

Request for Proposals: Reclamation District 108 Water Use Efficiency Project

Background

Reclamation District 108 (“RD108” or “District”) is seeking to improve the efficiency of its use of irrigation water by installing (i) pipelines to replace open canals in two locations, and (ii) automated gate structures to replace manually operated gate structures at 26 locations throughout the District. The District intends to retain a consultant to undertake CEQA and NEPA compliance, Biological and Cultural Studies, State and Federal Permitting and construction monitoring. RD108 has received grant assistance from the United States Bureau of Reclamation (USBR) and the California Department of Water Resources (DWR) for this project.

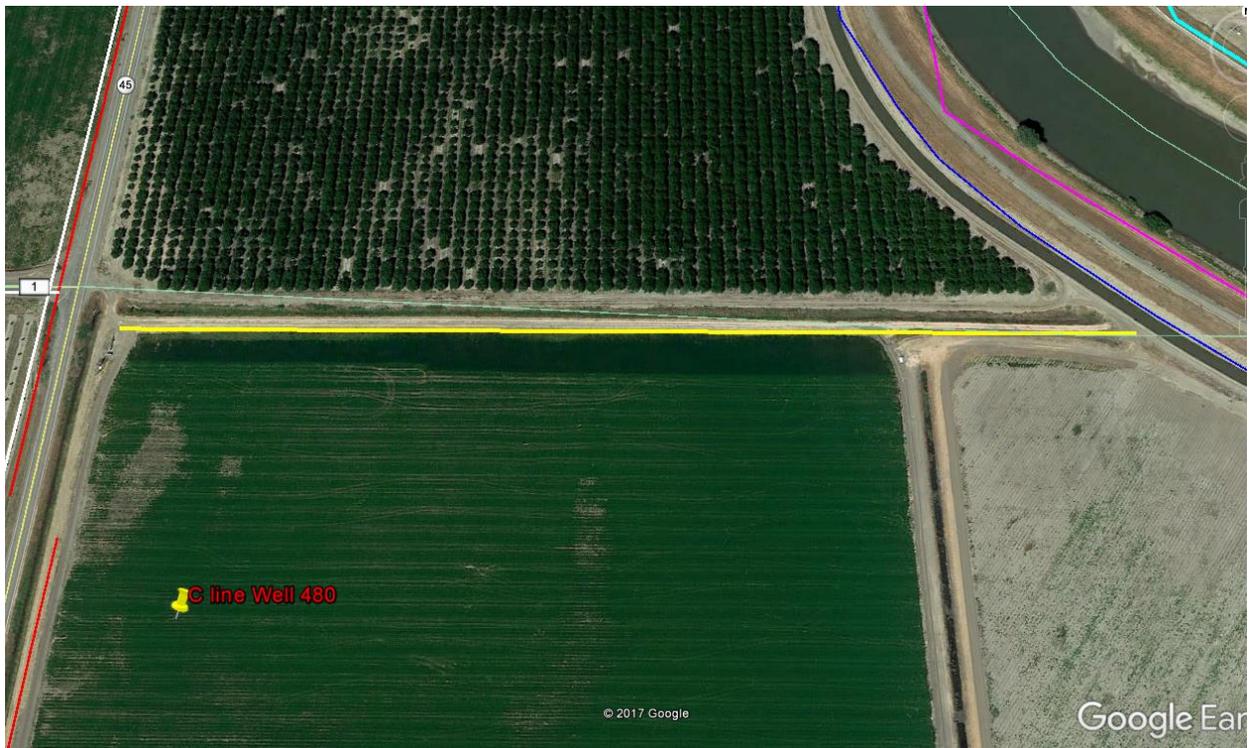
Project Description

RD108 applied for and has received funding assistance from DWR (\$1.5 M) and USBR (\$750 K) to install automated gate structures at 26 locations within the District. These gates are primarily within drainage ditches used to dewater rice fields. The project also includes installation of two sections of pipeline, one at the Steiner Bend area to switch service from North Steiner Pumping Plant to New Steiner Pumping Plant. This segment of pipe is approximately 6,500 feet in length and is routed within the footprint of a dirt road for most of its length. This portion of the project will also include the upgrading of the New Steiner Pumping Plant. The second pipeline is located near Highway 45 and County Line Road and is within the footprint of a dirt road and approximately 1,750 feet in length.

Photo of Steiner Bend area



Photo of County Line Road area



Scope of Work

The following tasks are required in the Proposals.

1. California Environmental Quality Act Compliance

The Consultant shall analyze and document possible environmental effects of the project. The Consultant shall file any and all appropriate notices. The Consultant shall provide all applicable drafts, revisions and final documentation required to comply with CEQA and execute the project.

2. National Environmental Policy Act Compliance

The Consultant shall prepare an Environmental Assessment (EA) to determine if the project has the potential to significantly affect the quality of the environment. The Consultant shall file any and all appropriate notices, including preparing them for Federal agencies use as needed. The Consultant shall coordinate with the USBR for their use of the documents including providing all applicable drafts, revisions and final documentation required to comply with NEPA and execute the project.

3. Prepare Biological and Cultural Technical Studies

The Consultant shall conduct the necessary surveys, studies and prepare the necessary documents to support the CEQA/NEPA documentation and related permitting processes. This may include Biological Assessment, Wetland Delineation and Assessment Report, a Cultural Resources Report, field surveys for biological and cultural resources, technical reports and consultations.

4. Assist with State and Federal Permit Acquisition

The Consultant shall provide draft and final permit applications for all applicable permits which may include United States Army Corps of Engineers (USACE) Sections 404 and 401, California Fish and Wildlife Permits and other regulatory permits.

5. Construction Monitoring

The Consultant shall conduct monitoring during preconstruction and construction for species of concern, water quality monitoring and cultural resources monitoring, as needed.

Desired Qualifications

RD108 is requesting proposals from an engineering/environmental firm or team of firms with requisite experience in the following areas:

- CEQA/NEPA processes,
- Demonstrated experience with US Bureau of Reclamation processes pertaining to NEPA,
- Demonstrated experience with Biological Assessments, Wetland Delineation, Cultural Resources (including but not limited to AB52 Consultation, Native American Heritage Commission and Historical Society consultation),
- Demonstrated experience with USACE 404 and 401 Permits, and CA Fish and Game Codes 1602 and 2081, and other pertinent permits,
- Demonstrated experience in construction monitoring, pre-construction surveys, water quality monitoring and cultural resources monitoring.

Proposal Due Date

Proposals will be due no later than 3 pm, October 31st, 2017. No questions will be accepted or answered after Tuesday, October 24, 2017. Any questions and responses will be compiled and returned to firms who have expressed interest in receiving it before the Proposals are due no later than October 26, 2017.

Evaluation of Proposals

The Proposals will be evaluated and scored in the following categories: Cost, Experience, Work Plan, and Schedule. They are defined as follows:

Cost – the overall proposal cost in tabular format by task/subtask.

Experience – the resumes and experience and familiarity with the District, the required tasks and with DWR and USBR Water Use Efficiency projects.

Work Plan – description and completeness of the deliverables and methods the Consultant will use to prepare those deliverables.

Schedule – the overall schedule to complete the proposed work.

The relative breakdown of the scoring for the sections is:

Task	Weight
Cost	25
Experience	30
Work Plan	30
Schedule	15

Proposal Content

1. Cover Letter

Section 1 shall be a maximum two-page Cover Letter and introduction, and shall include the name and address of the organization submitting the proposal, together with the name, address and telephone number of the contact person who will be authorized to make representations for the organization, the Firm's federal tax ID number and a list of subcontractors, if any. The cover letter shall include a statement that the proposal is valid for 60 days after receipt.

2. Table of Contents

Section 2 shall be a detailed Table of Contents and shall include an outline of the submittal, identified by sequential page number and by section reference number and section title as described herein.

3. Contractor Capabilities and Experience

Section 3 shall be a maximum of six pages (not including resumes) entitled “Contractor Capabilities and Experience” and shall include a description of the proposing Firm’s resources, experience, and capabilities for successfully developing and completing this project as well as resumes of the staff to be assigned to the project. It is expected that the discussion of subconsultants will also include experience and references to similar types of work.

4. Work Plan

Section 4 shall be a maximum of six pages entitled “Work Plan” that describe the processes and technical methods that the consultant and its subconsultants will use to prepare and complete all tasks/subtasks identified in their proposal. The description of how the tasks will be achieved shall be presented in a logical, innovative manner such that it is clearly understood how the plan can efficiently deliver goals of the project. It shall also contain a comprehensive list of deliverables.

5. Cost and Schedule

Section 5 shall be a maximum of three pages entitled “Cost and Schedule”, and will contain a schedule that is referenced directly to the work plan along with a detailed cost estimate breakdown.

Exhibits and Information

The District will make available the grant agreements with the DWR and USBR upon request.

General

Any questions related to this RFP are to be directed to the District’s contact person, William Vanderwaal at wvanderwaal@rd108.org or by phone at (530) 437-2221.

1. All questions and responses related to the RFP will be distributed via email to all firms that have requested a copy of the RFP. No questions will be accepted or answered after October 24, 2017. Any questions and responses will be compiled and returned to firm no later than October 26, 2017.
2. Any and all costs including travel, if required, associated with the development and delivery of the RFP to the District is the full responsibility of the Firm with no reimbursement due by the District.
3. All work performed for the District, including all documents associated with the project, shall become the exclusive property of the respective authorities.
4. All information and materials submitted to the District in response to this RFP may be reproduced by the District for the purpose of providing copies to authorized personnel involved in the evaluation of the Proposals, but shall be exempt from public inspection under the California Public Records Act until such time as a Contract is awarded. Contract awards are a matter of public record. Once a Contract is executed, Proposals submitted in response to this RFP are subject to public disclosure as required by law. Your submission of a Proposal is considered your consent to the District’s disclosure of the Proposal. The District shall not be liable for disclosure of information or records related to this Solicitation.
5. The Firm agrees to file tax returns and pay all applicable taxes including possessory use taxes that may be levied as a result of use as managed by the selected Firm.
6. The Firm shall indemnify and hold harmless the District volunteers and employees from liability of any nature or kind due to the use of any copyrighted or uncopyrighted composition, trade secret, patented or unpatented invention, article, service or appliance furnished or used as a result of this solicitation and any potential subsequent purchase order or contract.
7. The opening of proposals in response to this RFP is not subject to attendance by the general public. This restriction is necessitated by the fact that the contract award is subject to negotiations, and it would be unfair for competing companies to know the prices quoted by one another.
8. The successful Firm must be prepared to begin work promptly following execution of the contract and is expected to complete the project in its entirety.

9. To eliminate potential conflicts of interest, the successful contractor and any affiliated companies, as determined at the sole discretion of RD 108 shall not, during this solicitation or any extension hereof, contract with RD108 for any public facilities-related projects directly or indirectly resulting from the advice or recommendations provided as part of this RFP.

10. Contractors are reminded that it is their responsibility to:

- Read carefully all of the contents of this entire RFP.
- Ask for clarification in writing before submission due dates.
- Address all requirements and follow all procedures of this RFP.
- Immediately inform the RFP Contact Person of any problems with this RFP solicitation.
- Submit all responses by the required dates and times.

RD108 Reserved Rights

1. Issuance of this RFP in no way constitutes a commitment by the District to award a contract. If the District determines it is in the best interest to do so, no Firm may be selected and no contract may be executed.

2. Upon acceptable pricing negotiations and contract award, the Firm shall be required to execute a contract with the District. The District may modify the contractual requirements of the contract prior to execution of a contract for services.

3. The District reserves the right to request additional information from Firms that have submitted proposals in response to this RFP and to enter into negotiations with more than one Firm, or to award a purchase order or contract to the Firm with the most favorable quotation without conducting negotiations. Therefore, the most favorable billing rate for key positions should be included in the original response to this RFP.

4. The District reserves the right to reject any or all Proposals received if the District determines that it is in the District's best interest to do so. Further, the District may cancel or amend this RFP at any time and may submit similar solicitations in the future.

5. The District may reject any Proposal that does not meet all of the mandatory requirements of this RFP, is conditional or is incomplete.

6. The District may request clarification of any submitted information and may request additional information on any or all responses provided and may waive minor inconsistencies deemed to be irrelevant.

7. The District may enter into negotiations with one or more firms.

8. The District may award more than one contract if it is in the best interest of the District.

Proposal Withdrawal, Errors and Protests

The withdrawal of any Proposal must be made in writing prior to the required submission date and time, and must be signed by an authorized representative of the Firm. An error in the Proposal Submission may cause the rejection of that Proposal. However, the Firm may submit a new or modified Proposal prior to the Proposal submission date and time. Firms that submitted a Proposal but were unsuccessful in the attempt to obtain a contract may request, in writing, a debriefing from the District contact listed above. Firms that have received a debriefing, but continue to feel aggrieved in connection with the solicitation or award of a contract may submit a protest to Reclamation District No. 108, 975 Wilson Bend Road,

Grimes, CA 95950. All protests must be made in writing, signed by an individual authorized to sign the submitted proposal and must contain a statement of the reason(s) for the protest citing the law, rule, regulation or procedure on which the protest is based. Potential Firm capabilities, proposal characteristics and / or pricing features that were not included in the Firm's Proposal shall not be introduced during the protest process. To be considered, the protest must be submitted within seven (7) working days following the debriefing.

Timing and Schedule

The following timing and schedule are estimated and are subject to change.

October 24, 2017 – Final day for submittal of questions regarding the RFP that will be responded to.

October 26, 2017 – Responses to questions will be provided no later than this day.

October 31, 2017 - All responses to this RFP must be submitted on or before 3:00 p.m.

October 31 – November 3, 2017 – Selection committee will conduct the Level I review that will consist of evaluating the proposals for the purpose of establishing the most qualified contractors. The Selection committee may decide on a recommendation for awarding the contract upon completion of the Level I review.

November 5-10, 2017 – If needed, the Selection Committee will conduct the Level II review. The Level II review will be conducted to select the finalist from a small pool of candidates. This level may include a request for a presentation from the finalists, proposal fact finding and negotiation of contract terms and conditions.

November 16, 2017 – The Selection Committee prepares a recommendation to the District Board of Trustees.

November 16, 2017 – Contract award date.