms

For example: [s. SPS 381.01\(282\), Wis. Adm. Code](#), defines "Water service" as "that portion of a water supply system from the water main or private water supply to the building control valve."

Through the municipality, the SDWLP Private LSL Replacement Program will provide for reimbursement of eligible costs for a property owner to replace a private lead service line at the properties described above. Typically, all construction costs normally associated with replacing the private portion of the lead service line will be reimbursed. Typical costs might include the cost of excavation, materials, labor, backfill, and restoration. No-dig methods of pipe installation might also be considered as a typical cost. Non-typical costs at a property may be allowed pending review and approval by the municipality and the SDWLP Private LSL Replacement Program. A non-typical cost might include the cost of rerouting the private portion of the lead service line to a more acceptable location within a structure when it results in an overall cost saving.

## 4. Define the project schedule

For Example: Identify the deadline for responding to the RFQ (date); identify the date for developing the certified plumbers list; and identify the date the municipality wishes to have work initiated.

## 5. Include language that defines the project funding requirements

For example: Based upon the SDWLP Private LSL Replacement Program guidelines, a municipality may reimburse the aforementioned property owners for qualified costs when a licensed plumber/utility contractor is contracted directly by the property owner. To comply with the SDWLP funding requirements, municipalities will require that the certified licensed plumbers perform the work in accordance with the following:

- a. Work to be performed by a licensed plumber under [s. SPS 305.90, Wis. Adm. Code](#), or utility contractor under [s. SPS 305.97, Wis. Adm. Code](#).
- b. Work to be performed in accordance with the plumbing code requirements found in [chs. SPS 381 and 391, Wis. Adm. Code](#).
- c. Work to be performed as required by all applicable OSHA requirements/standards.
- d. Adequate financial records shall be established and maintained in accordance with the municipal SDWLP financial assistance agreement.
- e. Each municipality will determine the documentation requirements the licensed plumber/utility contractor must submit to verify the lead service line replacement at each address where work was performed.
- f. Licensed plumbers/utility contractors performing lead service line replacement work will comply with the SDWLP Private LSL Replacement Program requirements, including Disadvantaged Business Enterprise (DBE) solicitation, the use of American Iron and Steel (AIS), and when applicable, Davis-Bacon wage rates.

## 6. Include federal requirements

SDWLP Private LSL Replacement projects are federally funded; therefore, federal requirements apply.

- a. Prior to the LSL replacement and financial assistance application, complete a National Environmental Policy Act (NEPA)-like review for the property, see [Environmental Review Guide for LSL Projects](#).
- b. DBE compliance must occur at every level of contracting, **including the municipality's RFQ**, see [DBE Solicitation for Private LSL Replacement Program \(PUB-CF-075\)](#).
- c. Davis-Bacon wage rates may apply based on property ownership or whether the plumbing firm has employees, see [Davis-Bacon Applicability in the Private LSL Replacement Program \(PUB-CF-056\)](#).
- d. American Iron & Steel requirements must be met, see [dnr.wi.gov/aid/U AIS.html](#).

## 7. Include minimum Request for Qualifications information requirements

For example: Licensed plumbers/utility contractors interested in performing LSL replacements funded by the Private LSL Replacement Program should submit a response to the RFQ by including (at minimum) the following information:

- a. Name/address of plumbing/utility contractor business
- b. Name of business owner and/or registered agent
- c. Utility contractor/plumbing license numbers
- d. Number of years/months in business as a licensed plumber/utility contractor
- e. General business information:
  - i. Briefly describe your plumbing/utility contractor organization, size, and structure.
  - ii. Provide the number of years your firm has been engaged in performing licensed plumber/utility contractor service line replacement/installation work.
  - iii. How many new service line installations and service line replacements has your plumbing business performed in the last three (3) years?

## 8. Include a municipal address for submitting a response to the RFQ

## 9. Include a municipal contact for questions about submitting a response

## 10. Require a notarized signature of the officer/owner of the business

