

San Simeon Community Services District



**111 Pico Avenue, San Simeon, California 93452
(805) 927-4778 Fax (805) 927-0399**

REQUEST FOR PROPOSAL

PROFESSIONAL SERVICES

COASTAL HAZARD RESPONSE PLAN

The San Simeon Community Service District (the “District”) is Requesting Proposals (RFPs) from qualified firms to prepare a COASTAL HAZARD RESPONSE PLAN

The following subjects are discussed in this Request for Proposal to assist statement preparation:

- I. Background
- II. Scope of Work
- III. Required Insurance
- IV. Statement Format and Content
- V. Evaluation Criteria and Selection Process
- VI. Submittal
- VII. Scoring & Contracting

I. Background:

The San Simeon Community Services District (SSCSD) is seeking specialized expertise in the Coastal Hazard / Wastewater treatment planning field, as described below in Section II, Scope of Work. San Simeon, is a small unincorporated community situated within San Luis Obispo County on California’s central coast, is located along State Highway 1 approximately halfway between Los Angeles and San Francisco.

The District provides water, wastewater collection, street maintenance/ lighting, and weed abatement services to a community of approximately 460 people. The community is comprised of residential and commercial properties. The District is governed by a five-member elected Board of Directors (the “Board”). The Board meetings are held on the 2nd Wednesday of every month at 3:00pm via Zoom in lieu of current COVID-19 guidelines.

The California Coastal Commission awarded the District an After the Fact Coastal Development Permit (AFTCDP) on July 18, 2019, Permit Number CDP 3-19-0020. The permit requires the District to develop a Coastal Hazard Response Plan (CHRP) as described in the scope of work. Documents relevant to this proposal can be found electronically on the San Simeon Community Services District website.

The following is the website link: <https://sansimeoncsd.org/projects>

II. Scope of Work:

The Coastal Hazards Response Plan (CHRP) must be completed by no later than February 1, 2022. Submit four copies of a Coastal Hazards Response Plan to the District for review and approval. The Response Plan shall be developed in coordination with appropriate staff and agencies within San Luis Obispo County, the Regional Water Quality Control Board, the California Coastal Commission, and any other relevant agencies with authority over the development to propose a new and/or relocated WWTP and/or associated wastewater functions. The Response Plan shall build upon the work completed to date as described in the document titled Alternatives Analysis for Relocation of the San Simeon Community Services District Wastewater Treatment Plant, herein referred to as the WWTP, (dated April 18, 2008 and received in the Coastal Commission's Central Coast District Office on December 23, 2015) and the document titled San Simeon Community Services District Estimated WWTP Life Expectancy Analysis (dated August 18, 2016 and dated received in the Central Coast District Office on August 29, 2016). The Response Plan shall provide a clear long-term plan for providing necessary wastewater treatment functions at an inland location or locations that are not subject to the significant coastal hazards threatening the existing WWTP as identified in the Commission adopted findings for this CDP.

Deliverables:

The Response Plan shall, at a minimum, identify a preferred inland site or sites for District wastewater treatment functions, including evaluating alternative wastewater treatment options in-lieu of building a new inland WWTP (including the construction of an inland package plant or plants, the possibility of combining services with other nearby existing WWTPs, and similar alternatives), and shall provide details regarding the mechanisms, costs, funding options, and timing for potential relocation and for full restoration of the existing WWTP site. Expected costs to purchase land for a relocated plant, to decommission the existing plant and to restore the site, to upgrade any relocated wastewater treatment functions to include water recycling (including addressing the potential for joint satellite facilities and/or collaborations with nearby communities and wastewater service providers for water recycling) must be included. The Response Plan shall provide a detailed evaluation of whether the use of the WWTP outfall can be eliminated and the outfall removed as part of moving wastewater functions to a more inland location. Any costs associated with new and/or upgraded outfall pipelines, pumps, and/or lift stations deemed necessary (including rerouting of sewer pipes to a relocated plant, etc.) shall also be included.

The Response Plan shall include a timeline of potential major relocation events, including expected timeframes for land acquisition, planning, permitting, design, construction and eventual operation of a relocated plant or alternative wastewater treatment solutions that avoid the significant coastal hazards that threaten the existing WWTP as identified in the Commission-adopted findings for this CDP.

Extension to the three-year deadline for submittal of the Coastal Hazards Response Plan may be granted by the Executive Director for good cause, but in no event may it be extended beyond the five-year compliance check-in required by Special Condition 2.

III. Required Insurance:

1. Worker's Compensation insurance in accordance with the statutory coverage required by the State of Washington and Employers Liability insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work.
2. Commercial General Liability with limits not less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability.
3. Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
4. Umbrella/Excess Liability insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.
5. Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate.

Each policy of insurance required by this section shall provide for no less than 30-days advance notice to the District prior to cancellation.

In addition, the District, its officers, employees, and volunteers shall be named as "Additional Insured" by all contractors and subcontractors and a "Waiver of Subrogation" shall be included in favor of the District. The insurance shall be placed with insurers with a Best's rating of at least VII. Certificates of insurance, including all of these requirements, are required prior to signature of the contract.

IV. Statement Format and Content:

In submitting the statement of qualifications, your firm acknowledges that the District shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of Commission action approving or disapproving any proposed agreement. The District may accept or reject any proposal or proposed agreement without limitation. Nothing in this RFP or in subsequent negotiations creates any vested rights in any person. Statements that do not address the items listed in this section will be considered incomplete and will be deemed non-responsive by the District.

A. Letter of Transmittal

B. Narrative

1. Brief resumes of the "Principal-in Charge" and the key technical personnel to be assigned to projects.

2. A description of the services available from your firm that would be used to support environmental planning service needs of the District. Describe how your firm would use their existing staff and services to meet the needs of the District in support of planning, design, permitting, and construction of various Capital projects.
3. Include firm's standard rate sheet.

C. References

Provide names and telephone numbers of at least three references willing to attest to your firm's ability to complete projects on time and within budget.

D. Confirmation of Business Organization

On the last page of the proposal, the proposer shall identify the business organization under which it operates. Partnerships and joint ventures will list each member's name, business address, business license, tax ID, telephone and fax numbers on a separate sheet of paper attached to the proposal.

Important: Proposal submittals shall not exceed a total of **50 (fifty) pages**. This number includes the Confirmation of Business Organization form. Additionally, submissions shall not include any items, documents or enclosures not specifically requested above in Section IV – Statement Format and Content. This includes brochures, business cards, handouts, etc.

V. Evaluation Criteria and Selection Process

The basis of award will be to the top firms receiving the most points based on the following criteria:

- a. ability of the consultants to perform the specific tasks outlined in the RFP,
- b. qualifications of the specific individuals who will work on the project,
- c. quantity and quality of time key personnel will be involved in their respective portions of the project,
- d. reasonableness of the fee requested to do the work; comparability of fee to similar services offered by other qualified consultants (except where fee is to be negotiated later),
- e. demonstrated record of success by the consultant on work previously performed for the District or for other public agencies or enterprises,
- f. the specific method and techniques to be employed by the consultant on the project or problem,
- g. ability of the consultant to provide appropriate insurance in adequate amounts, including errors and omissions if applicable, and
- h. responsiveness to the RFP.

The District hereby notifies that it will affirmatively ensure that in any agreement entered into pursuant to this invitation, minority business enterprises will be afforded full opportunity to submit bids in

response to this invitation and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration for an award.

The District is an Equal Opportunity Employer and does not discriminate against any person, firm partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap or disability. Any person, firm, partnership, or organization contracting with or doing business with the District shall be in conformity with the District's policy on non-discrimination.

VI. Submittal

Three (3) copies of the complete response to the Request for Proposal are due to the District, prior to **3:00 p.m. on December 17, 2020**. Proposals may be hand-delivered, mailed, or delivered by courier. Facsimiles and emailed proposals WILL NOT be accepted, and considered non-responsive to this RFP. Submissions including less than the requested number of copies will be deemed non-responsive and ineligible for further consideration during the selection process.

Submittal Address: District Office
111 Pico Avenue
San Simeon, CA 93452

Additional Contact Information, for inquiries only/submittals WILL NOT be accepted, via email, as outlined above:

General Manager
805-431-6253

All proposals must be clearly marked on the outside of the envelope: "PROFESSIONAL SERVICES COASTAL HAZARD RESPONSE PLAN". The District may consider proposals that do not address the items listed in this section as non-responsive.

Inquiries regarding the RFP can be directed to the General Manager, at the address and phone number, or noted above. ***Response to inquiries cannot be guaranteed unless received in writing prior to December 1, 2020.*** Addendum will be distributed and will outline all questions and their associated answers, for questions received prior to the inquiry deadline.

All inquiry communications concerning this RFP should be directed to the District's Office Manager, Cortney Murguia at the contact information below.

Cortney Murguia
Office Manager
admin@sansimeoncsd.org
805-927-4778

VII. Scoring and Contracting

Evaluation of the statements will be performed by a committee of individuals to be selected by the District. The submissions will be scored and ranked based on the selection committee's evaluation. In the event of close scoring, a shortlist interview may be performed. All selected firms will be contacted with specific information as to location and time of the interviews.

The firms with the highest cumulative scores will be invited to enter into contract negotiations; contracts must be executed within 30 days of offer (or other agreed to time frame, on a case by case basis), or negotiations will be terminated and the offer to contract will be rescinded. **The District reserves the right to award the contract to the highest ranked firm(s) without further discussions. The District reserves the right to reject all proposals received.**

Following the successful execution of an agreement, firms will be required to provide the District copies of their current State of California and/ or County of San Luis Obispo business licenses, and Certificates of Insurance.

Individual projects will be approved on a Work Order basis, determined by the type of services required.