



Rural Community Assistance Corporation

on behalf of Elk Creek CSD

Request for Proposals No. ECEG1 Generator Program

Design and Engineering for the Elk Creek Community Services District Drinking Water System Public Contract

1. Purpose

On the behalf of the Elk Creek Community Services District (ECCSD) Community Water System (Community), Rural Community Assistance Corporation (RCAC) is requesting a detailed project approach and quotation for design and engineering services addressing emergency generator selection in preparation for the installation of an emergency generator.

The contact for this proposal is:

Drew Lester
clester@rcac.org
805-886-6828

2. Background

The Backup Generator Funding Program (Program) will provide funding for the purchase and installation of back-up generators to drinking water systems susceptible to service interruptions from public safety power shutoffs (PSPS). The program is funded through the Safe and Affordable Drinking Water Fund (SADW fund) and administered by the Rural Communities Assistance Corporation (RCAC). This is currently a pilot program with potential to expand into future years to provide generators to additional drinking water systems.

Community Name/Address:

Elk Creek CSD
Dam #169, 2555 Co. Rd. 306
Elk Creek, CA 95939

The Community has been pre-qualified and is eligible for funding under this program.

3. Scope of Work

Each water system identified for the program will need a report that includes the following information and activities:

1. Site Visit and Site Assessment Report
 - a. Field visit to inspect the site and existing infrastructure, siting of new equipment, acquire data for required site work, and notation of additional complexities that might impact the design and subsequent installation submittals.

- b. Assess the location of electrical entry and service equipment, water system requirements, possible generator locations and overall access to the location for installation.
- c. A review of any associated regulatory plans (i.e. Spill Prevention Control and Countermeasure Plan if required) to determine if amendments will be needed.
- d. A site plan indicating the property boundaries and setbacks as set forth by the local municipality for each location, a survey may be required of the facility to confirm property boundaries and setbacks.
- e. Photographs of the location to assist in preparing planning and design documents.
- f. Determination if a survey is required to confirm property boundaries and setbacks.
- g. Notation of any special considerations needed in the design, permitting, and installation of the new equipment

2. Design Package

- a. A recommendation for generator type/size and all related construction including:
 - i. Number of generators needed
 - ii. Voltage, load, and phase rotation requirements
 - iii. Type of generator (e.g. mobile or stationary)
 - iv. Type of generator fuel
 - v. Generator availability
 - vi. For mobile generators, availability or need of vehicle with adequate towing capacity for transporting the generator
 - vii. Operation parameters
 - viii. Changes needed to the existing electrical infrastructure
 - ix. List of required permits
 - x. Pre-Installation planning and/or tasks to be completed, including the location of the generator to be installed
 - xi. Preliminary generator equipment and installation cost estimates
- b. 60% Design package will include equipment locations, foundation design, building and siting access. Including detailed information allowing procurement of equipment and site improvements. (Estimated 3 weeks)
- c. 100% Design package will include install details, foundation details, and connection details as needed for permitting and construction. (Estimated 2 weeks)

3. Permitting Package

- a. Identify and secure all required permits (as required) including:
 - i. Environmental analysis (CEQA) documentation
 - ii. State, county, and/or local agency permitting
 - iii. Estimated costs and timeline to secure permits

4. Detailed Budget and Schedule for Generator Installation

- a. Project timeline
- b. Operations and Maintenance Plan, including O&M Budget
- c. Construction Bidding Assistance
- d. Construction Management
- e. Construction Inspection

f. Final Inspection and Engineering Certificate of Completion

Note: Procurement of the generator will be accomplished by RCAC and the water system.

4. Proposal Details

The proposal shall include:

1. Respondent’s name, mailing address, contact person, e-mail address, and phone number.
2. Detailed response to ability to perform the scope of work with or without subcontractors.
3. Total Cost Sheet (see Exhibit A), plus a detailed Time and Materials Estimate

Proposers are discouraged from submitting a lengthy submittal. RCAC requests that submittals be concise, clearly written, and contain 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.

Proposals must include all **Required Submittal Items**:

| List of Attachments | Required Submittal Items |
|--|------------------------------------|
| Exhibit A – Total Cost Sheet | Detailed Response to Scope of Work |
| Exhibit B – Statement of Qualifications | Detailed Time & Materials Estimate |
| Exhibit C – Vendor Self-Certification Form | Contact details for 3 references |

5. Schedule

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

| Project Benchmarks | Date (No Later Than) |
|---------------------------------------|----------------------|
| Request for Proposals Available | 04/22/2022 |
| Deadline for Inquiries | 04/28/2022 |
| Proposals Due by 5:00 p.m. PST | 05/12/2022 |
| Consultant Interviews (week of) | 05/26/2022 |
| Consultant Selection | 06/02/2022 |

6. Award and Negotiations

Award will be made to the most qualified responsive contractor with the best performance on the following evaluation criteria:

1. Firm’s experience with similar projects.
2. Technical capacity to address each of the scope of work items.
3. Experience with and understanding of CA State grant programs and funding timelines.
4. Interview performance.

5. Strength and relevance of references.

7. Miscellaneous

Exceptions Certification

In submitting a proposal in response to this RFP, Proposer is certifying that it takes no exceptions to this RFP. If any exceptions are taken, such exceptions must be clearly noted in the proposal and may be reason for rejection of the proposal. Failure to include any exceptions to the RFP shall be deemed an acceptance of all terms therein by Proposer and Proposer shall not have any further opportunity to request revisions to the same following submission of its proposal.

Cancellation of RFP

RCAC reserves the right to cancel this RFP at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation or other marketing costs associated with this RFP.

No Commitment to Award

Issuance of this RFP and receipt of proposals does not commit RCAC to award a contract. RCAC expressly reserves the right to postpone the RFP process for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Proposer concurrently, or to cancel all or any part of this RFP.

Right to Negotiate and/or Reject Proposals

RCAC reserves the right to negotiate any price or provision, task order or service, accept any part or all or any proposals, waive any irregularities, and to reject any and all, or parts of any and all proposals, whenever, in the sole opinion of RCAC, such action shall serve its best interests and those of the tax-paying public. The Proposers are encouraged to submit their best prices in their proposals, and RCAC intend to negotiate only with the Proposer(s) whose proposal most closely meets RCAC's requirements.

Prevailing Wage

Proposers shall take cognizance of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public work" and "maintenance" projects. The Proposer must agree to fully comply with and to require its subcontractors/subconsultants to fully comply with such Prevailing Wage Laws to the extent applicable.

8. Questions

Questions about this RFP must be made in writing and emailed to clester@rcac.org. All requests for information or questions must be submitted on or before the date as indicated in the Section 5. Project Benchmark Table above. Questions submitted after the due date or via phone will not be accepted. All questions and answers will be published shortly after the deadline for inquiries date mentioned above.

Exhibit A
Total Cost Sheet

This Total Cost Sheet must be submitted with your Proposal.

Provide your detailed time and materials budget for services meeting the Scope of Work outlined above for one system. All costs must be fully burdened and markups for subcontractors are not allowed. If needed, please include direct hours for administering any subcontracts.

Please attach a separate detailed time and materials budget, in addition to the following summary cost breakdown:

- Cost estimate for Site Visit and Assessment Report \$ _____
- Cost estimate for the Design Package \$ _____
- Cost estimate for the Permit Package \$ _____
- Cost estimate for Budget and Schedule for Generator Installation \$ _____
- **TOTAL COST:** \$ _____

Company Name: _____

Contact Name/Phone: _____

Contact E-mail: _____

Exhibit B
Statement of Qualifications

Statements of Qualifications must include:

1. Names of company owner(s), years in business and services offered
2. Resumes and professional background for key personnel of the company who will be assigned to work on this project
3. Three similar projects designed by the company during the past seven years
4. List of any projects funded by State of CA funding
6. A letter confirming that the firm has liability insurance available

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

Exhibit C
Vendor Self-Certification Form

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.