



REQUEST FOR QUALIFICATIONS/PROPOSALS

SAN MIGUEL COMMUNITY SERVICES DISTRICT BOOSTER PUMP STATION DESIGN

Issue Date:

December 18th, 2025

Proposal Due Date and Time:

Friday, January 30th, 2026 3:00 pm (Pacific time)

Deliver via email to Kelly.dodds@sanmiguelcsd.org

Contact:

Kelly Dodds, General Manager Kelly.dodds@sanmiguelcsd.org
phone: 805-467-3388 / fax: 805-467-9212

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REQUEST FOR QUALIFICATIONS/PROPOSALS SAN MIGUEL COMMUNITY SERVICES DISTRICT BOOSTER PUMP STATION DESIGN

The San Miguel Community Services District (District) has prepared this Request for Qualifications/Proposals (RFQ/P) for engineering services for the design of a booster pump station which will serve the District's existing potable water distribution system in the community of San Miguel, San Luis Obispo County, California.

Proposal Due Date: January 30, 2026, 3 p.m. local time. Any proposals received after this date/time will not be considered.

Deliver proposal and the proposed fee estimate in two separate files via email to Kelly Dodds at Kelly.dodds@sanmiguelcsd.org.

Contact: Kelly Dodds, General Manager, San Miguel Community Services District, kelly.dodds@sanmiguelcsd.org, (805) 467-3388 for details and information regarding this RFQ/P and proposal requirements. Firms must notify Kelly Dodds via email of their intent to propose in order to receive any addenda or response to questions.

BACKGROUND

San Miguel is an unincorporated community in San Luis Obispo County, with approximately 2,820 residents. San Miguel is located approximately 7 miles north of the City of Paso Robles. The San Miguel Community Services District was formed in 2000 combining the San Miguel Fire District, County Service Area 1, San Miguel Sanitary District, and San Miguel Lighting Districts. The District currently provides fire services, street lighting and landscaping, wastewater collection and treatment, potable water production and distribution, and solid waste services. The District is Governed by a Board of five Directors and has a General Manager, Director of Utilities, six admin and Utilities Personnel, a Fire Chief, Assistant Fire Chief and up to 20 paid on-call firefighters. The majority of operating funds for the District come from user fees and property tax.

Existing Potable Water Distribution System: A map of the District's existing potable water distribution system is attached to this document (Attachment A). The system is currently served by three wells and contains two gravity storage tanks: one 650,000-gallon tank (Main Tank) located on the west side of the system and one 50,000-gallon tank (SLT Tank) on the east side. The entire system currently operates as a single pressure zone. A relatively small number of users, one well, and the 50,000-gallon SLT Tank are east of the Salinas River, on land which is generally at higher elevation than the users west of the Salinas River.

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Distribution System Deficiencies and Booster Pump Station: The distribution system operating service pressures east of the Salinas River are between 20 and 40 pounds per square inch (psi). New development within the District’s service area is planned east of the Salinas River in the coming years. Under the California Health and Safety Code, new services which expand the existing system must be designed to provide a minimum operating pressure of 40 psi. To provide adequate pressure and fire flow for current customers and planned future developments, the District plans to construct a booster station to serve the system east of the Salinas River, located at the corner of N. River Rd. and Power Rd. This booster station will create a higher pressure zone east of the Salinas River. The District is seeking a consultant to provide design services for the booster pump station.

Proposed Storage Tanks: The District’s existing 50,000-gallon tank, located east of the Salinas River, is reaching the end of its service life. Due to the site constraints at the existing tank location, the District plans to replace the 50,000-gallon tank with new storage located at the same site as the proposed booster pump station in the future. The site has room for two future 250,000-gallon gravity storage tanks, with the first planned to be constructed after the booster pump station is operational, and the second tank constructed when needed to meet the system’s storage needs. Once constructed and operational, the new storage tanks will be located on the suction side of the booster pump station. The District is not seeking design services for the future storage tank under this RFP, but the booster pump station designer shall consider the impacts of the planned tanks during the booster pump station design. A preliminary site plan showing the proposed booster pump station and future tanks is attached to this document (Attachment B). This site plan does not show electrical equipment or other features which are necessary for a functional booster pump station.

Booster Pump Station Design: Demands are currently low in the District’s distribution system east of the Salinas River, and are expected to increase with the construction of two planned developments, Tracts 2723 and 3207 as labeled on Attachment A. Estimated current and projected demands are shown in Table 1. The buildout demand includes the long-term development across all developable parcels in the District’s service area.

Table 1. Projected East Side Pressure Zone Demand

Scenario	Peaking Factor to ADD	East Side Pressure Zone Demands, gpm			
		Current	2030	2040	Buildout
Average Day Demand	N/A	13	34	44	123
Maximum Day Demand	2.1	29	71	93	258
Peak Hour Demand	3.5	51	119	155	431

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The District expects the booster pump station to be designed such that the current and near-term system’s flow and pressure requirements will be met with space for additional pumps as needed in the future to meet longer term needs. The design shall not prioritize future scenarios to so great an extent that the booster pump station is unreasonably inefficient or costly before any further development occurs.

The designer shall also consider the 250,000-gallon tanks which are planned at the booster pump station site. The booster pump station will likely be constructed prior to the planned tanks at the same site. Table 2 provides preliminary design pumping points developed using the District’s hydraulic model. As shown, the pump station has a wide range of potential operating needs that should be considered in the design. Additionally, the pump station will need to provide up to 1,500 gpm to meet current and projected fire flow requirements.

Table 2. Preliminary Pump Station Design Points

Scenario	East Side Pressure Zone Demands, gpm			
	Current	2030	2040	Buildout
Design Flow (gpm) ¹	51	119	155	431
Design TDH (ft) without planned 250,000 gal tank ²	94.5	99	--	--
Design TDH (ft) with planned 250,000 gal tank ²	--	130	132	159

Note:

1. Design flow is estimated as the peak hour demand.
2. The pump station will be constructed ahead of the planned 250,000 gal tanks at the site, and its suction pressure is based on the water level in the Main Tank located on the west side of the system. Since the planned 250,000 gal tanks will operate at a lower water level compared to the Main Tank, the pump station will need to deliver additional head once the 250,000 gal tank is constructed to provide additional head to serve the east side zone.

The selected consultant will coordinate with the District Engineer to provide data which can be used to construct system curves when selecting and sizing pumps. The District does not expect the designer to perform system-wide hydraulic modeling.

The District expects the booster pump station to contain duty pumps and an NFPA 20 compliant fire flow pump. Variable frequency drives (VFDs) and/or a hydropneumatic tank should both be considered as means of saving energy and cost and providing increased operational flexibility.

The design shall include a building to house the booster pump station. This building shall be concrete masonry unit (CMU), pre-fabricated steel, or pre-cast concrete, and shall have a concrete or steel roof. Consultant shall determine the building size requirements and the most cost-effective building type. The pump station building will be located at a busy intersection in the community, so aesthetics will be considered in the approval of the building design. The site in general should be fenced, have an all-

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weather (not necessarily asphalt) parking/ service area next to the building, generator and propane tank, and site lighting.

Electrical service to the site can come from the power pole located at the site. The pump station will need a new PG&E service.

Back-up/emergency power will be needed at the booster pump station. The backup generator will need to be LPG with 2-500 gallon tanks and meet current APCD requirements for permitting. The generator can be located inside the building separated by a block or concrete wall from the pumps and controls or be separate from the pump building with a shade cover provided.

SCADA integration will be provided by the District, but controls will need to be coordinated with the District's SCADA integrator. The overall controls and SCADA integration will need to be shown on the plans.

The District plans to complete a land survey of the booster pump station site and will provide the survey data to the designer. The District also plans to contract separately for the geotechnical investigation and CEQA documentation. The designer will be required to coordinate with the District's environmental consultant as necessary.

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INQUIRIES DURING PROPOSAL PERIOD

Consultants must direct all inquiries to the District in writing, via email to the General Manager, Kelly Dodds kelly.dodds@sanmiguelcsd.org. All inquiries will be responded to in writing, and questions and responses will be disseminated to all consultant teams for their consideration. The origination of the questions will not be disclosed. **All inquiries must be received no later than Friday January 16th, 2026 (close of business) in order to receive responses from the District.** Inquiries received after this deadline may not be responded to.

MANDATORY PRE-PROPOSAL MEETING

A mandatory pre-proposal meeting will be held on Thursday January 8, 2026 at 2:00 PM. This meeting will be held virtually through Microsoft Teams. See information below:

[SMCSD Booster Pump Station Design Pre-Proposal Meeting](#)

Dial in by phone
+1 949-549-1970
Phone conference ID: 920 242 892#

ADDENDA TO RFP

Through the course of the proposal development, consultants may raise questions concerning the RFQ/P, which may impact proposals. The District will issue addenda as necessary to further clarify the requirements and expectations of the RFQ/P. Consultants shall acknowledge receipt of addenda in the proposal cover letter.

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PROPOSAL REQUIREMENTS

Submit One Proposal. Prime consultants shall be limited to only one proposal/project team for the Project. Subconsultants, however, may be included in multiple proposals with various prime consultants.

Proposal Rejection or Withdrawal. Late proposals (submitted after the specified due date/time) shall be rejected by the District and returned un-opened to the Proposer. The District reserves the right to accept or reject any or all proposals. Proposals may be withdrawn by a signed written request submitted to the District at any time prior to 5 p.m. of the due date of the proposal.

Project Manager. The Project Manager shall be the same person named as Project Manager in the Proposal and shall be dedicated to this Project as appropriate to execute the project in a timely and effective manner. Should the designated Project Manager not be able to fulfill this commitment during the course of the Project, the Consultant shall notify the District within 10 working days of proposed personnel change and shall submit the qualifications of the new proposed Project Manager, subject to approval by the District.

Agreement. Consultants shall review the District's Standard Agreement, liability, and insurance requirements, included as **Attachment C** to this RFQ/P. Each individual firm submitting a proposal shall meet all the terms and conditions contained in the Agreement, and/or shall submit proposed exceptions to the Agreement in the Consultant's proposal. The District is willing to negotiate such requirements with candidates; however, the Proposer shall bear in mind that should a funding agency used by the District require specific terms and conditions not included in District's Agreement, Consultant shall abide by all funding agency requirements without exception. This Agreement and RFQ/P is for design services.

Agreement Execution. The selected consultant shall execute the written contract included in Attachment C, with the District within 10 working days after notice of award has been granted by the District. Failure to accept and execute said Agreement will cancel the notice of award, and the District will continue negotiations with the next highest ranked firm.

Proof of Insurance. The District will require the individual or engineering firm selected to maintain general liability, automobile, workers' compensations, and errors and omissions insurance. The contract will contain provisions requiring the selected firm to indemnify the District and provide that the District Engineer is an independent contractor serving at the will of the District. Other required provisions will include the District's right to terminate the agreement, at its sole discretion, upon the provision of notice. Consultant shall provide proof of insurance in the form, coverages, and amounts specified in the Agreement within 7 working days following notice of contract award. Such insurance proof shall be a pre-condition of contract execution.

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General Conditions.

- Preference will be given to Firms with offices within 120 miles of the District, Proposer shall indicate where the office that would service this contract is located.
- The District shall not be liable for any pre-contractual expenses incurred by any proposer, nor shall any firm include such expenses as part of the proposed cost. Pre-contractual expenses include any expense incurred by a proposal and negotiation of any terms with the District.
- The District reserves the right to withdraw this RFP at any time without prior notice and to reject any all proposals submitted without indicating any reasons. Any award of contract for services shall be made to the firm best qualified and responsive in the opinion of the District.
- Proposals may, at the District's option, be rejected if they contain any alterations, additions, conditional or alternatives, are incomplete, or contain erasures or irregularities of any kind.
- The District reserves the right to reject any and all proposals. The District expressly reserves the right to postpone submittal opening for its convenience and to reject any and all submittals responding to this RFP.
- Proposal will NOT be opened publicly.
- The selected firm must agree to indemnify and hold harmless the District, its officers, agents and assigns from any liability or loss resulting from suits, claims, or actions brought against the District which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.
- The selected firm will be required to comply with all existing State and Federal labor laws including the applicable to equal opportunity employment provisions.
- The District reserves the right to negotiate special requirements and proposed service levels using the selected proposal as a basis. Compensation for services will be negotiated with the selected firm.
- All responses to this RFP shall become the property of the District and will be retained or disposed of accordingly.
- No amendments, additions or alternates shall be accepted after the submission date and time.
- All documents, records, designs, and specifications developed by the selected firm in the course of providing services for the District shall be the property of the District.
- Anything considered to be proprietary in the proposal should be so designated by the firm.
- Acceptance by the District of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract for services.
- The District reserves the right to issue a written notice to all participating firms of any change in the proposal requirements or submission schedule should the District determine, in its sole discretion, that such changes are necessary.

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- All services provided by the firm shall be in accordance with State, Federal, County, and District's standards.
- The selected firm must comply with Government Code section 8355 in matters relating to providing a drug-free workplace.
- The Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31 et. seq., are the governing factors regarding allowable elements of cost.
- The final Agreement between the District and the firm will include the administrative requirements set forth in 49 CFR Part 18, Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments.

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PROPOSAL FORMAT

General. Proposals shall be prepared in accordance with the format specified in this section. Proposals that do not follow this format will be subject to rejection by the District. Provide proposals in the following format:

- **Provide your proposed fees in a separate sealed envelope, clearly marked with the proposer's company name and address, and labeled "Proposed Fees for SMCSD Booster Pump Station Design". Prime consultant fees shall be broken down by manhours per task, in accordance with the labor classifications and rates specified, and per Section 4 of the Proposal.**
- **Letter of Transmittal.** Provide a brief transmittal letter (2 pages maximum) transmitting the proposal to the District.
- **Table of Contents.**
- **Section 1. Project Understanding and Approach.** Provide your team's understanding and approach to the overall project. Discuss issues and concerns and express your ideas and methodology on how best to approach and execute the project. Include your approach to project management, teamwork, communications, quality assurance/control, and cost and schedule controls.
- **Section 2. Project Team/Qualifications.** Provide an organization chart showing design team, organization/lines of communication, and team member qualifications germane to this project. Clearly state your proposed Project Manager and corresponding planning and design qualifications. The proposed Project Manager must be a California-licensed Professional Engineer. Include all subconsultants as part of the proposed team and describe your past working relationships with each subconsultant. Full resumes shall be placed in Appendix A. Team member references shall be included in Appendix B. Provide a minimum of three references, two of which must be for the proposed Project Manager. State the contact/agency name, brief title/description of project, contact telephone number.
- **Section 3. Relevant Project Experience.** Provide your team's relevant project experience as it relates to the nature of this project, including the experience of proposed subconsultants. Include projects of similar nature, magnitude, and complexity to this project. Provide the year(s) the Work was performed and identify key team members and their roles on the project. Projects listed should be specifically relevant to key aspects of the Project.

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- **Section 4. Scope of Services.** Provide a detailed scope of services for the project. Embellish on the scope outline in this RFP. Include a subsection in this Section 4 specifically to present any exceptions to the Agreement for Services.
- **Section 5. Conflicts of Interest.** Firms submitting a proposal in response to this RFP must disclose any actual, apparent, direct, or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the Agreement for engineering services to be awarded pursuant to this RFP. If a firm has no conflicts of interest, a statement to that effect shall be included in the Proposal.
- **Section 6. Project Schedule.** Provide a detailed project schedule, in graphic format, along with written explanation of assumptions, or specific details, issues or concerns regarding the proposed schedule. Show graphically and clearly indicate all schedule components, including mandatory compliance schedules, those schedule items for District and agency review, and other items as deemed necessary. Include in the schedule all anticipated time allotments for agency reviews, public participation, and other schedule provisions. Clearly state all assumptions and basis for the proposed schedule. The proposal and project award schedule follows:

Item	Date
RFP/Q Issued	12/18/2025
Pre-Proposal Meeting	1/8/2026, 2 pm local time
Submit Questions By	1/16/2026, 5 pm local time
Responses to Questions Posted By	1/23/2026, 5 pm local time
Proposal Due	1/30/2026, 3 pm local time
District Review of Proposals	2/02/2026 through 2/26/2026
Interviews (if desired by the District)	TBD
District Recommendation of Selected Firm/Staff Report	2/26/2026
Consultant Notice of Contract Award/Begin Contract Negotiations	2/27/2026

- Appendix A. Team Member Resumes
- Appendix B. References
- Appendix C. Billing Rates

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- **Fee Estimate. IN A SEPARATE PDF DOCUMENT**, provide a fee estimate, broken down by personnel, hours, and task, demonstrating your understanding of the scope of work and level of effort required to accomplish all tasks. Provide proposed consultant fees, using the same hourly rates proposed in Consultant's billing rate schedule. Provide the standard billing rate sheets for the prime consultant and each subconsultant and include such billing rate sheets in Appendix C. **DO NOT PROVIDE THIS FEE ESTIMATE AS PART OF THE PROPOSAL. THE PROPOSED FEES SHALL BE PROVIDED IN A SEPARATE PDF, CLEARLY LABELED SUCH.**

Proposal Length. The District has no required proposal length; however, the District requests Proposers to be concise and to only include information germane to the Proposal.

Other Requirements. The hard copies of proposals shall be bound. **Minimum font size for text shall be 11 point, except for headers, footers, footnotes, etc.**

PROPOSAL RANKING CRITERIA

Proposals will be ranked by the District based on established ranking criteria. The value of each criterion is stated immediately following each criterion. Criteria and relative "point" values are as follows:

- Project Understanding and Approach, 35 points
- Team qualifications, 30 points
- Project Schedule, 15 points
- Responsiveness to RFP, 15 points
- Local Presence, 5 points

All proposals will be ranked on these criteria, and a short-list of a maximum of three firms will be chosen. If interviews are warranted, the District will select the interview times at random and will notify each team as to their respective time slots for interviews. The interviews will consist of a half-hour presentation by the project team, followed by a one-hour question and answer period. The top candidates may be interviewed, and the top firm selected based on the outcome of the respective proposals and interviews. The top-ranked firm will then enter contractual and fee negotiations with the District, and should the District and top-ranked firm not satisfactorily negotiate the agreement, the second-ranked firm will enter negotiations, and so forth.

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OVERVIEW OF SCOPE OF SERVICES

Consultants shall prepare a scope of services to provide engineering services for the booster pump station design. The scope of services shall include services for the tasks listed below. The District may request a scope for engineering services during construction in the future, but Consultants shall not include such information now.

1. **Progress Meetings and Coordination.** The Consultant's team shall conduct a project kick-off meeting and progress meetings throughout the course of the project. The Consultant shall hold workshops following the 30%, 60%, and 90% draft design submittals to discuss design decisions and District preferences. The Consultant shall coordinate with the District Engineer regarding data for constructing system curves for pump selection. The Consultant shall coordinate with the District's environmental consultant for CEQA support. The Consultant shall provide project oversight, QA/QC, and coordination as necessary for successful completion of the contract engineering services.
2. **Preliminary Design.** Consultant shall collect, review, and analyze all available and pertinent plans, reports, records, and other documentation regarding the project as necessary to successfully complete the engineering services for the project. Consultant shall develop the booster pump station layout, specify the design criteria, electrical requirements, and perform preliminary pump selection. Consultant shall submit a 30% draft design submittal, including a preliminary design report, drawings, an engineer's opinion of probable cost, and a proposed list of technical specifications.
3. **Final Design.** Consultant shall submit 60% draft, 90% draft, and final design submittals. These shall include drawings, specifications, and engineer's opinions of probable cost. The final design submittal shall contain bid-ready construction documents which are stamped and signed by a civil engineer who is licensed in the State of California.

SUMMARY OF DELIVERABLES:

1. 30% Draft Design Submittal, Including Preliminary Design Report
2. 60% Draft Design Submittal
3. 90% Draft Design Submittal
4. Final Design Submittal, Bid-Ready Construction Documents

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EXCLUSIONS:

- The District is contracting directly for site survey, geotechnical/soils report, and CEQA support.
- The District will lead any permitting/ regulatory coordination such as APCD for the backup generator and DDW coordination.
- The District will prepare Front End Specifications. The District uses EJCDC Front End Documents. The selected consultant will coordinate with the District/ District Engineer for these documents.
- Bidding assistance and engineering services during construction are excluded and would be contracted with the selected consultant at a later time.

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ATTACHMENT A – DISTRICT’S POTABLE WATER DISTRIBUTION SYSTEM

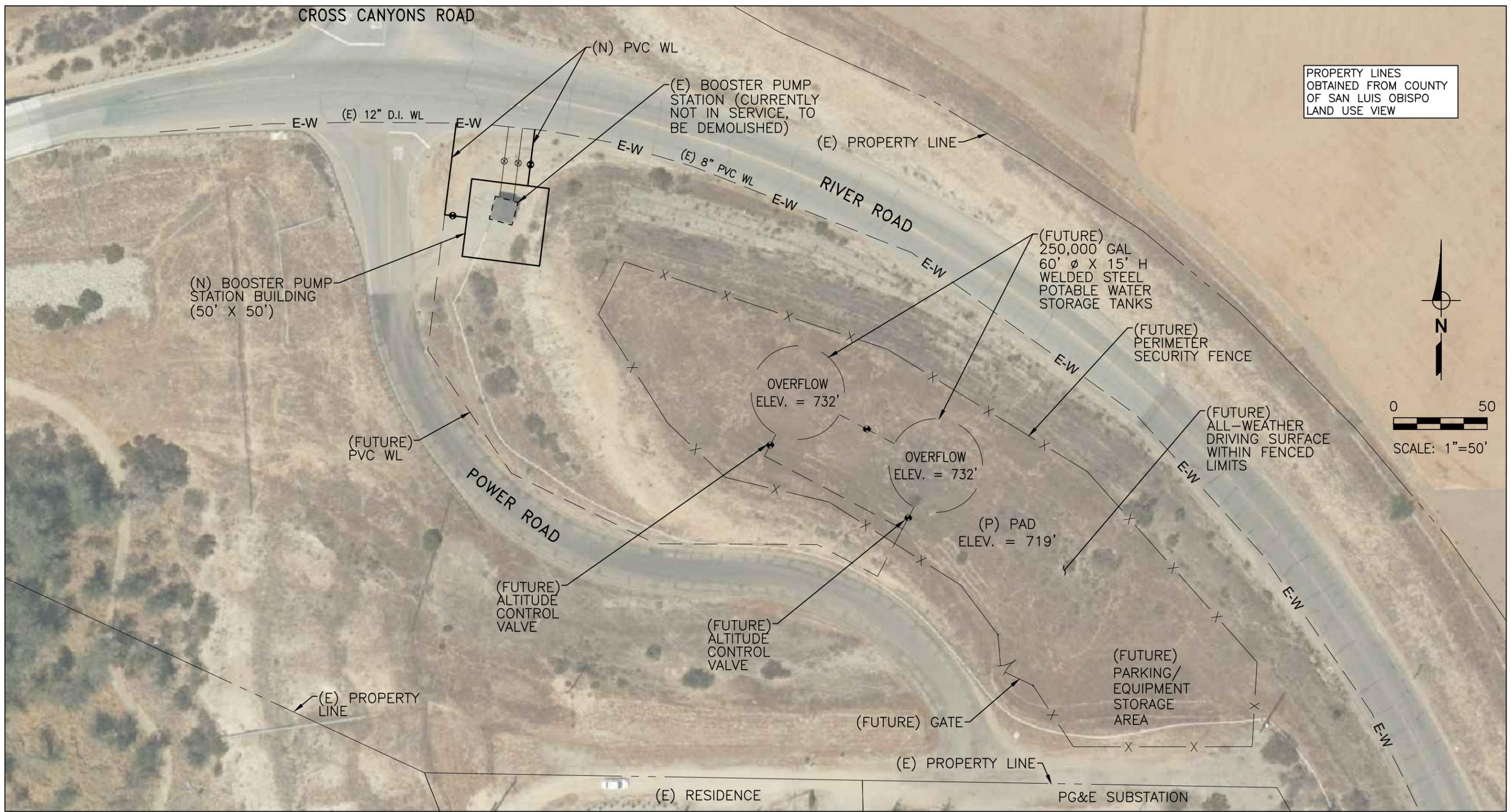
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ATTACHMENT B – PRELIMINARY SITE PLAN

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ATTACHMENT C – SMCSD STANDARD AGREEMENT

EJCDC® E-500, Agreement between Owner and Engineer for Professional Services



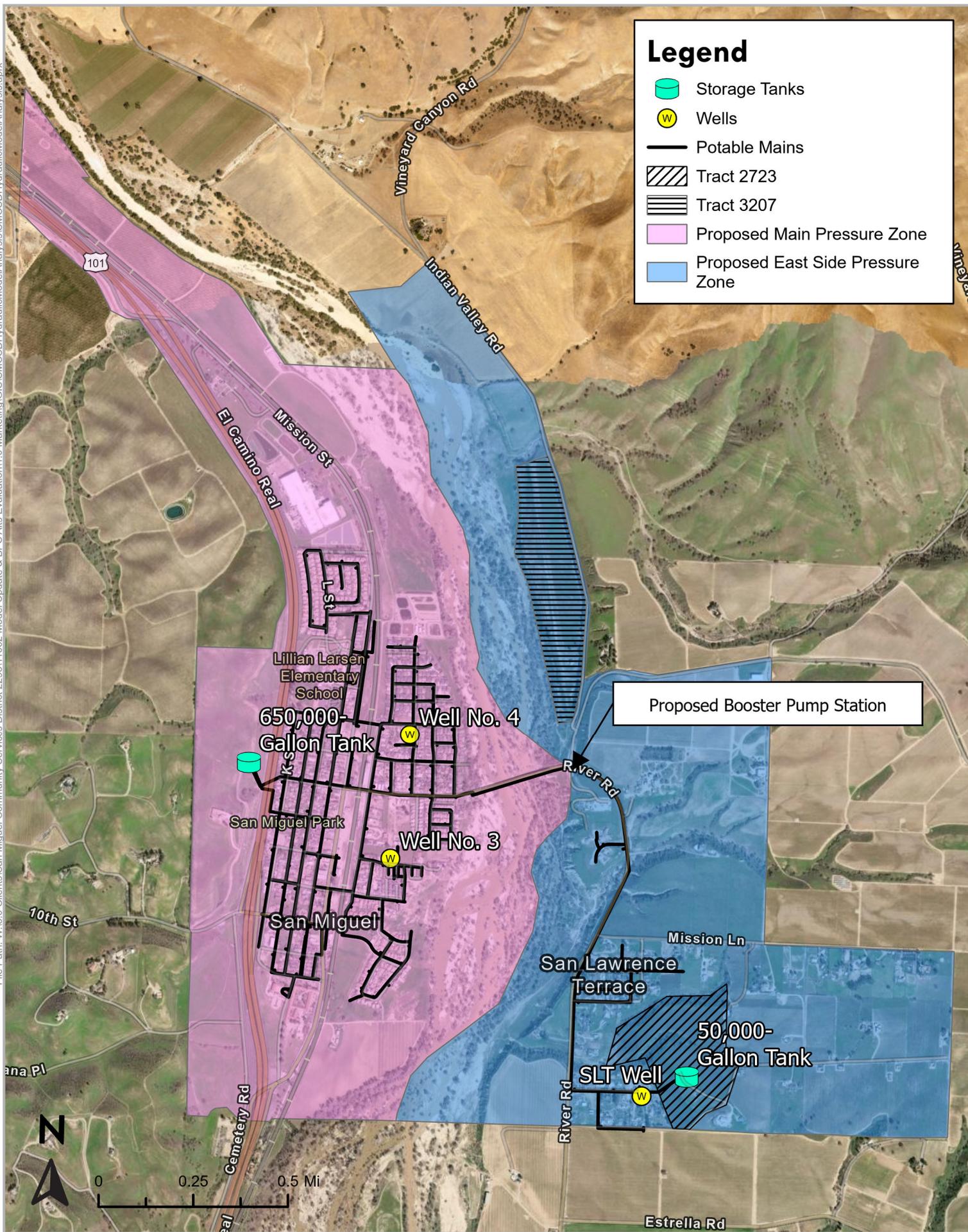
PROPERTY LINES
OBTAINED FROM COUNTY
OF SAN LUIS OBISPO
LAND USE VIEW



0 50
SCALE: 1"=50'

ATTACHMENT B: PRELIMINARY SITE PLAN





Attachment A. District's Potable Water Distribution System