



**GUAM WATERWORKS AUTHORITY**  
 Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913  
 P.O. Box 3010, Hagåtña, Guam 96932  
 Tel. No. (671) 300-6846/48 Fax No. (671) 648-3290

**RFP No. 2024-01**  
**Professional Services to Establish a Customized Apprenticeship Program**  
**Response to Inquiries No. 1**

This Addendum and Response to Request for Information (RFI) is issued to modify the previously issued RFP documents and/or given for informational purposes and to the extent the responses below modify the RFP documents, please treat them as an amendment to the RFP. The following responses are in response to RFIs received from potential bidders on October 23, 2023.

R E F	QUESTION/INQUIRY AS SUBMITTED:	GWA RESPONSE:
<b>Questions from October 23, 2023</b>		
1.	Please provide the names of prospective offers (person’s name title, and company), who have communicated to Guam Waterworks Authority (GWA) in any form, whether in person, by telephone, or by electronic means, their interest in this RFP and/or intent to submit a proposal.	See Attachment #1.
2.	<p>In this RFP’s Section III “SCOPE OF WORK”, task #1, states in part, “At a minimum, the apprenticeship program must incorporate: (a) Industry criteria and standards outlined in the Operator Certification Examinations for Water Treatment, Water Distribution, Wastewater Collections, and Wastewater Treatment. (b) A Well-rounded indoctrination to water and wastewater utility operations. (c) A career pathway roadmap and attained of operator certification...”</p> <p>a. Based on the requirements, we can only assume the GWA is looking to establish a bootcamp and apprenticeship program for Level 1 to Level 4 Operators for Water and Wastewater Systems. Our company needs to understand, without uncertainty, what occupations GWA has identified for its apprentice program.</p>	<p>A Bootcamp program would likely prepare students for the entry level position of Utility Trades Helper which requires no experience and training. The Bootcamp program should serve as an evaluating factor as to whom is accepted into an apprenticeship program. The Water/Sewer Maintenance Worker position series is the primary occupation or standard that will be served by an apprenticeship program. By the end of the apprenticeship program, participants should be prepared to take and pass a US EPA level II operator exam.</p> <p>The apprenticeship program will focus on employees receiving a fundamental education and hands on training in all four areas of GWA Operations: Water Treatment,</p>

	<p>b. Can GWA confirm what occupations have already been identified to establish the bootcamp and or apprenticeship program?</p>	<p>Water Distribution, Wastewater Collections and Wastewater Treatment. The classroom and field work training should include all the necessary components to prepare participants in the program to achieve Level I certification during the program and Level II shortly thereafter at the end of the program.</p> <p>A Bootcamp program would likely prepare students for the entry level position of Utility Trades Helper which requires no experience and training. The Water/Sewer Maintenance Worker position series is the primary occupation or standard that will be served by an apprenticeship program.</p>															
<p>3.</p>	<p>In this RFP’s Section “SCOPE OF WORK”, PG. 13, states, “The selected individual or organization must contract or employ individuals) with a Level 4 Operator Certification in Water and Wastewater who is part of the team responsible for working on tasks#1 and #2”.</p> <p>a. From a prospective offeror’s point of view, our company would like clarification on the specific requirements of a level 4 Operators Certification in Water and Wastewater.</p> <p>b. Does GWA require that the Level 4 Operator is certified by Guam Environmental Protection Agency (EPA) only?</p>	<p>The operator certification requirements are outlined in the Guam Administrative Rules and Regulations. A copy is provided. All Offerors are encouraged to contact the Guam Environmental Protection Agency for further clarification about their Operator Certification Program.</p> <p>No, individuals can be certified by reciprocity. For additional information about this process please see: <a href="https://www.gowpi.org/certification/certification-process/certification-by-reciprocity/">https://www.gowpi.org/certification/certification-process/certification-by-reciprocity/</a></p>															
<p>4.</p>	<p>In this RFP’s Section III, “SCOPE OF WORK”, task #4, states, “Establish mentorship guidelines and provide ongoing support for mentors and apprentices...”</p> <p>a. Can GWA identify the number of employees who hold Level 1, 2, 3 and/or 4 operator Certification in Water and Wastewater from Guam EPA?</p>	<p>There are 90 GWA employees that hold operator certifications. Several employees hold multiple certifications. Total operator certifications by level for the 90 employees are in the table below.</p> <table border="1" data-bbox="803 1753 1469 1900"> <thead> <tr> <th></th> <th>Level I</th> <th>Level II</th> <th>Level III</th> <th>Level IV</th> </tr> </thead> <tbody> <tr> <td>Water Treatment</td> <td>15</td> <td>2</td> <td>1</td> <td>2</td> </tr> <tr> <td>Water Distribution</td> <td>23</td> <td>8</td> <td>14</td> <td>1</td> </tr> </tbody> </table>		Level I	Level II	Level III	Level IV	Water Treatment	15	2	1	2	Water Distribution	23	8	14	1
	Level I	Level II	Level III	Level IV													
Water Treatment	15	2	1	2													
Water Distribution	23	8	14	1													

Wastewater Collection	13	4	13	8
Wastewater Treatment	11	6	1	4

- b. Please provide the date when these employees achieved level 1, 2 3 or 4 Certification.
- c. Can GWA identify the number of staff needed at Certified Operator 1, 2, 3 and 4, on order to meet local and federal standards for certified and trained staff in those areas?

Dates range from the late 1990's through 2023.

Water Distribution	24
Water Treatment	16
Wastewater Collection	16
Wastewater Treatment	11
Total	69

In general, employees in all areas should achieve Level I and II operator certification. Need for Level III and IV operators is for Leader, Supervisor and Manager positions. There may not be an organizational need for higher level operator certifications at any given time, but the program should be developed to encourage all employees to seek Levels III and IV.

- 5. In the past 3 years, what has GWA done to provide skills training or certification opportunities to employees?
  - a. If training was provided in the last 3 years, can GWA provide the name of the trainer (person's name, title, and company) who provided services and the course title? How many employees received the training?
  - b. Was the training scheduled as part of GWA's goal to ensure adequate and proper staffing, such that as retirement of highly qualified, trained and certified GWA staff (at Level 3 or 4 Operators Certification in Water and Wastewater) occurs, GWA will have readily available staff to step into the retired employees position?

See Attachment #2.

All Operations and Maintenance training is provided to enhance the skills of employees.

- 6. Request for Pre-Proposal Conference meeting. Due to questions or issues that have been raised to GWA, and other questions that our company has noted but have yet to publicly raise, we respectfully request GWA to schedule a Pre-Proposal Conference Meeting, as soon as possible, to clarify and review the terms, conditions, and scope of work for this Request for Proposal.

GWA will not hold a Pre-Proposal Conference.

7.	<p>Lastly, given the questions specifically raised herein, plus questions that may be raised at the Pre-Proposal Conference as requested, our company respectfully requests that the date to submit questions be postponed to a minimum of one week after the requested Pre-Proposal Conference meeting has been conducted. In fairness to all prospective offerors, giving all potential offerors one additional week to submit questions after the conclusion of a Pre-Proposal Conference Meeting, is not only fair, but in the best interest of GWA to ensure it receives offers that adequately and thoroughly address the services envisioned to be provided pursuant to this procurement.</p>	Refer to Amendment No.3.
8.	<p>I would like to submit a proposal for RFP 2024-1 for Professional Services to Establish a Customized Apprenticeship Program, but I am currently working out of country in Papua New Guinea on a DoD project. I would not be able to mail in a bid package from here and make it to GWA by the bid submission deadline nor am I aware of a Notary public here on island (not sure one exists on the island of manus).</p> <p><b>Do I have any alternate choices for submitting a proposal</b> and/or would I be able to submit a proposal without being signed at this time by a Notary. I will not be back in the CNMI until mid-December.</p>	<p>Please refer to Response to Inquire No.2, page 4 response To question No. 1 regarding Notary.</p> <p><b>Answer forthcoming.</b></p>

Proposers are also notified to visit GWA website: [www.guamwaterworks.org](http://www.guamwaterworks.org) to ensure that addenda to the RFP, answers to questions, and reminders are communicated to all proposers throughout the solicitation process.

2023.11.27

Date



Miguel C. Bordallo, P.E.  
General Manager