

San Simeon Community Services District



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

REQUEST FOR PROPOSAL

PROFESSIONAL CONSULTING SERVICES ENVIRONMENTAL PLANNING

The San Simeon Community Service District (the “District”) is Request Proposals (RFPs) from qualified environmental planning firms to prepare an Initial Study and additional documentation to comply with the California Environmental Quality Act (CEQA) for removing SSCSD water connection moratorium.

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 environmental 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 meetings are held on the 2nd Wednesday of every month at 2:00pm at 250 San Simeon Ave in the Cove Room in the Cavalier Business Center. The District staff consists of a General Manager, Office Manager, Utilities Superintendent and Utilities Operator.

The District declared a water mortarium as described in SSCSD Ordinance 102 (attached) to protect water quality and quantity by way of limiting the withdraw of water from the communities only aquifer. After implementing and completing a series of infrastructure improvements to correct the water quality

and quantity issue, the SSCSD is seeking environmental planning and review consultant services to prepare an initial study and additional documentation to comply with the California Environmental Quality Act (CEQA) in effort toward removing the 35-year water moratorium.

II. Scope of Work:

The SSCSD has placed a high priority on environmental compliance. With the implementation of a CEQA review process, the District hopes to accomplish the following objectives:

- Determine the project status as it relates to CEQA.
- Complete an initial study.
- Perform and complete tasks determined necessary by the initial study.
- Provide project services that may arise after CEQA filings.

The proposal selected shall best help the District to accomplish the above objectives.

Deliverables:

The consultant will prepare an Administrative Draft IS/MND or CE as appropriate to the project element and submit to SSCSD for review and approval. Each CEQA topic in CEQA Guidelines shall be evaluated at the appropriate level of detail. Consultant will join a conference call with SSCSD staff to discuss admin Draft IS and the recommended CEQA documentation. Should additional documentation be required beyond an MND, the consultant shall immediately brief the SSCSD. Additional expenses under these circumstances shall be negotiable.

Consultant will develop the mailing list for document distribution. Consultant will distribute copies of the document to the State Clearinghouse and other responsible public agencies per the State CEQA Guidelines. The Consultant will assist the SSCSD with preparation and filing of all required notices and will provide the SSCSD with a list of all mailings for the record. The Consultant shall prepare and distribute notices to adjacent property owners and process mailings in accordance with statutory requirements. The SSCSD shall be responsible for any filing fees.

The Consultant will respond to public comments received and prepare a Response to Comments document for the Final CEQA document. Consultant will provide responses to public comments in the form of a memorandum to the SSCSD for review and approval.

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 SSCSD prior to cancellation.

In addition, the SSCSD, 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 SSCSD 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 SSCSD 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 SSCSD.

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 SSCSD. 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: Statement of Qualification submittals shall not exceed a total of 15 (fifteen) 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:

- 1) Ability of the consultants to perform the specific tasks outlined in the RFP,
- 2) Qualifications of the specific individuals who will work on the project,
- 3) Quantity and quality of time key personnel will be involved in their respective portions of the project,
- 4) 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),
- 5) Demonstrated record of success by the consultant on work previously performed for the District or for other public agencies or enterprises,
- 6) The specific method and techniques to be employed by the consultant on the project or problem,
- 7) Ability of the consultant to provide appropriate insurance in adequate amounts, including errors and omissions if applicable, and
- 8) Responsiveness to the RFP.

The SSCSD 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 SSCSD 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 SSCSD shall be in conformity with the SSCSD's policy on non-discrimination.

VI. Submittal

Three (3) copies of the complete response to the Request for Proposal are due to the SSCSD, prior to **3:00 p.m. on October 19, 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: SSCSD 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 CONSULTING SERVICES ENVIRONMENTAL PLANNING”. The SSCSD 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 October 12, 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 SSCSD. 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 firm 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 SSCSD 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 SSCSD 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.