

Black Canyon City Water Improvement District

Request for Proposal (RFP)

Water System Operations Services

The **Black Canyon City Water Improvement District (BCCWID)** is seeking proposals from qualified individuals or firms to provide professional **water system operations services** for the District's public drinking water system.

BCCWID is a rural **Special District located in beautiful Black Canyon City, Arizona, in Yavapai County**. The District provides drinking water services to the community and is committed to strengthening system operations, improving infrastructure, and ensuring regulatory compliance.

The selected contractor shall provide the services necessary to **operate, maintain, monitor, and ensure regulatory compliance** of the District's water system in accordance with **Arizona Department of Environmental Quality (ADEQ) regulations and applicable federal drinking water requirements**.

This work is funded through **water rate revenues collected by the District**.

BCCWID is entering an important period of **operational improvement and system development**. This opportunity may be ideal for an experienced water operator, small operations firm, or consultant interested in working collaboratively with an engaged Board of Directors to support the continued improvement of a rural water system.

Minimum Certification Requirements

Proposers must meet the following minimum certification requirements:

- **ADEQ Grade 3 Water Distribution Certification (D3)**
- **ADEQ Grade 1 Water Treatment Certification (T3)**
- Ability to serve as the **Operator of Record** for the District.

Insurance Requirement

The contractor must provide proof of **liability insurance coverage up to \$2,000,000**, or documentation demonstrating the ability to obtain the required insurance coverage.

Scope of Work

The contractor shall provide qualified personnel to perform the operational services necessary to ensure safe, reliable, and compliant operation of the District's drinking water system.

The following responsibilities represent the **minimum expected scope of work**.

1. Operator of Record Responsibilities

The Contractor shall provide a qualified **ADEQ-certified Operator of Record** responsible for regulatory compliance and operational oversight of the District's water system.

Responsibilities include, but are not limited to:

- Maintaining compliance with all **ADEQ drinking water regulations**
- Oversight of system operations and treatment processes
- Review of operational data and system performance
- Ensuring required monitoring and reporting are completed
- Communication with **ADEQ** regarding compliance matters when necessary

The Operator of Record is legally responsible for regulatory oversight and compliance.

Equipment, Materials, and Laboratory Cost Responsibilities

The proposer shall clearly identify in their proposal any equipment, materials, testing supplies, or laboratory services required to perform the services described in this RFP.

If the contractor is expected to furnish testing materials such as **bench test kits for arsenic analysis, portable chlorine residual test kits, field monitoring equipment, or other regulatory sampling materials**, the proposal must specify:

- The type of testing materials or equipment to be supplied
- Whether these materials are included in the base service cost or billed separately
- Estimated replacement or replenishment costs for testing supplies

If the contractor is responsible for providing **equipment, parts, or materials required for system operations, maintenance, or repairs**, the proposal must clearly identify:

- The types of equipment or materials the contractor will supply
- Whether the costs are included in the base operational fee or invoiced separately
- Any mark-ups or administrative fees associated with equipment procurement

If the contractor is responsible for **coordinating or paying compliance laboratory costs**, the proposal must include:

- The name of the **ADEQ-certified laboratory** that will perform compliance testing
- Whether laboratory costs are included in the service contract or billed directly to the District
- Any administrative or coordination costs associated with laboratory services

Unless otherwise specified in the proposal, **major equipment purchases, system repairs, or laboratory testing costs must be approved by the District before authorization.**

The District reserves the right to procure equipment, parts, or laboratory services independently when it is determined to be in the District's best interest.

2. Water System Operations

Operators are responsible for the **day-to-day operation of the drinking water system.**

Typical duties include:

- Operating wells, pumps, and booster stations
- Monitoring water production and distribution pressures
- Adjusting system valves and controls
- Ensuring continuous and safe water delivery
- Monitoring system alarms or SCADA systems (if installed)
- Responding to operational issues affecting system performance

3. Water Quality Monitoring and Sampling

The Contractor shall ensure water quality monitoring is performed in accordance with **ADEQ and EPA Safe Drinking Water Act requirements.**

Typical duties include:

- Collecting required water samples, including:
 - Total Coliform / E. coli
 - Nitrate / Nitrite
 - Disinfection byproducts

- Lead and Copper
- Maintaining proper **chain-of-custody documentation**
- Coordinating delivery of samples to **certified laboratories**
- Monitoring chlorine residuals
- Investigating water quality complaints

If contamination or compliance concerns are detected, the operator must initiate appropriate **regulatory response procedures**.

4. System Maintenance

The Contractor shall maintain and monitor infrastructure used to distribute water throughout the system.

Typical duties include:

- Inspection and maintenance of:
 - Pumps
 - Pressure tanks
 - Valves
 - Hydrants
 - Storage reservoirs
- Flushing water mains
- Detecting and identifying leaks
- Monitoring system pressures and flow conditions
- Coordinating repairs as necessary

5. Metering and Distribution System Work

The Contractor may assist the District with distribution system support including:

- Installing or replacing water meters
- Verifying meter accuracy
- Assisting with meter reads when necessary
- Inspecting service connections
- Identifying water loss or leaks within the distribution system

6. Regulatory Compliance and Reporting

The Contractor shall assist the District in maintaining regulatory compliance by:

- Monitoring **ADEQ sampling schedules**
- Preparing required regulatory reports
- Assisting with Consumer Confidence Report (CCR) preparation if required
- Maintaining compliance records and operational logs
- Notifying the District of potential compliance issues

7. Emergency Response

The Contractor shall provide assistance during operational emergencies, including:

- Water main breaks
- Pump failures
- Power outages
- Contamination events
- Low-pressure events
- Fire flow emergencies

The Contractor shall coordinate response efforts with:

- ADEQ
- Contractors
- District leadership

8. Public Health Protection

The primary responsibility of the operator is the **protection of public health.**

This includes:

- Ensuring proper system disinfection
 - Maintaining adequate system pressure
 - Preventing cross-connections
 - Monitoring water quality and system performance
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9. Operational Documentation and Reporting

The Contractor shall maintain operational records, including:

- Inspection reports
- Sampling logs
- Maintenance documentation
- Compliance records

The Contractor shall notify the District promptly of any issues affecting system performance or regulatory compliance.

System Information and Records Ownership

All operational records, regulatory documentation, system data, passwords, maps, sampling records, operational logs, reports, and other materials generated or maintained in the performance of services for the Black Canyon City Water Improvement District shall be considered property of the Black Canyon City Water Improvement District.

Upon request by the District, and upon termination or expiration of the contract for any reason, the Contractor shall promptly provide the District with all operational records and system information in their possession, including but not limited to:

- Regulatory compliance records
- Sampling data and laboratory reports
- Operational logs and maintenance records
- System maps and infrastructure documentation
- SCADA access credentials and system passwords
- Digital files, databases, and electronic records

The Contractor shall not withhold District records, data, or system access credentials for any reason, including payment disputes or contract termination.

All information must be transferred to the District promptly and in a format reasonably usable by the District.

10. Coordination With District Leadership

The Contractor shall work cooperatively with the **BCCWID Board of Directors and designated District representatives.**

Coordination may include:

- Providing technical guidance on system improvements
- Supporting operational planning

- Assisting with infrastructure planning
 - Participating in meetings when requested by the District
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11. Work Not Limited to Listed Tasks

The services described above represent the **minimum expected scope of work**.

The Contractor shall perform all tasks reasonably necessary to ensure the **safe operation, regulatory compliance, and proper management of the District's water system**, even if a specific task is not explicitly listed in this document.

Routine operational duties commonly associated with the operation of a public drinking water system shall be considered part of the Contractor's responsibilities, even if a specific task is not explicitly listed in this RFP.

These duties may include, but are not limited to:

- System inspections
- Routine operational adjustments
- Monitoring equipment and alarms
- Coordination with laboratories and regulators
- Minor troubleshooting and system checks

Routine operational tasks necessary to maintain compliance and reliable system performance shall not be considered additional or billable services unless specifically authorized by the District in advance.

12. District Authority

The Contractor provides professional operational services but serves in an advisory and operational support capacity. Final authority regarding operational priorities, system improvements, capital planning, budgeting, and policy decisions remains solely with the Black Canyon City Water Improvement District Board of Directors.

The Contractor shall not represent themselves as having decision-making authority on behalf of the District unless specifically authorized by the Board.

The Contractor provides operational services but **does not have authority over District governance or policy decisions**. The **Black Canyon City Water Improvement District retains full authority over:**

- Operational policies
 - Infrastructure decisions
 - Capital improvement projects
 - System management decisions
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Proposal Requirements

If hourly or additional service rates are proposed, the Contractor must provide sufficient documentation with invoices to clearly describe:

- **Work performed**
- **Date of service**
- **Time spent performing services**
- **Personnel performing the work**
- **Materials or equipment used (if applicable)**

The District reserves the right to request clarification or supporting documentation for any invoice submitted.

Interested parties must submit a proposal using the **BCCWID Exhibit A Proposal Form**.

The proposal must include:

- Certification documentation
 - Pricing structure
 - Company information
 - Identification of the proposed **Operator of Record**
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Submission Instructions

Submit proposals by email to:

Elaine Clayton, Board Chair

Black Canyon City Water Improvement District

Email: **Chair@BCCWID.com**

Proposal Deadline

Wednesday, April 15 , 2026 – 5:00 PM (Arizona Time)

Proposal Evaluation Criteria

Proposals will be evaluated by the District based on the proposer’s demonstrated ability to provide reliable, compliant, and cost-effective water system operations services.

Evaluation will consider the following factors:

Certifications and Qualifications

Relevant ADEQ certifications and the proposer’s ability to serve as the District’s **Operator of Record**.

Relevant Experience

Experience operating public drinking water systems of similar size and complexity, particularly rural or small community water systems.

Operational Approach

Demonstrated understanding of regulatory compliance, preventive maintenance, water quality monitoring, and public health protection.

Availability and Responsiveness

Ability to respond to operational issues, emergencies, regulatory concerns, and District requests in a timely manner.

Cost Proposal

Reasonableness, clarity, and transparency of the proposed pricing structure, including base operational fees, hourly rates, and additional service costs.

References and Past Performance

Experience working with public water systems, municipalities, special districts, or similar public agencies.

The District may request **additional information, clarifications, or interviews** from selected proposers before making a final selection.

Proposal Scoring Matrix (100-Point System)

The District may use the following scoring system when evaluating proposals submitted in response to this RFP.

Evaluation Category	Maximum Points
Certifications and Qualifications	30 Points
Relevant Water System Experience	25 Points
Operational Plan and Approach	20 Points
Cost Proposal	15 Points
References and Past Performance	10 Points
Total Possible Score	100 Points

Proposals receiving the highest total score may be invited to participate in an **interview or clarification process** prior to final selection.

The District reserves the right to:

- Accept or reject any proposal
- Request additional information from proposers
- Negotiate contract terms with the selected proposer
- Award the contract in the best interest of the District

For additional information about the District visit:

<https://www.bccwid.com>

BCCWID welcomes proposals from qualified professionals interested in supporting a rural water district committed to strengthening operations, improving infrastructure, and serving its community.

Exhibit A – Proposal Form

Black Canyon City Water Improvement District (BCCWID)

RFP: Water System Operations Services

1. Company Information

Company Name: _____

Business Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

2. Owner Information

Owner Name: _____

Owner Signature: _____

Date: _____

3. Operator of Record

Operator Name: _____

ADEQ Certification Number: _____

Distribution Certification Level: _____

Treatment Certification Level: _____

4. Proof of Certification

Attach copies of active **ADEQ certifications**.

5. Insurance

Attach proof of **liability insurance coverage up to \$2,000,000**, or a statement confirming the ability to obtain required coverage.

6. Proposed Services and Pricing

Hourly Rate (if applicable): _____

Monthly Service Rate (if applicable): _____

Additional Service Rates: _____

7. Notes or Additional Information

8. Certification

I certify that the information provided in this proposal is accurate and that the company submitting this proposal meets the minimum qualifications required by BCCWID for the Water System Operations Services RFP.

Signature: _____

Name: _____

Title: _____

Date: _____
