

**Request for Information**  
**THIS IS NOT AN ORDER**

ADVERTISED RFI #0809-34  
RELEASE DATE: August 29, 2008

**SEALED PROPOSALS** must be submitted to **TRUCKEE MEADOWS WATER AUTHORITY (TMWA)**, in person to 1355 Capital Blvd., Reno, NV 89502 or by mail to P.O.Box 30013, Reno, NV 89520-3013, by not later than 5:00 p.m. on September 17, 2008. Proposals received after the date and time set for receipt will be **REJECTED**.

**CONTRACT AWARD** will be made by the TMWA Board of Directors.

**RFI DOCUMENTS** may be downloaded from TMWA's web: [http://www.tmh2o.com/about\\_us/doingbusinesswithtmwa/](http://www.tmh2o.com/about_us/doingbusinesswithtmwa/).

**ADDENDUMS** are distributed from TMWA's web site at [http://www.tmh2o.com/about\\_us/doingbusinesswithtmwa/](http://www.tmh2o.com/about_us/doingbusinesswithtmwa/). It is each Proposer's responsibility to ensure that they have received all Addendums prior to submission of their Proposal.

**TERM OF CONTRACT:** A minimum of one year – future years to be determined by mutual consent between TMWA and the successful Hearing Officer. TMWA reserves the right to award this contract to multiple Hearing Officers to ensure availability of the hearing officer for any necessary claim.

***Hearing Officer***

Truckee Meadows Water Authority (TMWA) is a not-for-profit, community-owned water utility, overseen by elected officials and citizen appointees from Reno, Sparks and Washoe County. TMWA has a highly skilled workforce who ensure the around-the-clock treatment, delivery and availability of high-quality drinking water for more than 330,000 residents of the Truckee Meadows.

TMWA's Rules of Service include a provision for Dispute Resolution (Rule 8, attached). This rule includes the use of a Hearing Officer to hear any contested cases. Rule #8 can be downloaded at [http://www.tmh2o.com/customer\\_services/waterrules/pdfs/rule\\_8.pdf](http://www.tmh2o.com/customer_services/waterrules/pdfs/rule_8.pdf). It is also attached to this document.

This RFI is issued in order to determine which firms or individuals are interested and qualified to provide dispute resolution services in cases where customers would like to avail themselves of this process. In the past, there have been on average less than one dispute filed per year.

While legal services are exempt from the Public Bidding requirement per NRS, TMWA is interested in defining a list of qualified, interested individuals via this RFI.

Individuals are invited to submit informational proposals. These proposals will be reviewed by a review committee and their recommendation will be presented to the TMWA Board of Directors who will choose the Hearing Officer from these proposals.

The proposer must be licensed to practice law in the State of Nevada and in good standing with the State Bar of Nevada. Proposer must be qualified and licensed to appear in all local, state and federal courts located in the State of Nevada. Proposers shall carry malpractice insurance with a minimum coverage of \$1,000,000..

Justine Chambers, Purchasing/Contracts Administrator

## **PROPOSAL AND DISPOSITION:**

The contents of the proposal and any clarifications thereto submitted by the successful proposer and accepted by TMWA shall become part of the contractual obligation and incorporated by reference into any ensuing Agreement.

1. All RFI's shall become the property of TMWA and shall not be returned.
2. All RFI's submitted may become public record under the laws of the State of Nevada and the public may be given access thereto after the formal process has been completed.
3. TMWA and the successful proposer(s) may extend the agreement based upon satisfactory performance and written mutual consent.

## **EVALUATION PROCESS:**

Proposals may be reviewed, evaluated, and ranked by TMWA staff. A qualified list of individuals will be generated by the evaluation committee. The number of individuals placed on the list shall be limited to the number deemed appropriate by the evaluation committee and TMWA staff to meet its requirements and thus, may not include all individuals ranked in the evaluation process.

Selection of the TMWA Hearing Officer shall be made by the TMWA Board of Directors at a public meeting based on the recommendation of the review committee.

Individuals may remove themselves from consideration for this RFI without prejudice to their consideration for any future RFI.

The evaluation criteria may include but not be limited to the following considerations:

Proposer's Professional Standing - professional excellence, demonstrated competence in the service requested, and specialized experience of the individual.

Proposer's Education and experience.

Proposer's ability to respond to short lead time schedules.

Proposer's past performance and ability to coordinate complex issues.

Proposer's available resources to complete a resolution

TMWA reserves the right to interview individuals submitting proposals at no cost to TMWA. Proposers shall be available for interviews on a mutually agreed upon date to be set by TMWA.

## **NEGOTIATION(S):**

TMWA shall reserve the right to negotiate any terms and conditions of the RFI's received, with the final candidate(s) prior to acceptance/rejection of said proposal(s).

Prices shall not be provided in your submittal.

## **PROPOSAL SUBMITTAL PROCESS:**

**Acknowledgment:** The successful proposer understands and acknowledges, when signing this solicitation, that if he fails to satisfy the requirements of these documents or any guarantee or warranty by not performing in accordance therewith, that such failure shall be deemed a material breach and TMWA may pursue all remedies available at law.

No proposer may assign any agreement resulting from award of this Proposal without the express written permission of the TMWA Purchasing/Contracts Administrator or designee.

All proposers must hold all valid licenses and permits required for the business they seek to perform prior to any Proposal being awarded.

The Proposal shall be limited to 20 pages and enclosed in a sealed envelope addressed to:

Truckee Meadows Water Authority (TMWA)  
Attention Justine Chambers:  
(Physical Address) 1355 Capital Blvd., Reno, NV 89502 (775) 834-8056  
(Mailing Address) P.O. Box 30013, Reno, NV 89520-3013

All signatures must be original. Copies will not be accepted.

All proposals must be sealed. TMWA will not be responsible for the premature opening of a proposal not properly addressed or identified. Clearly identify on the outside of the envelope the following information: The Contract Number, The Descriptive Project Name, The Date and Time the Submission is due.

All proposals received after the date and time set for receipt will be **REJECTED**.

No proposals will be accepted by Facsimile transmission.

Proposals may be modified by written notice provided such notice is received prior to the date and time set for receipt of Proposals. Facsimile modifications will not be accepted.

The Truckee Meadows Water Authority Contracts Division will post the award of this Contract on the website: [http://www.tmh2o.com/about\\_us/doingbusinesswithtmwa/](http://www.tmh2o.com/about_us/doingbusinesswithtmwa/).

**TELEPHONE CONTACT:**

Awardee(s) shall be required to maintain telephone service such that TMWA may contact or leave a message for the Awardee(s) or their designee at any time. Awardee(s) shall provide advance notice to TMWA Purchasing & Contracts of any change in telephone number.

Attachments:

Sample Agreement  
Rule #8

End of Document