



Request for Proposals (RFP) No. 6327

Design and Engineering Services for Bar “H” Mutual Water Company Feasibility Study and Drinking Water SRF Construction Application

1. Purpose

Rural Community Assistance Corporation (RCAC) is requesting proposals for the preparation of a feasibility study, plans and specifications and environmental documentation required for submission of State Water Resources Control Board (SWRCB) Drinking Water State Revolving Fund Construction Funding Application to support the design and implementation of Nitrate remediation for the Bar “H” Mutual Water Company (MWC) in Lucerne Valley, California, as further detailed below.

The contact for this RFP is: Hamish Kellam
(213) 615-7371
hkellam@rcac.org

2. Background

The Bar “H” Mutual Water Company (BHMWC) is a community water system (PWS CA 3600027) in Lucerne Valley, California that serves approximately 260 people via 60 connections. The system is supplied by groundwater from two wells, one of which, Well 2, has been taken offline due to nitrate levels in exceedance of the maximum contaminant level (MCL). Well 3 is now exclusively supplying the service area and the most recent water quality analysis results indicate nitrate levels are approaching the MCL. The system currently does not have adequate storage capacity to meet the maximum daily demand of 53,303 gallons per day, with only one 3,500 gallon hydropneumatic tank for storage.

On February 12, 2021, San Bernardino County Environmental Health Department issued a compliance order to BHMWC for exceeding the nitrate MCL of 10mg/L. The community has noted that nitrate levels in the region have been steadily on the rise and suspect that nearby septic tanks and grow operations in the area may be contributing to the decline in water quality.

To address these issues, RCAC is seeking a consultant firm for design and engineering services to assist in a feasibility study of alternatives and the compilation of all required documentation to submit the DWSRF Application for Construction Funding.

3. Scope of Work

This Request for Proposals (RFP) is limited to planning and engineering services for the following:

Phase I:

1. Conduct feasibility study for solutions to nitrate contamination to include options for a new source or treatment. Feasibility of consolidation must be a consideration.
2. Feasibility Report outlining the assumptions, data collected and recommended alternative(s) based on construction and long-term operations and maintenance costs.

Phase II:

3. Design work for implementing the selected alternative.
4. Design work for general improvements identified in the feasibility study, including, but not limited to:
 - Additional water storage
5. Completion of required documentation including:
 - All general, technical, environmental, and financial documentation required to complete the DWSRF Construction Funding Application outlined in **Exhibit A** (Detailed Scope of Work).

4. Statement of Qualifications and Submittal Details

Statements of Qualifications must include:

1. Names of engineering firm owners, years in business and services offered;
2. Resumes and professional background for key personnel of the engineering firm who will be assigned to work on this project;
3. Three similar projects designed by the firm during the past seven years;
4. List of DWSRF or CWSRF planning or construction application work completed during past seven years, if any;
5. Current and projected workload of the engineering firm that might affect the project;
6. A letter confirming that the firm has liability insurance available;
7. Proximity of firm to project site.

The cover letter shall contain the following information:

1. RFP Title;
2. Respondent's name, mailing address, contact person, e-mail address, and phone number;
3. Identification of the principal contact person authorized to commit the respondent to a contractual agreement, including address, e-mail, and phone number;
4. Identification of the prime consultant's corporate headquarters (city and state);
5. An expression of the respondent's interest in being selected for this project;
6. Pertinent characteristics that differentiate the respondent in its ability to perform the proposed work.

Proposers are discouraged from submitting a lengthy Submittal. RCAC requests that Submittals be concise and clearly written containing only essential information.

Proposers will deliver all required submittal items via email on or before the deadline as specified below or as coordinated with the Rural Community Assistance Corporation (RCAC) contact.

RCAC contact for delivery: Hamish Kellam
 (213) 655-7371
hkellam@rcac.org

Proposals must include all **Required Submittal Items** (See below).

List of Attachments	Required Submittal Items
Exhibit A – Detailed Scope of Work	Cover letter
Exhibit B – Price Sheet	Statement of Qualifications
Exhibit C – Vendor Self-Certification Form	Price Sheet (Exhibit B)
	Vendor Self-Certification Form (Exhibit C)

5. Schedule

The selection process is anticipated to proceed as outlined below; however, it is subject to change at the discretion RCAC:

Project Benchmarks	Date (No Later Than)
Request for Proposals Available	May 3rd, 2021
Deadline for inquiries	May 12th, 2021
Proposals Due (by 5:00 p.m. PDT)	May 14th, 2021
Consultant Short List	May 19th, 2021
Consultant Interviews	Week of May 24th, 2021
Consultant Selection	May 28th, 2021
Consultant Negotiations – Phase 1	Week of May 31st, 2021
Final project deliverables	Phase I – Feasibility Study, September 1, 2021 Phase II – Design work and engineering documents Draft November 1, Final December 15, 2021

6. Award and Negotiations

Award will be made to the most qualified responsive contractor with the best performance on the scoring criteria outlined in the evaluation criteria (see below) and with the most competitive cost provided on the project price sheet (**Exhibit B**). The top three firms selected will be invited to interview, provide a technical approach and project manager/team details.

The technical evaluation criteria will include:

1. Qualifications and experience of the project engineer.
2. Firm's experience with similar small water system projects.
3. Present and projected workloads.
4. Technical and professional capacity to address each of the scope of work items with or without subcontracting.
5. Experience with SWRCB grant programs, specifically SAFER and the construction funding process.
6. Travel distance from project site.
7. Experience with local agencies.
8. Capability to meet time and budget requirements.
9. Small, disadvantaged, minority, or women owned enterprise status.

Exhibit A
RFP No. 6327
Detailed Scope of Work

Phase I: Feasibility Study

The scope of work pertaining to the feasibility study phase of this project shall include:

- **Technical Analysis** to address the practicality of physical consolidation, including peak demand and pressure considerations, source capacity, and implications for existing water rights, among other technical aspects.
- **Operational Analysis** to assess operational capacity to accommodate the proposed solution
- **Permitting Analysis** to investigate potential constraints and environmental and water rights analysis required to implement the alternatives proposed, including identification of stakeholders and regulations which may apply to the project.
- **Economic & Cost Estimate Analysis** to estimate if the expected planning, construction, and long-term operation and maintenance (O&M) costs of the proposed alternatives are justifiable.

Phase II: Engineering Report and Plans and Specs Documents including CEQA

The Scope of Planning Level Services consist of the compilation of all necessary documentation required to complete the DWSRF Applications for Construction Financing, including but not limited to;

1. **General Information Package**
 - G7 Service Area Map
 - G11 Consolidation Draft Agreement (if applicable)
2. **Technical Application Package**
 - T3 Contract for Professional Engineering Services
 - T4 90% Plans and Specifications
 - T5 Water Rights Documentation
3. **Environmental Package**
 - E1 California Environmental Quality (CEQA) Documents
 - E2 Federal Cross-cutting Documents

Exhibit B
RFP No. 6327
Price Sheet

This Price Sheet must be submitted with your proposal.

Provide your TOTAL COST for service, meeting the Detailed Scope of Work outlined in **Exhibit A for Phase I**. Your TOTAL COST must be fully burdened to include all costs associated with providing service meeting the required minimum specifications in Scope of Work.

Phase I TOTAL COST: \$ _____

If awarded the contract, will you be able to provide the services identified in Phase II?

YES _____ NO _____

If awarded the contract, will you meet the timeline for delivery specified in Section 5 of the RFP?

YES _____ *NO _____

*A 'NO' response may disqualify you from consideration for award. If a longer delivery time is required, please provide an explanation:

Company Name: _____

Contact Name/Phone: _____

Contact E-mail: _____

Exhibit C
RFP No. 6327
Vendor Self-Certification Form (2 pages)

SELF-CERTIFICATION TYPE REQUESTED (Check Applicable Type)

Company Name: _____ Telephone () _____

DBA: _____ Email address: _____

Mailing Address: _____ Fax: () _____

City: _____ State: _____ Zip Code: _____ Tax I.D. No. _____

Contact Person(s) Name & Title: _____

Type of Organization (check one): Individual Partnership Corporation

Business/Contractor License (if applicable): _____

I hereby certify that the above information is true and correct to the best of knowledge. I further certify that I am not related to (or am not an immediate family member by marriage) or employed, by RCAC, their employees, or the RCAC Board of Directors.

Signed: _____

Small Disadvantaged Business (SDB) Concerns

Women Owned Small Business (WOSB) Concerns

HUBZone Small Business (HUBZone)

Veteran-Owned Small Business (VOSB) Concerns

Service-Disabled Veteran-Owned Small Business (SDVOSB) Concerns

Certified: Yes No If yes, certification #: _____

None of the Above

Please check applicable criteria which best describes and qualifies your business as a small, disadvantaged, minority or women owned enterprise.

At least 51% Ownership Less than 50 Employees More than 51 Employees
 Under \$1 Million AGR \$2-3 Million AGR Over \$3 Million AGR (Annual Gross Receipts)

SELF-CERTIFICATION CATEGORIES

For the Contractor and each Subcontractor indicated on the Report of Subcontractor information, the following must be completed.

The size standards are for the most part expressed in either millions of dollars or number of employees. A size standard is the largest that a concern can be and still qualify as a small business for Federal Government programs. For the most part, size standards are the average annual receipts or the average employment of a firm. For more information on these size standards, please visit <http://www.sba.gov/size>.

Indicate all Business category (ies) that apply by initialing next to the applicable category (ies):

SMALL BUSINESS CONCERNS (SBC): an independently owned and operated concern, certified, or certifiable by Standard Industrial Classification codes required by the Federal Acquisition Regulations, Section 19.102, may be found at www.sba.gov/size.

SMALL DISADVANTAGED BUSINESS (SDB): is a small business that is at least 51 percent owned by one or more individuals who are both socially, economically disadvantaged. Business owners who certify that they are members of name groups (Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans) are considered socially and economically disadvantaged. This can include a publicly owned business that has at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals and whose management and daily business is controlled by one or more such individuals.

WOMEN OWNED SMALL BUSINESS (WOSB): A small business concern that is at least owned by one or more women. This can include a publically owned business that has at least 51 percent of its stock unconditionally owned by one or more such individuals and whose management and daily business is controlled by one or more women.

HUBZONE SMALL BUSINESS (HUBZone): A small business concern which operated in Historically Underutilized Business Zones. Through the HUBzone Empowerment Contracting program, federal contracting opportunities are provided for qualified small businesses located in distressed areas.

VETERAN OWNED SMALL BUSINESS (VOSB): A small business that (i) is at least 51% unconditionally owned by one or more veterans; or in the case of any publicly owned business, at least 51% of the stock of which is unconditionally owned by one or more veterans, and (ii) whose management and daily business operations are controlled by one or more veterans.

SERVICE DISABLE VETERAN OWNED SMALL BUSINESS (SDVOSB): A small business that : (i) is at least 51% unconditionally owned by one or more service-disabled veterans with a disability that is service connected, or in the case of any publicly owned business, at least 51% of the stock of which is unconditionally owned by one or more service-disabled veterans; and (ii) whose management and daily business operations are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

NONE OF THE ABOVE CATEGORIES APPLY.