



# **REQUEST FOR QUALIFICATIONS**

**FOR ENGINEERING SERVICES**

**FOR**

**LIFT STATION 7 REPLACEMENT DESIGN**

*DUE DATE AND TIME – October 31 , 2022, 10:00 AM*

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- Figure 1. Location Area Map
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- Appendix A. Certification of Statement of Qualifications

## **I. PROJECT BACKGROUND INFORMATION**

### **I.1. SERVICE AREA**

The Pagosa Area Water and Sanitation District (PAWSD) is a quasi-municipal corporation and political subdivision of the State of Colorado and is organized and operated pursuant to Title 32, Colorado Revised Statutes. PAWSD provides water supply and distribution services within its jurisdictional boundaries.

PAWSD encompasses approximately 70 square miles within Archuleta County in southwestern Colorado. It includes within its boundaries the Town of Pagosa Springs and unincorporated portions of Archuleta County, including the Pagosa Lakes resort community.

The PAWSD service area is broken into two districts. District 1 is the Pagosa Lakes area that can be generally described as running along Piedra Road and west to the Elk Park Ranch subdivision and runs north to the Eagle Peak subdivision and south to the southern end of the Meadows subdivision. District 2 is the area west of Piedra Road which includes the Town of Pagosa Springs and the Highway 84 corridor to the Loma Linda Subdivision and west along Highway 160 to the Log Park subdivision.

A map outlining the service area is included in Figure 1.

The PAWSD sewer system consists of approximately 60 miles of sewer mains with 1,902 manholes and 26 lift stations. The sewer system serves District 1. The Town of Pagosa Springs is served by the Pagosa Springs Sanitary General Improvement District which collects wastewater from town and uses a series of lift stations to pump the town generated sewage to the PAWSD's Vista Wastewater Treatment Plant for processing.

### **I.2. EXISTING INFRASTRUCTURE**

Lift Station 7 is located on the north shore of Pagosa Reservoir near Butte Drive and Monument and was installed in 1976. The current lift station uses two 5 HP 230 volt 3-phase Smith and Loveless surface pumps to discharge effluent through a 4" force main for approximately 550 feet where it then gravity flows through an 8" gravity main for approximately 1,400 feet to Lift Station 6. The lift station has a 14,790 gallon wet well capacity.

Lift Station 7 includes 4 overflow tanks 10' deep and 6' diameter gallon emergency overflow tanks.

Lift Station 6 includes 6 overflow tanks 8.5' deep and 6' diameter gallon emergency overflow tanks.

## **2. PROJECT INFORMATION**

### **2.1. PROJECT SUMMARY**

PAWSD is accepting proposals for the design to replace the existing Lift Station 7, the gravity sewer main connecting Lift Station 7 to Lift Station 6 and the sealing of the Lift Station 7 wet well and all overflow tanks at Lift Stations 7 and 6.

The project is intended to replace the existing aging infrastructure and reduce infiltration from the leaking sewer main and provide additional protections against Sanitary Sewer Overflow (SSO) events.

### **2.2. SCOPE OF WORK**

#### **2.2.1. Design Phase Services**

The Scope of Work includes the design of a replacement lift station and associated improvements including but not limited to gravity and force sewer main connections, installation of a valve vault and site improvements. Electrical upgrades and replacement of 8" gravity sewer. Communication and controls will be designed by PAWSD staff but must be coordinated with the Design Engineer.

PAWSD is in the process of converting multiple lift stations from vacuum-primed pumps to submersible pumps. The design shall be coordinated with the Districts standardization efforts, including but not limited to, pumps, electrical equipment, communications, instrumentation and controls.

The new lift station design shall incorporate the existing emergency overflow vaults.

Design services shall include a project phasing plan for maintaining sanitary sewer flows during construction and start-up of the new lift station and replacement of the sewer main as well as demolition and removal of unused equipment and materials associated with the existing lift station.

#### **2.2.2. Coordination**

##### **2.2.2.1. Regulatory Coordination**

The design and required review submittals (if applicable) must meet all applicable requirements of the WPC-DR-1, State of Colorado Design Criteria for Domestic Wastewater Treatment Works. The Consultant shall be responsible for identifying and completing all required design-related reviews, approvals, and/or permits. The Consultant shall prepare and submit any documentation required to secure such approvals, permits, etc. Reports, submittals, forms, or other documents required for submittal to CDPHE shall be provided to PAWSD for review and approval prior to submission. A copy of any documentation and all correspondence necessary to meet this requirement shall be provided to PAWSD.

### **2.2.2.2. Site Coordination**

The existing lift station is located within a PAWSD Right-of-Way (ROW) sandwiched between Pagosa Reservoir and private property. Damage to private property is inevitable but should be minimized by proper design and preparation. Surveys will be required to properly locate boundaries of the ROW.

### **2.2.3. Design Review**

Two design review submittals are required during the design process, one at 30% and one at 90% design completion. PAWSD will review and provide written comments within fourteen calendar days of receipt.

1. 30% Design Submittal
  - a. Design Report
  - b. Drawings
  - c. Specifications
  - d. Engineers Opinion of Probable Cost
2. 90% Design Submittal
  - a. Written responses from PAWSD 30% Design review comments
  - b. Design Report
  - c. Drawings
  - d. Specifications
  - e. Engineers Opinion of Probable Cost
  - f. Project Schedule and Phasing Plan

## **3. DELIVERABLE REEQUIREMENTS**

### **3.1. DESIGN REPORT**

The Design Report shall document the basis of design and must include lift station capacity calculations including all design assumptions and flow projections. The Design Report must also include a list of applicable codes and standards and shall satisfy any applicable requirements of CDPHE.

### **3.2. DRAWINGS**

All drawings shall be provided in PDF format, compatible with the latest version of Adobe Acrobat. Drawings shall be compiled into a single PDF file. The Cover Page shall provide a Sheet Index, a vicinity map and engineers contact information. Drawings must mee minimum requirements of CDPHE. Final Drawings must be signed and sealed by a Professional Engineer registered in the State of Colorado:

### **3.3. SPECIFICATIONS**

Specifications shall be submitted as a single PDF file, compatible with the latest version of Adobe Acrobat. All pages shall be rotated to the correct orientation. A cover sheet and Table of Contents must be included. Final Specifications must be signed and sealed by a Professional Engineer registered in the State of Colorado.

### **3.4. OPINION OF PROBABLE COST**

Engineers Opinion of Probable Cost shall submitted as a single PDF file, compatible with the latest version of Adobe Acrobat.

### **3.5. PROJECT SCHEDULE**

Project Schedule shall submitted as a single PDF file, compatible with the latest version of Adobe Acrobat. The project schedule must include an estimate of number of calendar days required to complete construction of the designed project.

## **4. QUALIFICATIONS**

### **4.1. LIFT STATION AND SEWER DESIGN**

Preferred Consultant shall have experience designing lift stations of similar capacity and complexity including valve vaults, overflow vaults and SCADA integration. The consultant must have experience with design of by-pass systems to assure continued sewer operation during construction.

Preferred Consultant shall have experience with sewer replacement, specifically sewer replacement using non-trenching techniques.

### **4.2. REGULATORY EXPERIENCE**

Preferred Consultant shall be familiar with current requirements of the State of Colorado Design Criteria for Domestic Wastewater Treatment Works. Consultant shall have experience developing and submitting applicable review documents required for design approval if necessary.

### **4.3. QUALITY CONTROL**

Preferred Consultant shall have procedures in place with a proven record of ensuring high quality deliverables, including Construction Documents tat maximize coordination between disciplines an reduce the potential for construction issues due to contradictions between project deliverables, or missing or incomplete plans, details or specifications.

#### **4.4. PROJECT TEAM AND KEY PERSONNEL**

The proposed project team (including sub-consultants) should have prior experience working together to provide related design services for similar projects. Key personnel identified in the proposal shall have direct related experience and must be committed of the duration of the project.

#### **5. EVALUATION PROCESS**

The evaluation will be based on information provided related to the selection criteria as follows:

	Points
A. Fees;	15
B. Firms familiarity and experience with non-trenching sewer replacement;	30
C. Relevant project experience;	15
D. Qualifications of the Project Manager;	10
E. Qualifications of project team members;	10
G. Proximity of the Project Manager and team to Pagosa Springs CO and responsiveness of the Project Manager and team on project issues;	10
I. References;	5
J. Quality, clarity and briefness of the SOQ.	5

Scoring will be completed by a hiring committee consisting of District staff. The evaluations are at the sole discretion of the District and the Districts decisions in the evaluation process and moving forward with the development of a contract are final and not open to appeal.

#### **5.1. PRIME ENGINEERING FIRM**

It is recognized that several engineering firms may wish to combine their resources in responding to this RFQ. An SOQ with such a combination is acceptable and encouraged provided that the complete SOQ contains all the required information, and indicates which engineering firms shall be responsible for each of the components that make up the complete set of services. In addition, there must be a prime engineering firm designated to perform all implementation and project management activities such as project scheduling and coordination, communication, issue tracking, service delivery, integration, and implementation. All ongoing support, maintenance, changes and support contracts for the implemented services must be coordinated through the prime engineering firm.

The District will enter into a single contract with the prime engineering firm for the entire proposed services. The prime engineering firm is unilaterally liable for the success and ongoing support of the proposed services, regardless of other engineering firm dependencies. The prime engineer shall ensure all subcontractors abide by the rules of any funding agencies.



## **5.2. NON-OBLIGATION**

Receipt of SOQs in response to this RFQ does not obligate the District in any way. The right to accept or reject any engineering firm shall be exercised solely by the District. PAWSD shall have the right to waive any defects in the SOQ at its sole option. PAWSD shall retain the right to abandon the RFQ/SOQ process at any time prior to the actual execution of a contract with an engineering firm, and the District shall bear no financial or other responsibility in the event of such abandonment.

## **5.3. BUSINESS AND PROFESSIONAL LICENSES**

The successful engineering firm and all subcontractors are required to hold valid business and professional licenses and registrations required by the State of Colorado prior to submittal of the SOQ and such licenses and registrations must be maintained in current status throughout the term of the agreement for services.

## **5.4. INSURANCE**

The engineering firm will hold harmless, indemnify and defend the PAWSD and its employees, agents, officers and servants from any and all lawsuits, claims, demands and causes of action of any kind arising from the negligent or intentional acts, errors or omissions of the engineering firm, its officers, employees or agents. This will include, but not be limited to, the amounts of judgments, penalties, interest, court costs, reasonable legal fees, and all other expenses incurred by PAWSD arising in favor of any party, including the amounts of any damages or awards resulting from claims, demands and causes of action for breach of fiduciary duty or malfeasance, personal injuries, death or damages to property.

During the term of this Agreement, the engineering firm shall: (i) maintain all insurance required by the State Workmen's Compensation Act or any other employee benefit law; (ii) provide broad form general liability and property damage insurance in the minimum amount of \$1,000,000 for bodily injury, death or damage to property of any person, and \$2,000,000 for bodily injury, death or damage to property of more than one person, or such other greater amounts as may be specified in the Contract Documents for injuries, death, or damages which may arise out of or result from engineering firm's acts or omissions in performing the Project, designating District and as "additional insured" thereunder; Such certificates shall provide that coverages afforded thereunder shall not be cancelled until at least thirty (30) days' prior written notice has been given to District. (iii) Automobile insurance policies for bodily injury, including death, and property damage, including coverage for owned, hired or non-owned vehicles as applicable for the protection of the engineering firm and PAWSD in the coverage amount of \$1,000,000. (iv) Maintain errors and omissions insurance in the amount not less than \$2,000,000.

Successful engineering firm will be required to supply proof of insurance prior to commencing work on the project.

All policies shall contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any of the insureds or additional insureds.

## **5.5. TAXES AND FEES**

PAWSD is exempt from federal and state taxes and will provide proof upon written request. If an engineering firm is required to pay any taxes or fees incurred as a result of doing business with the District, the engineering firm shall be solely responsible for payment of those taxes or fees.

## **5.6. PROPRIETARY INFORMATION**

PAWSD will attempt to protect legitimate trade secrets of the engineering firm. Any proprietary information contained in the engineering firm's SOQ must be clearly designated and shall be labeled with the words "Proprietary Information". Marking the entire SOQ or any one or more of the major sections as proprietary will not be permissible.

The engineering firm should be aware that the District is required by the Colorado Open Records Act to make certain records available for public inspection with certain exceptions. The engineering firm, by submission of materials marked proprietary, acknowledges and agrees that the District will have no obligation or liability to the engineering firm in the event that the District must disclose these materials. All pricing related materials will be a public record upon completion of this competitive process and the Notice of Award has been issued.

## **5.7. CONTRACT NEGOTIATIONS**

Upon ranking of the interviewed engineering firms, contract negotiations shall commence. Contract negotiations will require the selected engineering firm to proceed with the development of a Scope of Work and cost for all the components of the project identified. If any engineering firm fails to provide the necessary Scope of Work and cost information for negotiations in a timely manner, does not negotiate in good faith, cannot perform the contract for the project, or cannot reach an agreement on costs and/or scope of work with the District, the District may cancel negotiations with that engineering firm and commence negotiations with the next ranked engineering firm. If the District deems there is no engineering firm that is viable, it will re-bid the project.

All aspects of the scope of work, pricing and contract provisions may be subject to negotiation, except for contract provisions required by PAWSD or state statutes.

## **6. SOQ REQUIREMENTS**

### **6.1. SUBMISSION REQUIREMENTS**

Provide six (6) complete proposals, and an electronic version to:

Pagosa Area Water and Sanitation District  
CO Justin Ramsey  
100 Lyn Avenue

Pagosa Springs, CO 81147

SOQ's must be received no later than October 31, 2022 at 10:00 a.m.

SOQ envelopes shall be marked with "RFQ-22-04 Lift Station 7" the name of the engineering firm and the date. If shipped UPS, FedEx or other courier service the project name must be clearly marked on the outside shipping label. Be aware 24 hour delivery guarantee for both UPS and FedEx is questionable to Pagosa Springs, PAWSD recommends sending via UPS or FedEx a minimum of 48 hours in advance.

## **6.2. DELIVERY OF SOQ**

Each SOQ must be received by the date and time as stated above. Please note that PAWSD does not always receive overnight delivery even when the courier guarantees delivery so plan accordingly.

## **6.3. SOQ COSTS**

Those submitting SOQ's do so entirely at their own expense. There is no expressed or implied obligation by the District to reimburse any individual or firm for any costs incurred in preparing or submitting a response to this RFQ, providing additional requested information or for participating in any selection interviews.

## **6.4. ACCEPTANCE**

Submission of any SOQ indicates acceptance of the conditions contained in the RFQ unless clearly and specifically noted otherwise in the SOQ. Exceptions that were not first submitted requesting clarifications or changes will be considered to be without merit.

## **6.5. CLARIFICATIONS**

All questions regarding the RFQ must be submitted in writing (emails acceptable) to Justin Ramsey ([justin@pawsd.org](mailto:justin@pawsd.org)) by September 1, 2022.

All questions received will be posted along with answers on the PAWSD website ([www.pawsd.org](http://www.pawsd.org)). Final posting to the website will be on May 1, 2020.

## **6.6. MANDATORY PRE-SOQ CONFERENCE/TOUR**

The will not be a mandatory Pre-SOQ Conference/Tour, however PAWSD staff will be available to provide potential Firms with a tour of the site and recommends potential firms make themselves familiar with the project and project site. This is a difficult site and it is imperative that the prospective Firm understandings the complexities of this project.

## **6.7. SOQ REJECTIONS**

PAWSD reserves the right to reject any and all SOQ's, to waive any and all informalities and to disregard all non-conforming, non-responsive or conditional SOQ's. SOQ's, whether accepted or rejected, will not be returned to the engineering firm.

## **7. SOQ FORMAT**

### **7.1. SUBMISSION INSTRUCTIONS**

Each engineering firm is required to submit, in a sealed package or box, six (6) complete proposals to their SOQ and one electronic version in .DOC or .PDF format.

In order to facilitate the analysis of responses to this RFQ, engineering firms are required to prepare their SOQ's in accordance with the instruction outlined in this section.

Engineering firms whose SOQ's deviate from these instructions may be considered non-responsive and may be disqualified.

SOQ's should be prepared as simply as possible and provide a straightforward, concise description of the engineering firm's capabilities to satisfy the requirements of the RFQ. Excessive length will be reflected in evaluation of the SOQs.

Expensive bindings, color displays, promotional material, etc., are not necessary, nor desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures and tables should be numbered and clearly labeled.

### **7.2. SOQ FORMAT**

#### **7.2.1. Letter of Transmittal and Certification of Statement of Qualifications**

Provide a letter which includes the complete name of the firm or firms submitting the SOQ, the main office address or addresses, primary and secondary contact persons and their respective telephone numbers and email addresses. The letter should have attached the Certification of Statement of Qualifications (Appendix A).

#### **7.2.2. Executive Summary**

The Executive Summary should be a brief narrative highlighting the engineering firms SOQ. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel. The Executive Summary should not exceed two single sided pages.

### **7.2.3. Company Profile**

Engineering firms and their subcontractors (if any) must provide information about their company so the District can evaluate the engineering firm's stability and ability to support the commitments of the contract. PAWSD, at its option, may require an engineering firm to provide additional support and/or clarify requested information. Provide the business name, address, principal place of business, and telephone number of the legal entity or individual with which a contract would be written. Provide an overview of the firm, including the main features and benefits of your services and how they address this project.

### **7.2.4. Engineering Firm Team Qualifications**

The prime engineering firm must identify its, and its subcontractors (if any), professional staff members who would be personally involved in the project, including each person's prior relevant experience in designing, implementing, and supporting similar projects. Indicate the location of the office where each normally works. Engineering firms must provide resumes of key team members and describe their proposed project organization and staffing.

PAWSD expects that the key individuals identified in the SOQ will be assigned to the project. SOQ's must commit these individuals to the project and the District reserves the right to approve any substitutions for these individuals.

Engineering firms selected for onsite interviews must include a Project Manager as part of the interview team. This Project Manager will be identified in the RFQ response and it is the expectation of the District that this manager will lead actual implementation if a contract is awarded.

### **7.2.5. References**

Engineering firms should provide at least three (3) client references from similar sized entities within Colorado.

### **7.2.6. Addenda Acknowledgements**

If revisions become necessary, the District will provide written addenda to this RFQ.

## APPENDIX A

### CERTIFICATION OF STATEMENT OF QUALIFICATIONS

**RFQ Title: RFQ-22-04 Lift Station 7**

**Due Date: October 31, 2022 10:00 a.m.**

I, the undersigned, having carefully examined the above referenced RFQ document, and all other related materials and information, including addenda number \_\_\_\_\_ to \_\_\_\_\_, agree to furnish services to the Pagosa Area Water and Sanitation District (District) as per this Request for Qualifications and my Statement of Qualifications. This Statement of Qualifications (SOQ) to provide services related to RFQ-22-04 will remain in effect for a period of not less than ninety (90) days from the date that SOQ's are due.

I further agree that I will at all times protect the Districts information and not make it available to any other source than the District, unless so directed by the District in writing.

Is this SOQ, or a portion thereof, is accepted by the District, I agree to enter into negotiations with the District to develop a Scope of Work and Budget for the services being requested in this RFQ.

I hereby certify that this SOQ is genuine and that I have not entered into collusion with any other proposer(s), engineering firm(s) or any other person(s).

\_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
Tax Identification/SS

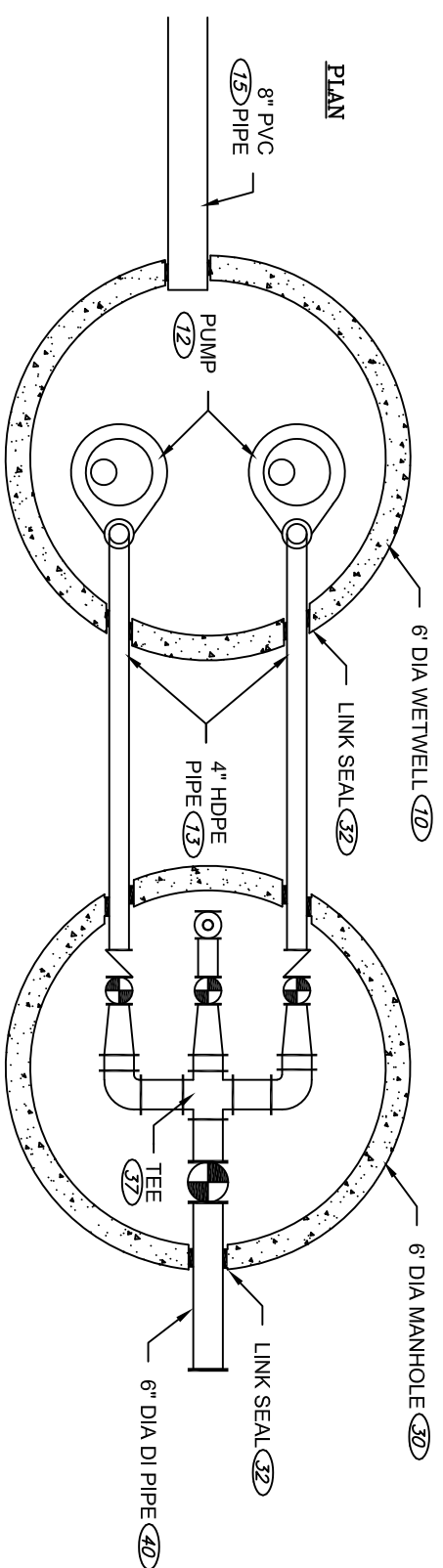
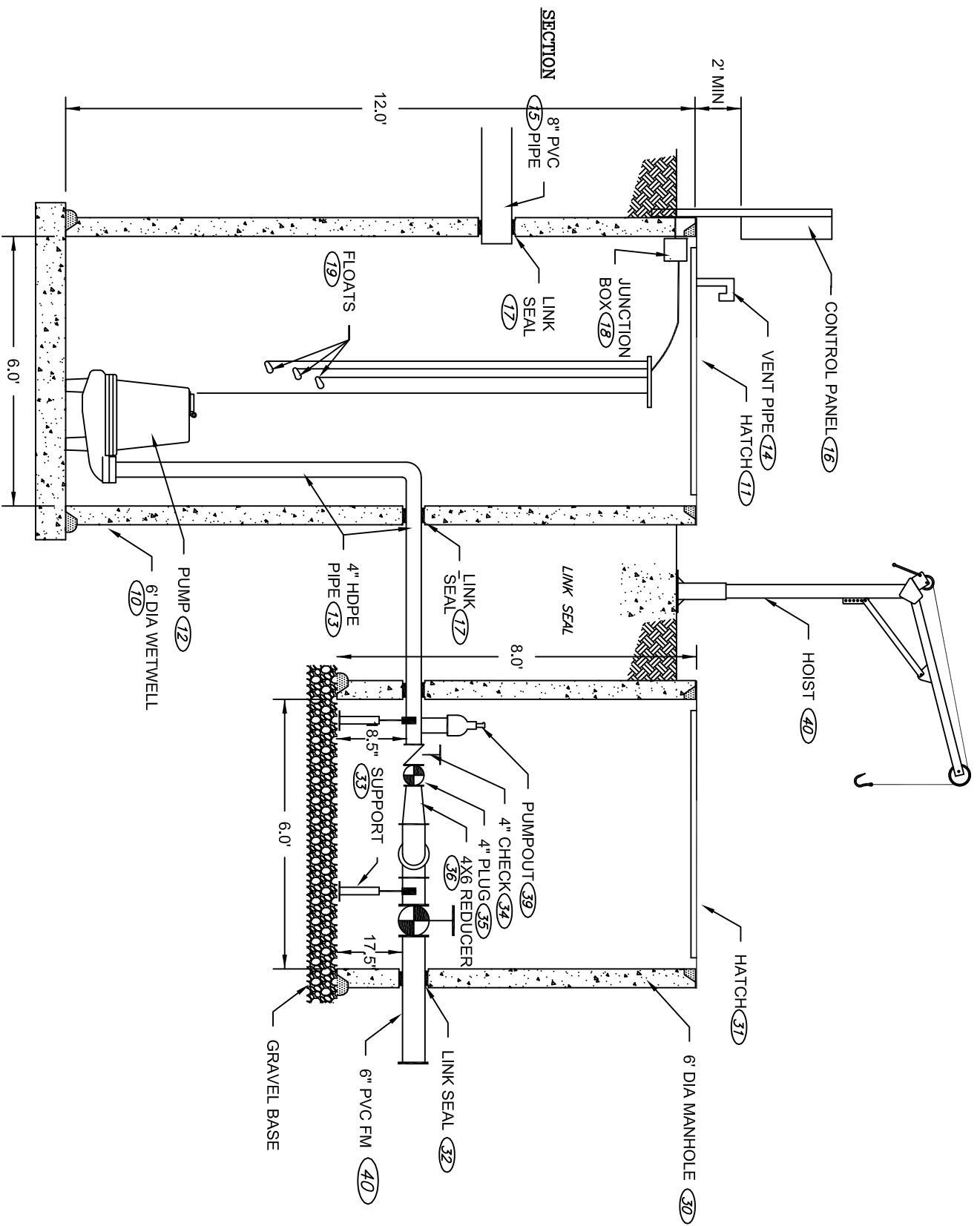
\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code



FIGURE 1 – LOCATION AREA



**NOTES:**

1. Pumps shall be Flight Model 3102.060-1860011 with a 4" discharge providing 45 gpm at 12" TDH. The pumps shall have 5 HP motors operating at 1745 RPM and use 230 volt three phase.
2. All valves, fittings and controls shall conform to the manufacturers recommendations and UPC
3. Each pump will operate by float control (lead or lag) and run until automatically shut off by low level float. The lag pump float shall also activate the alarm. The control panel shall include H-O-A (hand-off-automatic) switch, pump alternator, red run light, external alarm light and audible alarm. The controls shall be mounted in a lockable weather tight box.
4. All pipe in the valve vault beyond the check valve shall be Ductile Iron

**WET WELL CONSTRUCTION NOTES**

10. 1 EA Existing 6' diameter Manhole and Foundation will require new floor grout to level the floor.
11. 1 EA Spring assisted Aluminum Diamond Plate Access Door with locking hatch and safety grate.
12. 2 EA Flight model 3127.060 11 HP Submersible Wastewater Pumps.
13. 15 LF 4" HDPE discharge pipe.
14. 1 EA 1-1/4" G.I. vent pipe. Provide non metallic screen securely fastened to the pipe.
15. 3 EA Gravity inflow sewer, assure leak proof penetrations.
16. 1 EA Provide electric/control box; (Flight Duplex). Mount panel using 2 unistrut (2) and a minimum of 4 wedge anchors (1/2")
17. 4 EA All wetwell penetrations shall be link sealed.
18. 1 EA Gas tight junction box (Flight).
19. 1 EA Provide 3 Float Switches at 32", 48", and 50", for Off, Lead On, Lag On/Alarm respectively. All wiring is to be securely placed per manufacturers recommendations.

**VALVE VAULT CONSTRUCTION NOTES**

30. 1 EA 6' diameter manhole with foundation.
31. 1 EA Spring assisted Alluminum Diamond Plate Door with locking hatch and safety grate.
32. 3 EA Core drill penetrations and provide Link Seal connections.
33. 4 EA Pipe Support (3 - 4" pipe, 1 - 6" pipe)
34. 2 EA 4" Ductile Iron Flanged Water Swing Check Valves.
35. 3 EA 4" Ductile Iron Flanged Plug Valve.
36. 3 EA 4x6 Ductile Iron Flanged Reducer.
37. 1 EA 6" Ductile Iron Flanged Tee.
38. 1 EA 6" Ductile Iron Flanged Plug Valve.
39. 10 LF Conn Pumpout port with 90° elbow 4" plug valve w/ Cam-Lock Quick Disconnect with cap and chain
40. 10 LF 6" Ductile Pipe flanged to existing 6" PVC FM.

**HOIST CONSTRUCTION NOTES**

40. 1 EA 6' Install a lifting hoist with a minimum load capacity of 1000 lbs and adequate height to extract the pumps.



By: JOR	Date: 8/26/2019
Chkd: JOR	Date: 8/26/2019
Revision:	Date:
	By: