

THE COMMONWEALTH OF MASSACHUSETTS

**EXECUTIVE OFFICE OF ENERGY &
ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENVIRONMENTAL
PROTECTION**

ONE WINTER STREET, BOSTON, MA 02108



Request for Interest (RFI)

AWWA M36 Water Audits

**Agency Document #: BWR-2021-AWWA-M36-WATER AUDITS
COMMBUYS #: BD-21-1045-BWR00-BWR01-53483**

July 24, 2020

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1. RFI INTRODUCTION AND GENERAL DESCRIPTION

1.1. Description

The Commonwealth of Massachusetts Department of Environmental Protection (MassDEP) is soliciting interest from Water Management Act (WMA) registrants and permit holders to receive a free American Water Works Association (AWWA) M36 “Top-Down” Audit from a private consulting firm to be hired by MassDEP through a public procurement process at a later date. A Top-Down Audit is a desktop exercise that involves the gathering of records, data, and procedures, with limited field testing. For certain facilities that meet the outlined data criteria, a “Bottom-up Component Analysis” can also be done. The Bottom-up Component Analysis is a refinement of the Top-Down Audit that involves field testing and the formulation of strategies to reduce real losses. Once selected, the WMA public water suppliers (PWSs) are required to participate in the AWWA M36 Audit; however, the consulting firm hired by MassDEP will guide the audit and provide a report to each PWS and MassDEP following its completion of the Audit.

Based on the response to this Request for Interest (RFI), a list of WMA PWSs approved for the completion of a “Top Down” M36 Audit, or a “Top Down” M36 Audit with a “Bottom-up Component Analysis” will be included in a competitive procurement solicitation for the services of a consulting firm to be released by MassDEP later this year. The purpose of that procurement will be to select the consulting firm that will conduct the AWWA M36 Audits. A final list of WMA PWSs that will receive an AWWA M36 Audit will not be available until after a consulting firm is selected by MassDEP, given that time and funding constraints may limit the number of AWWA M36 Audits that can be conducted.

1.2 Background

The AWWA M36 Audit methodology has been successfully implemented in other state programs throughout the country. MassDEP is piloting the AWWA M36 Audit as a common methodology for public water systems (PWSs) throughout the Commonwealth to clearly articulate water loss needs and objectives. Developing uniform approaches for identifying and communicating water loss will allow PWSs and state agencies to work together to more efficiently to establish infrastructure and management goals that minimize costly non-revenue water production, prioritize the replacement of aging or failing infrastructure, and manage infrastructure assets. For WMA permittees that do not meet their Unaccounted for Water (UAW) Performance Standard of 10 percent or less, this AWWA M36 Audit will assist these permittees with meeting WMA permit conditions; a water audit is required when a permittee is not meeting the UAW standard.

1.3 Eligible Entities

Eligible entities are PWSs and municipalities with current WMA permits or registrations. “Top-Down” audits are available to PWSs that have not done an AWWA M36 water audit before, or have done a recent AWWA M36 audit but did not obtain a data validity score over 51. A “Bottom-up Component Analysis” will be available to PWSs that have recently completed an AWWA M36 audit, have obtained a validity score of 51 or greater, and have the detailed data necessary to perform the analysis.

2. ESTIMATED CALENDAR

EVENT	DATE
RFI NOTICE (On COMMBUYS and MassDEP website), and RFI Release Date (On MassDEP website)	July 24, 2020
RFI Close Date; Deadline for electronic Responses to RFI to jen.durso@mass.gov	September 10, 2020 @ 5:00pm
Consulting Firm procurement Release Date (est.)	September 17, 2020
Consulting Firm procurement response deadline (est.)	October 8, 2020
Estimated Notification of Successful Consultant Bidder(s)	October 15, 2020
Estimated Consultant Contract Start Date	October 29, 2020
Consultant Contract End Date	June 30, 2021

3 DATA NEEDS

As part of the Response to this RFI, all applicants must affirm that they will gather and have readily available the following detailed system information for the calendar year 2019 or 2020 by **April 12, 2021** for inclusion in this AWWA M36 Audit grant program:

- production metering and error,
- distribution system pressures,
- reservoir or tank storage numbers,
- water imported,
- leak detection and repair,
- customer metering and billing and potential errors,
- authorized consumption from flushing, fire-fighting and related activities,
- water conservation activities,
- water rates and production costs, and
- infrastructure rehabilitation.

Applicants must make a prospective written commitment in the Response to this RFI to submit the required 2019 or 2020 data listed above. For applicants who wish to have a “Bottom-Up Component Analysis” done, the applicant must also affirm that it will gather and have readily available the following detailed system information for the calendar year 2019 or 2020 by **April 12, 2021** for inclusion in this AWWA M36 Audit grant program:

For all leaks and breaks (Either reported or found during a leak detection survey):

- total number of failures by main size that were reported to and repaired;
- total length of mains for each mains size group;
- average duration of locating and containing reported failure events by mains size;
- total number of failures by distribution system appurtenance type that were reported to and repaired;
- total number of appurtenances for each system appurtenance group;
- average awareness duration for reported failure events by system appurtenance type;

- average duration of locating and containing reported failure events by system appurtenance;
- total number of failures by service connection size (<1" or >=1") that were reported to and repaired the water utility;
- total number of service connections for each service connection size group;
- average awareness duration for reported failure events by service connection size group; and
- average duration of locating and containing reported failure events by service connection size group.

The AWWA M36 Audit data manual can be downloaded at <https://www.awwa.org> for more information on these data needs.

From data collection through the completion of the AWWA M36 Audit, MassDEP estimates that it will take the applicant approximately 100 hours to complete all work.

4 EVALUATION CRITERIA

Applicant responses to this RFI will be used to rank applicants and will determine who will be eligible for the completion of an AWWA M36 Audit by the consulting firm to be hired by MassDEP.

4.1 Evaluation Components

A MassDEP selection committee will review applications from responding PWSs. Applications will be evaluated based, at a minimum, upon the following criteria:

- Commitment made by the applicant to actively participate in the AWWA M36 Audit and provide documentation to MassDEP of in-kind services rendered. MassDEP estimates that approximately 100 hours will be required by the PWS to complete this audit.
- Ability of the applicant to provide the necessary data to perform and complete a "Top-Down Audit" or a "Top-Down Audit" with a "Bottom-Up Component Analysis."
- PWSs with recent MassDEP-approved high unaccounted for water (UAW) rates. Recent UAW rates are available at: <https://www.mass.gov/service-details/public-water-supply-tools-resources-performance-standards>
- WMA permittees that have received an Interim Allocation from the Massachusetts Department of Conservation and Recreation instead of Final Water Needs Forecast because of high UAW or other water accounting concerns.
- PWSs that have recently done work to try and improve UAW rates.

- Quality and responsiveness of the proposal, including: completeness, organization, and conciseness.

4.2 Proposal Format

Proposal shall be limited to 2 pages (single-spaced, 8-1/2" by 11" sheet with 0.5" margins) and shall include the following sections:

- Proposals should include a short statement detailing how the applicant will benefit from the completion of an AWWA M36 Audit.
- A discussion of the AWWA M36 audit requested. If a "Bottom Up" Component Analysis audit is requested, please be prepared to produce a copy of the final report from your most recent AWWA M36 audit, with your proposal as a condition for selection for this type of audit
- A discussion of available data and data gaps.
- A discussion of recent MassDEP-approved UAW values, as well as work that has been undertaken by the applicant to improve those values.
- A commitment to providing sufficient in-kind services to allow for data to be provided and validated for a complete and accurate AWWA M36 Audit and validation to be performed in the timeframe allowed.
- A commitment to work with a consulting firm to complete the AWWA M36 Audit by June 30, 2021.
- A contact list, including PWSs contacts 'email and telephone numbers.

5 HOW TO SUBMIT AN ELECTRONIC RESPONSE

INSTRUCTIONS—BY THE RESPONSE DEADLINE, PLEASE SUBMIT YOUR RESPONSE TO THE RFI VIA EMAIL TO THE EMAIL ADDRESS LISTED BELOW.

Massachusetts Department of Environmental Protection
One Winter Street
Boston, MA 02108
ATTN: Jennifer D'Urso
Telephone: 617-654-6591
Fax: 617-292-5696
E-Mail: jen.durso@mass.gov

Response Deadline— Responses are due no later than **September 10, 2020 at 5 pm.**
LATE RESPONSES WILL NOT BE CONSIDERED.