

# SCOTTS VALLEY WATER DISTRICT

## REQUEST FOR PROPOSAL

### ENVIRONMENTAL CONSULTING SERVICES FOR PASATIEMPO RECYCLED WATER PROJECT

February 28, 2008

1. The Scotts Valley Water District requests Proposals from qualified Consultants with environmental compliance and water rights experience for the preparation of California Environmental Quality Act (CEQA) documentation and permitting assistance in support of the District's proposed Pasatiempo Recycled Water Project (Project). A description of the Project and instructions for preparing Proposals are provided herewith as Attachment 1. Competitive sealed submittals will be accepted until **Friday, March 28, 2008, at 3:00 p.m.**
2. A Review Board consisting of the District General Manager, one member of the Board of Directors, and one unbiased, qualified outside professional will evaluate submitted Proposals. One or more Consultants may be invited to an interview for further discussion of the Project and Proposal. Interviews will be scheduled in advance at the convenience of the parties and conducted not later than Friday, April 4, 2008. The Review Board will report its recommendations for consideration by the District Board of Directors at the Board's regular meeting scheduled for Thursday, April 11, 2008, at 7:00 p.m.
3. Any submittals received after the above stated time and date will not be considered. If a submittal is sent by U.S. Mail, Consultant shall be responsible for timely delivery.
4. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal (RFP) shall be made through the District office. The District will not be responsible for oral interpretations given by any District employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information will be provided, except that an optional pre-proposal conference will be held if requested by three or more prospective Consultants no later than Wednesday, March 12, 2008, at 3:00 p.m. The District will attempt to notify all prospective Consultants who have been invited to prepare submittals of any addenda or pre-proposal conference, should one be scheduled. Notwithstanding this effort on the part of the District, it shall be Consultant's responsibility to contact the District timely to determine if a pre-proposal conference has been scheduled or if any addenda have been issued.

5. Consultant's submittal should include eight hard copies and one electronic copy of the Proposal. Brevity is desired. The Proposal should be organized with the following tabbed sections, with sections 2 and 3 limited to no more than twelve pages:

1. Cover letter,
2. Project overview and objectives,
3. Scope of work, schedule, and budget,
4. Consultant's experience on similar projects,
5. Consultant resumes.

Sealed submittals may be hand delivered to:

Charles McNiesh, General Manager  
Scotts Valley Water District  
Two Civic Center Drive  
Scotts Valley, California 95066

Sealed submittals may be mailed to:

Charles McNiesh, General Manager  
Scotts Valley Water District  
P. O. Box 660006  
Scotts Valley, California 95067-0006

The lower left-hand corner of the sealed envelope should read:

***Request for Proposal  
Environmental Services  
Pasatiempo Recycled Water Project***

6. The submittal cover letter shall clearly indicate Consultant's legal name, address and telephone number and shall be signed by Consultant's authorized representative above his or her typed or printed name and title.
7. All expenses for preparing and transmitting submittals to the District are to be borne by Consultant.
8. Any submittal may be withdrawn up until the date and time set above for the opening of submittals. The District intends to act on submittals pursuant to the dates and timelines set forth in this RFP document, though no guarantee or other binding representation is made herein as to the time between the submittal opening and any subsequent action.
9. Submittals will become part of the public domain upon opening.

10. The District reserves the right to accept or reject any and/or all submittals, to waive irregularities and technicalities, and to request resubmission. There is no obligation on the part of the District to award a contract to the lowest-priced Consultant, and the District reserves the right to award a contract to the most qualified Consultant submitting a responsive Proposal with a resulting negotiated agreement which is most advantageous to and in the District's best interests. While the Review Board will advise the District, ultimately the District Board of Directors will be the final judge of Consultant submittals and the resulting negotiated agreement that is in the District's best interest. The decision of the Board of Directors will be final.
11. All applicable laws and regulations of the State of California and ordinances and regulations of the County of Santa Cruz and of the District shall apply to any resulting agreement between Consultant and the District.
12. If Consultant violates or is a party to a violation of the procurement regulations for the State of California with respect to this RFP, Consultant may be disqualified from performing the work described in this RFP and/or from furnishing any related goods or services.
13. A standard District consultant contract will be prepared for signature by the selected Consultant. A sample contract is provided herewith as Attachment 2.

SCOTTS VALLEY WATER DISTRICT

/s/ Charles McNiesh

Charles McNiesh  
General Manager

Attachment 1: [Project Description](#)  
Attachment 2: Sample Consultant Contract