



REQUEST FOR PROPOSALS

District Engineering Services

Issue Date:
August 26, 2021

Qualification Due Date and Time:
FRIDAY, September 24th, 2021 12:00 pm (Pacific time)

Mailing Address:
PO BOX 180
San Miguel CA 93451

Delivery Address:
1150 Mission Street
San Miguel CA 93451

Contact:
Kelly Dodds, Director of Utilities Kelly.dodds@sanmiguelcsd.org
phone: 805-467-3388 fax: 805-467-9212

DESCRIPTION

San Miguel Community Services District (District) is requesting proposals from qualified engineering firms who are familiar with the Paso Robles Groundwater Basin and have worked with the State Water Resources Control Board, Department of Water Resources, and the County of San Luis Obispo on Wastewater, Potable water, and Reclaimed water projects in this region. Responders should be qualified to provide the type of general engineering services common to California municipalities.

ABOUT THE DISTRICT

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 and 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, the FY 2021-22 operating budget is \$3,051,086 which includes approximately \$360,000 in ongoing project costs.

DISTRICT LOCATION

The District covers an area of approximately 5.8 square miles and is located approximately 7 miles north of the City of Paso Robles and approximately 3 miles south of the San Luis Obispo County/ Monterey County line, on the east side of Highway 101.

GENERAL CONDITIONS

- Preference will be given to Firms with offices within 150 miles of the District, proposer shall indicate where the office that would service this contract is located.
- District is required as a recipient of federal funds utilizing contract engineering services to solicit and contract for those services.
- The District shall not be liable for any pre-contractual expenses incurred by any contractor, nor shall any firm include such expenses as part to 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 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.
- 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

NATURE OF SERVICES

The District wishes to retain a qualified consulting engineer to provide the District services as District Engineer.

District Engineer Functions

- Manages all aspects of civil engineering, plan checking, development conditioning and capital project management for the District.

- Review all matters pertaining to engineering to ensure that undertakings proposed and implemented by the District and others are done in a matter that protects the District's interests, and are in keeping with District goals, specifications and practices as well as with local, state and federal laws.
- Assist in planning, coordinating, supervising and evaluating programs, plans, services, equipment and infrastructure.
- Evaluates the District's needs and formulates short- and long-range plans to meet needs in all areas of Public Works improvements especially levee and drainage systems.
- Provides engineering services on projects and oversees project management for the construction of municipal public works projects.
- Reviews construction plans for private development for consistency with District-adopted engineering specifications, District policies and relevant laws, rules and regulations and ensures Board actions are implemented.
- Ensures that costs and fees are charged back to development projects; works with the Office Manager to monitor charges and revenues associated with development projects.
- Makes presentations to the public, the District Board, and controlling agencies (such as the SWRCB and DWR).
- Be available to meeting with public and private developers to handle matters dealing with the engineering functions of the District.
- Maintain, at the District Office, municipal engineering records and maps required to ensure accurate information is available to the District and public.
- Prepare reports, investigations, studies and evaluations as, from time to time, may be required and directed by the General Manger, Director of Utilities or his/her designee.
- Perform other engineering-related functions as directed by the General Manger, Director of Utilities or his/her designee.
- Advise the District as to engineering and construction financing available from other government agencies, and when so directed, prepare and initiate applications for funding.
- Assist clerical staff in management of records relating to engineering. Provide public information regarding municipal engineering matters.
- Preparation of capital improvements projects, improvement plans, specifications, bid documents and public improvement project management.
- Solicit proposals for capital improvement project design work.
- Review and evaluation of bid submittals.
- Provide construction observation and management during the course of District projects. Act as Resident Engineer. Assist with inspection, approval of payments, cost estimating, filing of notices and other related tasks.
- Coordinate activities with other departments and outside agencies to obtain various approvals and agreements such as environmental clearances, permits, land acquisitions and rights-of-way for assigned engineering projects.

Development Review Function

- Review proposed improvements and land developments and provide recommendations as to engineering matters to ensure conformance with District standards and ordinances.
- Provide a “turn around” checking time for maps and improvement plans generally not to exceed two weeks for the first plan check and the application has been determined complete.
- Notify bid applicants in writing of any final plan or final map deficiencies within (30) days of application, specifying those items needed to complete the application.
- Establish performance, labor and material bond amounts when required and ensure the posting of such bonds with the proper time sequence of such development control.
- Provide necessary and related functions as the normal practice of a District engineer in control of private development.

Federally Funded Capital Projects Engineering Services

- Design (including CEQA and NEPA compliance) bidding, construction review/inspection and federal aid administration services required to complete the federally funded projects in conformance with bid requirements and subject to State and Federal regulations and law.
- Secure all necessary permits (including CEQA and NEPA compliance) surveying, testing, preparation of plans and specifications, description of construction phasing plan, estimate of probable construction costs, preparation of bid documents, review of construction contract bids, recommendation for award, construction inspection and review and construction administration.
- .

PROPOSAL REQUIREMENTS AND CONTENTS

Proposals submitted for this project are to follow the outline described below and must address all requested information. Any additional information that the firm wishes to include that is not specifically requested should be included in an appendix to the proposal. Firms are encouraged to keep the proposals brief and to the point, but sufficiently detailed to allow evaluation of the project approach. **SEVEN (7)** copies of the proposal must be submitted.

Section 1 Overview of Firm

Provide a narrative description of your firm and your firm’s experience with the following.

- As it relates to public entities: General engineering, plan development, project implementation and management, CIP development and implementation, Master planning, groundwater survey and management, Hydrology within a groundwater basin
- Grant identification, application, and management.
- The firm’s familiarity with the Paso Robles Groundwater Basin, Groundwater Sustainability Plan(s) (GSP), and Groundwater Sustainability Agencies (GSA)
- Wastewater, Water and Reclaimed water: project coordination, development, and management with State and Regional Water Control Boards, Department of Water

Resources, Air Pollution Control District, Army Corps of Engineers and County of San Luis Obispo

- Funding agencies such as United States Department of Agriculture (USDA), Department of Funding Assistance (DFA), Integrated Regional Water Management (IRWM) Community Development Block Grants (CDBG), Housing and Urban Development (HUD)
- Also identify any unique approaches or strengths that your firm may have related to the provision of District Engineer services.

District staff will assess your understanding of all aspects of the project based on the overview.

Section 2 District Engineer and Team

A District engineer shall be identified and associated responsible personnel should also be identified. A project team organization diagram and a brief resume of each team member shall be included. The geographic location of the firm and key personnel shall also be identified. Any proposed sub-consultants shall be listed. Include sub-consultants assigned task(s) and experience. Full resumes may be included in an appendix.

Include client names, addresses and telephone numbers for the District to check these references. Identify project team members that worked on the various projects and their role and responsibility. Only include those projects where there is significant involvement from individuals who are part of the proposed team.

Section 3 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 4 Proprietary Information

Firms submitting a Proposal in response to this RFP must provide a statement that nothing contained in the submitted proposal will be proprietary. All proposals shall become property of the District once submitted.

Section 5 Insurance and Other Requirements

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.

Section 6 Compensation

The proposal shall incorporate by reference a detailed compensation proposal for services, which is to be provided in a separate, sealed envelope. Describe how the firm intends to provide engineering services on either an hourly or flat rate and any proposal related to a retainer agreement. Define what type(s) of work considered to be extra or specialized work that would be billed in addition to basic services. State the hourly rates for the designated District engineer and associates for general work and specialized services. Define the type and unit rates for reimbursement for expenses such as mileage, reproduction of documents, faxed documents and word processing charges. The firm shall indicate the minimum increment of time billed for each service including phone calls, correspondence and personal conferences.

Section 7 Signature and Acceptance of Conditions

The proposal shall be signed by an official authorized to bind the consulting firm and shall expressly state the proposal is valid for 90 days. Additionally, this section will be a statement offering the firm’s acceptance of all conditions listed in the Request for Proposal document. Any exceptions or suggested changes to the RFP of any contractual obligations, including the suggest change, the reasons therefore and the impact it may have on cost or other considerations on the firm’s behalf must be stated in the proposal. Unless specifically noted by the firm, the District will assume that the proposal is in compliance with all aspects of the RFP.

PROPOSAL SUBMISSION DEADLINES

August 26 th 2021	Board reviews draft RFP and authorizes issuance of RFP
September 24 th , 2021	Due date for Proposals (allows 4 weeks for interested firms to respond)
October 28 th , 2021	Evaluation and possible award of contract by the Board and staff at the District’s October Board meeting (the Board may wish to schedule a special meeting to interview several of the top firms, which would delay award of contract)
November 1 st 2021	Notification of selected firm (if award of contract is decided by the Board at the October 28, 2021 board meeting)

SEVEN (7) COPIES OF THE PROPOSAL MUST BE SUBMITTED TO THE DISTRICT OFFICE AT THE ADDRESS BELOW BY: 12:00 p.m. on Thursday, September 24th 2021

SUBMIT PROPOSALS TO:

**San Miguel Community Services District
Attn: Kelly Dodds, Director of Utilities
PO Box 180/ 1150 Mission Street
San Miguel, CA 93451**

Inquiries concerning this RFP should be addressed to: Kelly Dodds, Director of Utilities at (805) 467-3388 or kelly.dodds@sanmiguelcsd.org

PROPOSAL TERMS AND CONDITIONS

The District will not pay any costs incurred by the firm in preparing or submitting the proposal. The District reserves the right to modify or cancel, in part or in its entirety, this RFP. The District reserves the right to reject any or all proposals, to waive defects, irregularities, or informalities, and to offer to contract with any firm in response to any RFP. This RFP does not constitute any form of offer to contract.

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The District reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposals and of the District's standards terms and conditions for professional services, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

RIGHT OF REFUSAL

The District reserves the right to reject any and all proposals without cause. Proposals will be evaluated in their entirety. The District reserves the right to negotiate specific requirements and costs using the selected proposal as a basis.

SELECTION PROCEDURES

Written proposals submitted by the deadline will be evaluated based upon qualifications, experience, ability to perform, and understanding of specific services to be provided in accordance with Government Code sections 50950 and 50951, as well as 40 U.S.C. §§ 1101 *et seq.* Cost of services shall be provided in a separate, sealed envelope. The full board and District staff will receive copies of proposals.

In reviewing the proposals for ranking, the District will carefully weigh the following:

- The firm's approach to and understanding of the Scope of Work;
- The firm's experience with similar contracts and clients;
- The experience and qualifications of the proposed staff in providing similar services;
- The firm's demonstrated ability to deliver work on time and within budget;
- The extent of involvement by key personnel;
- The extent to which previous clients have found the firm's services acceptable;
- Previous District experience with the proposing firm, if any;
- Communication skills;
- Other qualifications/criteria as deemed appropriate.

The firms will be ranked and the firms notified. Cost of services shall be considered pursuant to 40 U.S.C. §§ 1101 *et seq.* The RFPs will be presented to the District Board of Directors for consideration at its October 28th 2021 meeting. If the Board desires, it is anticipated that consulting firm staff, as proposed by the selected firms, after notification by the District, will make themselves available for questions at the October 28th 2021 District Board Meeting (or at a special meeting to be set by the Board at the October 28th 2021 meeting).

EXHIBIT "A"

ACKNOWLEDGMENT FORM

RFP for Services as District Engineer

PART A

The proposing Firm warrants the following:

1. That it will not delegate or subcontract its responsibilities under contract without the express, prior written permission from San Miguel Community Services District
2. That all information provided in connection with this Proposal is true and correct.
3. That it will acknowledge and agree with all terms and conditions stated in this Request for Proposal.

Firm Name (Respondent to RFP):

Address: City: State: Zip:

Contact Name: Title:

Telephone No: Email:

Signature

PART B

The above listed Firm is responding to a Request for Proposals for a qualified and experienced Firm to provide special legal counsel.

THIS COMPLETED FORM MUST BE RETURNED TO SAN MIGUEL COMMUNITY SERVICES DISTRICT BY THE RESPONDENT WITH THEIR PROPOSAL.

RETURN PROPOSAL PRIOR TO 12:00 P.M. September 24, 2021

**San Miguel Community Services District
Po Box 180 / 1150 Mission Street
San Miguel, CA 93451
Attn: Kelly Dodds, Director of Utilities**