

1 **UNIVERSITY ENTERPRISES, INC.**

2 **REQUEST FOR PROPOSAL**

3
4
5 ISSUED DATE: December 11, 2020
6 CLOSING DATE AND TIME: January 22, 2021 5:00 PM
7 SUBMIT PROPOSAL TO: via electronic mail to
8 nadine.cross@owp.csus.edu
9 c: randy.marx@owp.csus.edu

10
11 **GENERAL DESCRIPTION: ENGINEERING SERVICES**

12
13 University Enterprises, Inc. (“UEI”) invites your company to submit a proposal to provide the
14 engineering services described in this Request for Proposal (RFP). The award and start date are
15 approximate.

16
17 The proposal should be in strict accordance with the requirements in the documents identified
18 below. Applicants should check this packet for all documents listed and follow the instructions
19 contained in the Request for Proposal.

20
21 **RFP DOCUMENTS**

- 22
23 1. Request for Proposal
24 2. Attachment 1 (Proposal Form)
25 3. Attachment 2 (Applicant’s Questionnaire)

26
27 **Contract Administrator**

28 Monica Kauppinen (mkauppi@csus.edu)
29

30 **SUBMISSION REQUIREMENTS**

31 Send one (1) electronic PDF copy of your company’s proposal via email to Nadine Cross
32 (nadine.cross@owp.csus.edu) and Randy Marx (randy.marx@owp.csus.edu) no later than the
33 specified date and closing time. The proposal must include Attachments 1 (Proposal Form) and 2
34 (Applicant’s Questionnaire), both of which must be completed and signed by an authorized
35 signatory of your organization.

36
37 Sincerely,
38 Monica F. Kauppinen
39 Contract Administrator

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I. Introduction, Background, and Roles

UEI is an IRC §501(c)(3) tax-exempt, nonprofit public benefit corporation that was incorporated as an auxiliary organization benefiting California State University, Sacramento (“Sacramento State”) pursuant to California Education Code §§89900, et seq. and Title V of the California Code of Regulations, §§42400, et seq. **UEI is not a public agency.** One of the primary functions of UEI is to administer externally-funded research projects. It is in connection with this primary function that UEI requires the engineering services that are the subject of this RFP.

Background

The Paradise Irrigation District (PID) serves drinking water to the Community of Paradise (Paradise) (approximately 4,290 residents) through approximately 1,300 connections. PID’s drinking water supply sources, infrastructure, and water rights are described in the documents referenced in Section IV below.

As a result of the Camp Fire in November 2018, PID lost approximately 90% of its customers, as well as sustained damage to its infrastructure, which have significantly impacted operations. A comprehensive analysis of water supply options is desired to ensure a long-term, sustainable water supply for the area served by PID. To support Paradise, the California State Water Resources Control Board entered into an agreement with UEI that calls for the Office of Water Programs at Sacramento State (OWP) to provide technical assistance. Pursuant to the Technical Assistance Work Plan (Work Plan) (referenced in Section IV below), an Options Study (Study) will evaluate long-term options for improvements to the PID water system infrastructure and finances to ensure the long-term sustainability of the community’s water system(s) as well as to support redevelopment post fire. The Study will include significant community outreach and stakeholder involvement.

Roles

The Work Plan specifies two tasks: 1) Task 1 is to develop an Options Study, for which UEI is retaining the services of a consultant via this RFP, and 2) Task 2 is to develop and implement a Communication Plan, which will be performed by the Consensus and Collaboration Program (CCP) at Sacramento State. Stakeholders and roles are described in the Communication Plan (referenced in Section IV below).

II. Scope of Work

In accordance with Task 1 of the Work Plan, the consultant will perform an Options Study to identify and evaluate options to provide for the long-term sustainability of water supply for the Community of Paradise.

Options Identification Report

The Work Plan describes categories of options to evaluate. Options will be evaluated for each option category and presented in a draft Options Identification Report. The goal is to identify options that are comprehensive and address stakeholder needs (as informed through the communication and engagement process). The Options Identification Report will contain at least a half-page description of each option. The Options Identification Report will also include an Options Evaluation Methodology. This methodology will present quantitative evaluation criteria and quantitative scoring and ranking for each criterion. Comments from stakeholders on the draft Options Identification Report shall be addressed by the consultant in a final Options Identification Report.

Options Study Report

The consultant, with input from the Project Team, will evaluate and rank all options presented in the final Options Identification Report according to the Options Evaluation Methodology. The consultant will construct a table of weighted scores for each criterion to develop an overall ranking and subsequent recommendations. Comments from stakeholders on the analysis in the draft Options Study Report shall be addressed in the final Options Study Report.

The draft and final Options Study Report will include, at a minimum, the following sections:

- Background and Problem Description
- Options Identification (from the final Options Identification Report)
- Options Evaluation Methodology (from the final Options Identification Report)
- Options Evaluation and Comparison
- Summary and Recommendations
- References

Contractor's Reports and Meetings

- The consultant will attend meetings, coordination calls, and other events to support the Community Outreach efforts as described in the attached Communication Plan. To support public engagement and stakeholder feedback,

- 1 the consultant will assist in presenting the Options Identification Report and
 2 Options Study Report as outlined in the Communication Plan developed by CCP.
 3 • The consultant shall submit progress reports at least once a month to allow the
 4 OWP Project Manager to determine if the consultant is performing to
 5 expectations, to provide communication of interim findings, and to afford
 6 occasions for airing difficulties or special problems encountered so that remedies
 7 can be developed.
 8 • The consultant shall meet with the OWP Project Manager as needed to discuss
 9 progress on the Consultant Agreement.

10
 11 **III. Deliverables and Project Timeline**

12 Time is of the essence in the identification of options and in the ranking and analysis
 13 of options in a Final Options Study Report. Consideration will be given to
 14 consultants that can demonstrate an ability to maintain quality while expediting
 15 deliverables. Without limiting the foregoing, the consultant will submit to the OWP
 16 Project Manager, and maintain, a project schedule, which will provide the following
 17 elements at least as soon as:

Deliverable	Due date after contract execution
Draft Options Identification Report	2 months
Final Options Identification Report	3 months
Draft Options Study Report	8 months
Final Options Study Report	9 months

18
 19 **IV. References (all documents available at www.pidwater.com)**

- 20 • [Technical Assistance Work Plan No. 6061-A](#)
 21 • [Community of Paradise Drinking Water Options Study Communication Plan](#)
 22 • [Community of Paradise Drinking Water Options Study Fact Sheet](#)
 23 • [PID Urban Water Management Plan 2015](#)
 24 • [PID Reserving Fund Policy 2016](#)
 25 • [PID Debt Management Policy 2017](#)
 26 • [PID 2020-2021 Budget](#)
 27 • [PID Summary of Water Rights and Pending Actions](#)
 28 • [Town of Paradise Phase I Executive Summary Paradise Sewer Project](#)

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 30 **V. Agreement Requirements**

- 31
 32 a. Contractor will be expected to enter into a written agreement with UEI for the
 33 Services that would require the Services to be performed during a period of 9
 34 months, to begin in approximately March, 2021.

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2 b. The agreement to be entered into between Contractor and UEI will necessarily
3 include the following insurance and indemnification provisions:

4
5 i. Indemnification: The Contractor shall hold harmless, defend, and
6 indemnify UEI; the Trustees of the California State University; the State of
7 California; California State University, Sacramento; and all of said entities'
8 employees, agents, representatives, directors, officers, boards, committees
9 and volunteers, from and against all claims, damages, costs, expenses,
10 suits, penalties, liabilities and/or losses arising out of, resulting from, or in
11 any way relating to the negligent acts of omissions or willful misconduct
12 of the Contractor or anyone directly or indirectly hired or paid by the
13 Contractor, or anyone for whose acts the Contractor may be liable.
14 Contractor's obligations under this paragraph shall survive any termination
15 or expiration of the agreement.
16

17 ii. Insurance: Contractor shall at all times during the term of the agreement pay
18 for and maintain: (1) comprehensive or commercial form general liability
19 insurance covering all activities performed by or on behalf of the Contractor
20 and providing insurance for personal injury, wrongful death, property
21 damage, contractual liability, completed operations and professional
22 liability (errors and omissions). Insurance under this subparagraph (other
23 than the professional liability insurance) shall be written on an "occurrence"
24 form; (2) automobile liability Insurance written on an "occurrence" form
25 covering owned, hired, leased, and non-owned automobiles used by or on
26 behalf of the Contractor and providing insurance for bodily injury, property
27 damages, and contractual liability, and (3) workers' compensation
28 insurance as required by federal and/or state law. As to the general liability
29 and automobile liability insurance policies, such policies shall be endorsed
30 to name as additional insureds: UEI; the Trustees of the California State
31 University; the State of California; California State University, Sacramento;
32 and all of said entities' employees, agents, representatives, directors,
33 officers, boards, committees and volunteers. All insurance policies required
34 by this paragraph shall be endorsed to waive subrogation in favor of those
35 defined above as additional insureds. Each of the general liability insurance
36 and automobile liability insurance policies shall provide coverage in an
37 amount no less than Two Million Dollars (\$2,000,000) per occurrence. The
38 professional liability insurance coverage shall have policy limits of no less
39 than One Million Dollars (\$1,000,000) per claim. Certificates and original
40 amendatory endorsements of insurance, as evidence of the insurance
41 required by the agreement, shall be submitted by the Contractor to UEI prior
42 to beginning work under the agreement, and annually prior to the expiration
43 of any of such insurance policies. Contractor shall at all times be required
44 to provide to UEI proof of satisfying the insurance requirements of this
45 paragraph. The scope of coverage and deductible shall be shown on the
46 certificates of insurance. Any deductible shall be the Contractor's liability.

- 1
2 iii. Other terms and conditions standard to UEI services agreements will also
3 be included in the agreement with the Contractor.
4

5 **VI. Instructions to Applicants**

- 6 a. Provide a description of your company (and key subconsultants) and project
7 approach that includes:
8
9 i. The type of services it offers.
10 ii. The length of time that your company has been in the business of
11 providing the services described in (a)(i) above.
12 iii. Location of the office(s) performing the Scope of Work.
13 iv. Statement of qualifications to perform the Scope of Work
14 v. A description of your technical approach to the Scope of Work, including
15 a demonstration of project understanding.
16 vi. Experience of key project staff.
17 vii. A description of the project team and organization chart, including
18 resumes for all staff.
19 viii. A proposed schedule of deliverables.
20 ix. A description of the time availability of key staff throughout the term of
21 the project.
22 x. A description of client communication strategy, including accessibility to
23 project management personnel.
24 xi. A listing of relevant project descriptions.
25 xii. Three references.
26 xiii. A verification statement that certifies the proposed project team, including
27 any subconsultants, are free of conflicts of interest to perform the work.
28
29 b. Provide a detailed cost estimate, including costs by task and subtask. For each task
30 and subtask, identify staff names, hours per staff, hourly labor rates, and other direct
31 costs.
32
33 c. Send one (1) electronic PDF copy of your proposal via email with a subject line of
34 “Paradise Proposal” to nadine.cross@owp.csus.edu and copy
35 randy.marx@owp.csus.edu. Your proposal must include your company’s Proposal
36 Form (Attachment 1), as well as Attachment 2 (Applicant’s Questionnaire), both of
37 which must be completed and signed by an authorized signatory of your
38 organization.
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VII. Proposal Evaluation, Format and Selection Process

a. Proposal Evaluation and Format

Proposals will be evaluated based on responses relative to the Services including pricing, experience and other relevant factors. It must be typed single spaced using a 12-point Times New Roman font. Page numbers and the name of the applicant organization must appear on every page. It must be sent by electronic submission only, as a single PDF document.

In addition to the criteria as noted below, the proposal must also include the following information on the first page:

- i. Name of Organization
- ii. Entity Type (e.g. corporation, limited liability company, partnership, etc.)
- iii. Name of Main Contact
- iv. Main Contact Title
- v. Complete Address
- vi. Telephone
- vii. Email
- viii. Name and Title of Authorizing Signatory

b. Proposal Design and Selection Criteria

For selection of the consultants, submittals that are deemed to be complete will be evaluated by the following criteria:

Evaluation Criteria	Evaluation Weighting
Qualifications of the consultant organization(s) to perform the scope of work	20
Organization of the consultant team, time availability of key staff, timeliness of proposed schedule of deliverables, and accessibility of team leadership	15
Experience of key staff	15
Technical approach and project understanding, including total cost (design, permitting, capital outlay, operation & maintenance) evaluation approach for options	20
Applicability of example projects	5
Familiarity with state and local water rights and infrastructure projects.	15
References	5
Consultant cost estimate	5

24

1 c. Selection Process

2 UEI will select a consultant solely on the basis of the written proposal. UEI reserves
 3 the right to accept or reject any or all proposals, to alter the selection process in any
 4 way, to postpone the selection process for its own convenience at any time, to waive
 5 any defects in any proposal or to issue a new RFP at any time. This RFP and the
 6 selection process shall in no way be deemed to create a binding contract or
 7 agreement of any kind between UEI and any organization submitting a proposal. If
 8 UEI selects an applicant to provide services contained in the RFP, it is expected
 9 that UEI will enter into negotiations for an agreement to provide the described
 10 services. All legal rights and obligations between the successful applicant, if any,
 11 and UEI will come into existence only if and when an agreement is approved by
 12 UEI and successfully executed by the respective parties. The legal rights and
 13 obligations of each party shall at that time be only those rights and obligations
 14 which are set forth in the agreement.

15
 16 c. RFP Process Timeline

17 The contracting steps are expected to occur in approximate accordance with the
 18 following schedule:

19

RFP Process Elements	Completion Date
Requests for clarification	December 18, 2020
Response to requests for clarification	December 28, 2020
Proposal submissions	January 22, 2021
Contractor selection	February 5, 2021
Contract development and execution	March 5, 2021

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 21
 22 **VIII. Terms and Conditions for Submittal of Proposal**

23 a. Proposal Submittals

24 Applicants will not receive compensation or reimbursement of expenses for
 25 submitting the proposal. Proposals shall be prepared and submitted in accordance
 26 with the provisions of this RFP so that UEI receives them no later than January 22,
 27 2021 at 5:00 p.m., Pacific time. UEI may choose not to accept a proposal that does
 28 not comply with the terms and conditions of this RFP. Additionally, such factors
 29 as, but not limited to the following, may also disqualify an applicant without further
 30 consideration: any attempt to improperly influence any individual who is evaluating
 31 the RFP proposals; an applicant’s default in the past ten years under any type of
 32 agreement which resulted in the termination of that agreement; and/or the existence

1 of any unresolved dispute(s) between the applicant and UEI, California State
2 University, Sacramento, or any related entity.
3

4 b. Consequence of Submission of Proposal

5 This RFP does NOT commit UEI to pay any costs incurred in the submission of a
6 proposal or in making any necessary studies for designs for the preparation thereof,
7 nor the purchase or contract for the services. UEI reserves the right to retain all
8 copies of the proposals.
9

10 Should the successful applicant fail to successfully negotiate and execute an
11 Agreement with UEI, UEI shall have the right to negotiate and execute an
12 Agreement with another responsive applicant. Information contained in this RFP is
13 for informative purposes only; UEI shall not be responsible for the completeness or
14 accuracy of said information.
15

16 Any requests for clarification of the RFP shall be made in writing (via email) to the
17 contract administrator (whose email address listed below) and received no later than
18 December 18, 2020 at 5:00 p.m.:
19

20 randy.marx@owp.csus.edu C: nadine.cross@owp.csus.edu
21

22 Any UEI response to a request for clarification by an applicant will be made in
23 writing in the form of an addendum to the RFP and will be posted to
24 www.pidwater.com. The addendum will become a part of the RFP. All applicants
25 should check www.pidwater.com for an addendum to any inquiries prior to
26 submitting a proposal.
27

28 Applicants are responsible for reviewing all portions of this RFP. Applicants are to
29 promptly notify UEI, in writing, if the applicant discovers any ambiguity,
30 discrepancy, omission or other error in this RFP. Any such notification should be
31 directed to the contract administrator promptly after discovery, but in no event later
32 than twenty-three (23) working days prior to the closing date for receipt of
33 proposals. Modifications and clarifications will be made by addenda as provided
34 above.
35

36 Information contained in a proposal shall not be considered confidential by UEI,
37 and may be disclosed to others by UEI in its sole discretion. The issuance of this
38 RFP does not constitute an agreement by UEI that any contract will actually be
39 entered into by UEI, nor does it create any obligation on the part of UEI to enter
40 into any contract, or to undertake any obligation with respect to the services
41 referred to herein. UEI expressly reserves the right at any time to:

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- 1 • Make all decisions regarding this RFP and responses submitted to this
- 2 RFP in its sole discretion;
- 3 • Make full or partial awards, or issue one or more contracts for the
- 4 services called for within this RFP;
- 5 • Waive or correct any defect or informality in any response, proposal,
- 6 or proposal procedure;
- 7 • Reject any or all proposals;
- 8 • Reissue a Request for Proposal;
- 9 • Prior to the submission deadline for proposals, modify all or any
- 10 portion of the selection procedures, including deadlines for accepting
- 11 responses, the specifications or requirements for any services to be
- 12 provided under this RFP, or the requirements for contents or format of
- 13 the proposals;
- 14 • Procure any services specified in this RFP by any other means; or
- 15 • Determine that no contract for the Services will be pursued.

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ATTACHMENT 1
PROPOSAL FORM

(Attach additional sheets as needed)

- 1. General Information:
 - A. Name of Organization (both legal name and fictitious business name, if any):
 - B. Entity Type (e.g. corporation, limited liability company, partnership, etc.):
 - C. Name of Main Contact:
 - D. Main Contact Title:
 - E. Complete Address:
 - F. Telephone:
 - G. Email:
 - H. Name and Title of Authorizing Signatory:

- 2. Provide a description of your company that includes:
 - A. The type of services it offers.
 - B. The length of time that your company has been in the business of providing the services described in 2.A above.
 - C. Location of the office(s) performing the Scope of Work.
 - D. Statement of qualifications to perform the Scope of Work
 - E. A description of your technical approach to the Scope of Work, including a demonstration of project understanding.
 - F. Experience of key project staff.
 - G. A description of the project team and organization chart, including resumes for all staff.
 - H. A proposed schedule of deliverables.
 - I. A description of the time availability of key staff throughout the term of the project.
 - J. A description of client communication strategy, including accessibility to project management personnel.
 - K. A listing of relevant project descriptions.
 - L. Three references.
 - M. A verification statement that certifies the proposed project team, including any subconsultants, are free of conflicts of interest to perform the work.

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1 3. Provide a description of pricing for the Services. Provide a detailed cost estimate, including
2 costs by task and subtask. For each task and subtask, identify staff names, hours per staff,
3 hourly labor rates, and other direct costs. Your description should include any factors that
4 may impact those rates. You should also describe pricing for any materials provided or
5 other costs incurred in providing the services.
6
7

8 The undersigned hereby declares that all statements, answers and representations made in this
9 questionnaire are to the best of his/her knowledge true and accurate, including all supplementary
10 statements hereto attached.
11

12 _____
13 Name: Date
14 Title:
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ATTACHMENT 2

APPLICANT’S QUESTIONNAIRE

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All information requested in the Questionnaire shall be furnished by the applicant, and shall be submitted with the proposal. Statements shall be complete and accurate and in the form requested. Omission, inaccuracy or misstatement may be cause for the rejection of a proposal.

1. Name of applicant exactly as it is to appear on a professional services agreement and address which applicant would designate under the Notice provision of the agreement:

2. Applicant, if selected, intends to carry on the business as: Partnership (), Joint Venture (), Corporation (), Limited Liability Company (), Other (). If “Other”, attach explanation.

3. If a partnership or a joint venture, attach a copy of the partnership agreement or joint venture agreement and identify the participants (both general and limited partners):

A. NAME/ADDRESS/SHARE

B. Date of Organization’s Creation: _____

C. General or Limited Partnership: _____

(if applicable)

D. Agreement Recorded: _____

County State Date

E. Registered in California? _____ If so, when? _____

4. If a corporation, answer the following;

A. When incorporated? _____

B. In what state? _____

C. Authorized to do business in California? _____

If so, what date? _____

D. Name, address, years in the corporation, and percentage of stock held by the following officers:

President: _____ Years ____ Stock % ____

Vice President: _____ Years ____ Stock % ____

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1 Secretary: _____ Years ____ Stock % ____

2 _____

3 _____

4 Treasurer: _____ Years ____ Stock % ____

5 _____

6 _____

7 Other: _____ Years ____ Stock % ____

8 _____

9 _____

10 E. Name, address, and percentage of stock held each Member of the Board of

11 Directors:

12 Chairman: _____ Stock % ____

13 _____

14 _____

15 Member: _____ Stock % ____

16 _____

17 _____

18 Member: _____ Stock % ____

19 _____

20 _____

21 Member: _____ Stock % ____

22 _____

23 _____

24 F. Name, address and shares of stock held by other principal stockholders:

25 (Principal Stockholder is defined as a stockholder who holds 10% or more of

26 outstanding stock of the corporation.)

27 _____

28 _____

29 _____

30 Total capitalization: \$ _____

31 Amount of capital stock subscribed: \$ _____

32 Amount paid in: \$ _____

33 E. Name, address, and phone number of the agent designated for service of process.

34 **Questions 5 through 11 to be answered by all applicants.**

35

36 5. Have you ever had a bond or surety denied, cancelled or forfeited?

37 YES () NO () If yes, state name of bonding company, date, amount of bond
38 and reason for such cancellation or forfeiture in an attached statement.

39

40 6. Have you ever declared bankruptcy or been declared bankrupt?

41 YES () NO () If yes, state date, court jurisdiction, docket number, amount of
42 liabilities and amount of assets.

43

44 7. Have any agreements held by you for services ever been terminated for
45 cause?

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1 YES () NO () If yes, give details

2

3 8. Have you ever been sued by any other jurisdiction or vendor for issues pertaining to fee
4 payment, performance, or other issues relating to a contract for services?

5 YES () NO () If yes, give details.

6

7 9. Are you currently engaged in merger or acquisition negotiations, or do you anticipate
8 entering into merger or acquisition negotiations within the time period of this Request for
9 Proposals?

10 YES () NO () If yes, give details.

11

12 10. Are you now engaged in any litigation which does now or could in the future in any way
13 affect your ability to perform under an Agreement with UEI?

14 YES () NO () If yes, give details.

15

16 11. Submit an audited balance sheet and income statement for your firm, including joint
17 venture partners, for the two most recently completed fiscal years.

18

19

20 12. List details for any and all past (within the last ten years) or present litigation between the
21 applicant and any client. If there has been none, so indicate.

22

23 The undersigned hereby declares that all statements, answers and representations made in this
24 questionnaire are to the best of his/her knowledge true and accurate, including all supplementary
25 statements hereto attached. In the case of a corporate applicant, the signature of one duly
26 authorized representative is sufficient.

27

28

29 _____
Signature

Signature

30

31 _____
(Please Print or Type Name)

(Please Print or Type Name)

32

33 _____
Title

Title

34

35