

# Suggestions for the Request for Qualifications

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Learn about the Lead Service Line (LSL) Replacement Program at [dnr.wi.gov/aid/LSLprogram](http://dnr.wi.gov/aid/LSLprogram)

For municipalities interested in developing a prequalified list of licensed plumbers/utility contractors for private side lead service line (LSL) replacements, the DNR put together the following 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 your RFQ together, please reach out to your DNR loan project manager. This should only be used for construction costs on the private side of an LSL replacement where the public side is replaced within the same timeframe as the private side, or the public side is already lead free. The public side LSL replacements must be done through a municipally bid contract or completed by utility staff ([force account](#)). Note: The Wisconsin Department of Safety and Professional Services (DSPS) licenses plumbers and enforces the state plumbing codes.

## 1. Describe the project/provide background.

For example: The municipality is seeking qualifications from licensed plumbers/utility contractors who are interested in performing private LSL replacement work. The Wisconsin DNR has made funds available through the Bipartisan Infrastructure Law (BIL) via the Safe Drinking Water Loan Program (SDWLP) LSL Replacement Program to qualified municipalities to eliminate the private portion of an LSL. The plumbers/utility contractors providing appropriate responses to the RFQ will be placed on a prequalified list (AKA certified plumbers list). Property owners will be able to contract directly with a prequalified plumber/utility contractor and once work is completed, eligible costs are reimbursed from the SDWLP LSL Replacement Program to the municipality.

Through the municipality, the SDWLP LSL Replacement Program will provide for reimbursement of eligible costs for a property owner to replace a private LSL. This reimbursement may be in the form of principal forgiveness (essentially a grant), a low interest loan, or a combination of the two. Typically, all construction costs normally associated with replacing the private portion of the LSL 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 LSL Replacement Program. A non-typical cost might include the cost of rerouting the private portion of the LSL to a more acceptable location within a structure when it results in an overall cost saving.

## 2. Identify the project goal.

For example: The goal is to eliminate the health hazards associated with private LSLs. In most situations the private LSL is the portion between the curb stop and the water meter within the structure. In some municipalities the property owner owns the entire service line from the water main to the water meter.

## 3. Include definitions/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."

## 4. Define the project schedule.

For Example: Identify the deadline for responding to the RFQ (date); identify the date for developing the prequalified 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 LSL Replacement Program guidelines, a municipality may reimburse the private property owners for qualified costs when a plumber/utility contractor from the prequalified list is contracted directly by the property owner. The municipality may also pay the plumber/utility contractor directly on the property owner's behalf. To comply with the SDWLP LSL Replacement Program funding requirements, municipalities must require that the prequalified plumbers/utility contractors 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 a 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 [381-391](#), 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 LSL Replacement Program financial assistance agreement (FAA, AKA loan);
- e. Each municipality will determine the documentation requirements the plumber/utility contractor must submit to verify the LSL replacement at each address where work was performed; and
- f. The plumbers/utility contractors performing LSL replacement work will comply with the SDWLP LSL Replacement Program requirements including, but not limited to, the federal requirements listed below.

## 6. Include federal requirements.

As with any federal funding, the LSL funding involves federal requirements and compliance details are available on the [LSL Replacement Program webpage](#).

- a. Comply with [federal equivalency](#) project requirements, including the Single Audit Act.
- b. Comply with one of the options for [Enhancing Public Awareness of State Revolving Fund Assistance](#).
- c. Complete an [environmental review](#) for the property prior to the LSL replacement to ensure eligibility (this review is not done by the contractor).
- d. Solicit for [Disadvantaged Business Enterprises](#) (includes Minority and Women's Business Enterprises) during the RFQ process, including advertising. Suggested language for the plumber/utility contractor RFQ solicitation: *"We encourage DBEs, including MBEs and WBEs, to apply for the purpose of being included on the municipality's list of prequalified licensed plumbers/utility contractors for the LSL replacement program to replace the private side of a lead service line."*
- e. Comply with [Build America, Buy America Act/American Iron and Steel](#) domestic procurement requirements.
- f. Comply with [Davis-Bacon and Related Acts](#) wage rate requirements. Federal wage rates must be paid for all LSL replacements unless an individual replacement costs \$2,000 or less. The "heavy" construction type should be used for wage determinations.
- g. All replacements must result in a service line that is completely lead free from the watermain to the normal connection point inside the property (usually the water meter).

## 7. Include minimum RFQ information requirements.

For example: Licensed plumbers/utility contractors interested in performing LSL replacements funded by the SDWLP 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; and
- e. General business information:
  1. Briefly describe your plumbing/utility contractor organization, size, and structure.
  2. Provide the number of years your firm has been engaged in performing licensed plumber/utility contractor service line replacement/installation work.
  3. How many new service line installations and service line replacements has your business performed in the last three (3) years?

- 8. Include a municipal contact for questions about submitting a response to the RFQ.**
- 9. Include municipal address for submitting a response to the RFQ.**
- 10. Require certification that all program requirements will be complied with.**
- 11. Require a notarized signature of the officer/owner of the business.**

### **Contact Information**

Direct questions about the Request for Qualifications (RFQ) to Kate Leja-Brennan, SDWLP LSL Replacement Program specialist, at [Kathryn.Leja@Wisconsin.gov](mailto:Kathryn.Leja@Wisconsin.gov) or 608-261-7434.

### **Resources**

- Learn about the Lead Service Line (LSL) Replacement Program at [dnr.wi.gov/aid/LSLprogram](http://dnr.wi.gov/aid/LSLprogram).
- Find additional funding options and resources for LSL replacements at [dnr.wi.gov/aid/documents/EIF/leadServiceLineFunding.html](http://dnr.wi.gov/aid/documents/EIF/leadServiceLineFunding.html).