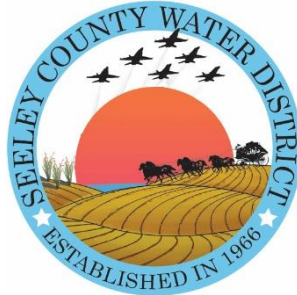


Issue Date: April 28, 2023



SEELEY COUNTY WATER DISTRICT
NOTICE INVITATION TO BID

**REQUEST FOR PROPOSALS
(RFP) NO. 2023-04 (1)**

FOR

**SCWD PHASE II – PROCUREMENT AND INSTALLATION OF
FITNESS EQUIPMENT AND AMENITIES
FOR JOHN ROBERT BATES MEMORIAL PARK**

Notice is hereby given that proposals will be received at the Seeley County Water District for performing all work necessary in accordance with the "REQUIREMENTS" and other related documents provided herein. Please carefully read and follow the instructions.

Proposals shall be presented under sealed cover with the Proposal Title and the Proposal Submittal Close Date clearly marked on the outside and forwarded to:

Seeley County Water District
1898 W Main Street
Seeley, CA 92273
Attn: Miriam Rosales, Admin General Manager

Any Bidder who wishes their proposal to be considered is responsible for making certain that their proposal is received in the Seeley County Water District Administration Office by the closing date and time.

PROPOSALS RECEIVED AFTER THE DEADLINE WILL BE REJECTED AND WILL BE RETURNED TO THE BIDDER UNOPENED.

**CLOSING DEADLINE DATE:
THURSDAY, May 18, 2023, at 3:30 PM**

SCWD PARK IMPROVEMENT PLAN

Purpose for the Request for Proposals

Seeley County Water District is seeking contractors whose combination of experience, personnel and equipment will provide environmentally sound, timely, and cost-effective professional services to the SCWD. Consideration will be given only to proposals from firms that are properly licensed, experienced in the class of work, and that can refer to projects of similar magnitude and character that have been completed.

Information about Seeley County Water District

Seeley County Water District ("SCWD") is a special district and was formed July 28, 1960, under the Public Utility Act of 1921 to provide water and sewer services to the unincorporated community of Seeley in Imperial County. Seeley County Water District owns one park, John Robert Bates Memorial Park and is maintained by the Imperial County Public Works Department. The Park is in a centrally located area, it has about 4.5 acres of open recreational space and serves the severely disadvantaged Seeley community and the greater Imperial Valley.

Seeley County Water District's funding mechanism for park improvement and amenities are sourced through property taxes, grants, and other funding sources. Utilities income or enterprise funds are specific to business operation only. With SCWD's first grant, a master improvement concept plan for the Park was developed through a combination of professional, staff, and community input; this made it possible for SCWD to envision a full build out and enhance the park concept by phase. We are now in Phase II since adoption of the master improvement plan in October of 2018.

Location Reference

Seeley is one of the fifteen "Colonias" located within the County of Imperial. To give you an idea of where we are located, Seeley is a small town about 8 miles west of El Centro California and about 19 miles north of the USA/Mexico border. To the south of Seeley there is a lake and multi-use park that serves the greater Imperial Valley. The El Centro NAF (Naval Air Facility) is only about 3 miles away from our SCWD office. Our town's Westerly "city limit" is delineated by the New River, which ends at the Salton Sea.

Project Overview

It is the first time in its known history that the Park will be outfitted with amenities like other parks in the greater Imperial Valley. The project focus is site preparation and site improvements, furnishing and installation of five (5) pieces of outdoor fitness equipment that includes a triceps press, accessible triceps press, arm curl, vertical press, and stepper. Furnishing and installation of 72 LF of header at the fitness area, and a 4'x4' reinforced concrete pads to support each piece of fitness equipment. Furnish and install 480 SF of stabilized decomposed granite at the fitness area. Furnish and install five (5) Uline Dog waste system with bag dispensers on concrete and furnish and install six (6) steel benches mounted in the ground.

Lastly, to the existing play structure shade canopy at the playground remove the shade canopy and furnish a CRS, Inc shade structure over the entire playground. Installation of a new shade structure will require a differed submittal and approval to the County Building Department.

For a list of improvements see **Park Improvement Bid Item List**, and for Construction & Specifications Plans. Refer to Attachment 1, 2, 3, 4, 5, 6 and for the Shade Structure Attachment 7.

Park Improvement Bid Item List

DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	Total
SITE PREPARATION				
Mobilization, Demobilization	1	LS	\$	
Construction Surveying Including As-Built Plan Documents	1	LS	\$	
Water Pollution and Traffic Control Plans	1	LS	\$	
Permitting	1	LS	\$	
Sub Total				
SITE IMPROVEMENTS				
Furnish and Install Outdoor Fitness Equipment	1	LS	\$	
Construct 4'x4' Reinforced Concrete Pad	80	SF	\$	
Furnish and Install Stabilized Decomposed Granite	480	SF	\$	
Construct Header at Fitness Area	72	LF	\$	
Furnish and Install Pet Waste Bag Station	5	EA	\$	
Sub Total				
ADDITIVE BID ITEMS				
#1: Furnish and Install Bench	6	EA	\$	\$
#2: Remove Existing Play structure Shade Canopy and Furnish and Install New Shade Structure over the entire playground.	1	LS	\$	\$
Sub Total				\$
Sub Total Base Bid Items			\$	
SUBTOTAL ADDITIVE BID ITEMS			\$	
Grand Project Totals			\$	

Scope of Work Summary

The selected contractor’s responsibility shall include:

- Site preparation, mobilization and demobilization, material storage must take place on SCWD property and not within the public Right-of-Way.
- Furnish and install five pieces of outdoor fitness equipment that include a triceps press, accessible triceps press, arm curl, vertical press, and stepper.
- Furnish and install a header at fitness area.
- Furnish and install of 4’x4’reinforced concrete pads.
- Furnish and install 480 SF of stabilized decomposed granite at the fitness area.
- Furnish and install five (5) Uline Dog waste system with bag dispensers to concrete footing.
- Furnish and install six (6) Arches Steel benches mounted in ground.
- Proposed shade structure purchase and installation. The contractor shall remove the existing canopy over the playground. Installation of a new shade structure will require a differed submittal and approval to the County Building Department - Shade Structure Specifications see Attachment #7
- Photographic documentation after installation of all amenities.
- The contractor shall pay all sales, use, and other taxes associated with purchases for this project.
- Worker’s Compensation Requirements. As required by Section 1860 of the California Labor Code and in accordance with the provisions of section 370 of the Labor Code, every Contractor will be required to secure the payment of workers’ compensation to its employees. Contractor must complete, sign, and submit Attachment 9 to SCWD certifying Certificate of Workers’ Compensation. WC Insurance must name Imperial County, see WC Example Attachment 19.
- The bidder to whom the contract award is made shall furnish to the SCWD, at the time of execution of the Agreement, deliver to the SCWD two copies of the insurance certificates, on the carrier’s forms, attesting to the fact that the required policies of insurance have been obtained. Insurance certificates must name the SCWD and Imperial County as insured.

- Insurance Requirements- As outlined in Attachment 8.
- The Public Works project is a multi-agency funded project and requires compliance with both California’s department of Industrial Relations requirements and the California Labor Codes for a Public Works project. Contractors must provide a Contractor License Number from the Contractors State License Board.
- The contractor shall furnish all supervision, labor, material, and equipment necessary to successfully complete the project. In cases where issues or questions arise the contractor shall notify the General Manager or Designee.
- The contractor shall call 811 or Underground Service Alert of Southern California and follow their guidelines before any digging.
- The contractor shall repair irrigation line/equipment/walkway damaged during installation.
- The contractor shall, through the course of his work, comply with the rules, ordinances, regulations, etc. set forth by agencies having jurisdiction, which apply to the work site, the contractor, and their employees.

Response Requirements

Cover Letter

The RFP shall include a cover letter signed by the team representative authorized to sign contracts stating interest and ability to perform the work.

Experience and Services

The RFP shall list and describe previous experience and expertise with furnishing and installing outdoor fitness equipment and amenities at a scale comparable to this RFP.

Timetable

A timetable which identifies the main elements of the project, according to the Bid Item List and Scope of Work, and projected completion dates throughout the project period.

Fee Estimates

The proposal shall include a fee estimate for providing services and must be contained in a seal envelope separate from the proposal. The fee estimate should clearly list all costs associated with providing the service on the Tabulation of Major Material Suppliers Form included as Attachment 12. This form must include all equipment by type and any other product or material purchases as required.

PLEASE NOTE: SCWD does not pay for services in advance. Therefore, do not propose contract terms that call for upfront payment or deposits. The contract will be paid in full after completion of the project and SCWD approval.

Mailing Directions

Proposals and any additional attachments or information shall be submitted by 3:30 p.m. on THURSDAY, **May 18, 2023**, due date and will be accepted in the following ways, Mailed, or Hand Delivered to:

Administrative General Manager
of the Seeley County Water District
1898 W Main Street, PO BOX 161
Seeley, CA 92273

The title should be “**RFP No. 2023-04 (1) PHASE II – PROCUREMENT AND INSTALLATION OF FITNESS EQUIPMENT AND AMENITIES FOR JOHN ROBERT BATES MEMORIAL PARK**” Please note that SCWD’s lobby area is currently closed to the public therefore in-person submissions of the Proposal will be accepted in person by calling 760-352-0061 Ext 0041 prior to arrival.

Inquiries

The Bidder must carefully examine the specifications, terms and conditions provided in this Request for Proposals and become fully informed as to the requirements set forth herein. If anyone planning to submit a proposal discovers any ambiguity, conflict, discrepancy, omission, or error in the proposal, has any questions shall immediately notify the contact person of such concern in writing and request clarification or modification of the document(s) no later than the deadline, **May 12, 2023**.

Miriam Rosales, Administrative General Manager
Phone: (760) 425-0041
Fax: (760) 352-0589
E-mail: mrosales@seeleywaterdistrict.ca.gov

No further requests for clarification or objections to the proposal will be accepted or considered after this date. Any oral communication by the district's designated contact person or any other District staff member concerning this proposal is not binding on the SCWD and shall in no way modify this proposal or the obligations of the District or any Bidders.

Questions pertaining to the RFP and the selection process should be submitted in writing and must be received by the SCWD, no later than **May 12, 2022**, by **10:30 a.m.**

Please note that the SCWD will not be responsible for mailing any addendums. All addenda and notifications will be made available on the SCWD's website: <https://seeleywaterdistrict.ca.gov/rfp>.

Contractors are encouraged to check the website regularly since each contractor will bear sole responsibility for having the RFP and all addenda. No new addendum will be posted after the close of business day on **May 12, 2023**.

Submittal Deadline

Proposals are due no later than 3:30 PM, Thursday, **May 18, 2023**, and must be received by that time and date. Proposal postmark dates and times will not be considered as meeting that deadline. Proposers must submit three (3) bound copies of their proposal and one (1) separately sealed fee proposal envelope to the address shown under "Mailing Instructions" above.

SCWD is not responsible for proposals that are delinquent, lost, mismarked, and sent to an address other than that given above, or sent by mail or courier service. SCWD reserves the right, after opening the proposals, to reject any or all proposals, or to accept the proposal(s) that in its sole judgment is (are) in the best interest of SCWD.

Disclaimer: The SCWD reserves the right to accept, reject, and evaluate any and all proposals for a period of 30 days from submittal date, and to change the scope of this RFP if warranted by changing conditions. Any proposal submitted during this RFP process becomes the property of the SCWD. The SCWD will not be liable for nor pay costs incurred by the respondent in preparation of a response to this RFP or any other costs involved including travel.

A complete set of the Request for Proposal can be found on our website at <https://seeleywaterdistrict.ca.gov/rfp>.

Schedule

To the extent achievable, the following schedule shall govern the review, evaluation, and award of the proposal. SCWD reserves the right to modify the dates below in accordance with its review process.

The Following timetable is anticipated:

TUESDAY	April 28	Request for Proposal is released
FRIDAY	May 12 10:30 a.m.	Questions Due, written questions in relationship to the Request for Proposal, Bidders are encouraged, but it is not mandatory to visit the Project Site
TUESDAY	May 16	Questions and Answers Released
THURSDAY	May 18 3:30 p.m.	Closing Date for the Request for Proposals. Bid
FRIDAY	May 19	Commencement of review of the Request for Proposal submissions by the evaluation committee
MONDAY	May 22	General Manager with Board of Directors Approval to Award Professional Services Agreement - Contract

- All dates are tentative and subject to change.

A non-mandatory Pre-Bid Conference is scheduled for Friday May 12th 2023, at 10:30 AM to review the Project's existing conditions at SCWD Office (1898 Main Street, Seeley, CA 92273). Representatives of the SCWD and consulting engineers, if any, will be present or participate by Zoom meeting. Questions asked by Bidders at the Pre-Bid Conference not specifically addressed within the Contract Documents shall be answered in writing and shall be sent to all Bidders present at the Pre-Bid Conference.

Notice To Candidates

This Request for Proposals does not constitute a contract or an offer of employment. The cost of preparation of proposals shall be the sole obligation of the consultant. All proposals, whether accepted or Bidders are encouraged, but it is not mandatory to visit the Project Site located at **1826 Park ST, Seeley, CA 92273**.

SCWD reserves the right to reject any and all proposals. Elements and/or tasks may be added or deleted at the discretion of the SCWD pending negotiation of the scope of work and compensation.

All completed work including surveys, workshop documents, ancillary reports and the final report, whether in written, video or electronic formats, becomes the property of the SCWD at the end of the project and will be turned over to the SCWD.

The consultant selected to perform the work shall be considered an independent contractor and shall provide the insurance and indemnification set forth in the "Agreement" for RFP No. 2023-04 (1). The consultant shall certify that no official or employee of SCWD or any business entity, in which an official of SCWD has an interest, has been employed or retained to solicit or aid in the procuring of the Agreement for District Park Improvement Plan Development. No such person shall be employed in the performance of the Agreement.

Miriam Rosales, Administrative General Manager
 Phone: (760) 425-0041
 Fax: (760) 352-0589
 E-mail: mrosales@seeleywaterdistrict.ca.gov

Selection Process and Evaluation Criteria

Basis of Award

The Award will be made to the lowest Bidder whose proposal demonstrates to be the most qualified, responsive, and advantageous to SCWD. **SCWD may but shall not be obligated to accept the lowest cost proposal but will make an award in the best interests of SCWD after all factors have been evaluated (“most responsive proposal”).**

SCWD RESERVES THE RIGHT, AT ITS SOLE DISCRETION, TO REJECT ANY OR ALL PROPOSALS OR ANY PART THEREOF, OR TO WAIVE ANY INFORMALITIES IN THE PROPOSAL AND MINOR IRREGULARITIES, TECHNICAL DEFECTS OR CLERICAL ERRORS, TO MAKE AN AWARD ON THE BASIS OF SUITABILITY, QUALITY OF SERVICE(S) TO BE SUPPLIED, THEIR CONFORMITY WITH THE SPECIFICATIONS AND FOR THE PURPOSES FOR WHICH THEY ARE REQUIRED, AND NOT CONFINED TO COST ALONE. SCWD SHALL NOT BE LIABLE FOR ANY COSTS INCURRED BY THE BIDDER IN CONNECTION WITH THE PREPARATION AND SUBMISSION OF THIS OR ANY OTHER PROPOSAL.

False, incomplete, or nonresponsive statements in connection with the proposal may be deemed sufficient cause for rejection. SCWD shall be the sole judge in making such a determination. SCWD reserves the right to cancel or discontinue with the proposal process and reject any or all proposals in the event it determines that there is no longer a requirement for the furnishing of such items, materials, equipment and/or services, funding is no longer available for this proposal, or it is otherwise in SCWD’s best interest to cancel the proposal process.

Selection Of Evaluation Committee

An Evaluation Committee consisting of selected personnel will be established to evaluate the proposals. It is the intent of the Evaluation Committee to select an apparent successful Bidder with a recommendation to initiate Agreement negotiations. Selection will not be made on cost alone but will be based upon the most responsive proposal.

Evaluation Criteria

The Evaluation Committee will consider only those proposals which have been considered responsive to the proposal. Any proposal which fails to meet the requirements of the proposal will be considered non-responsive and may be rejected. Responsiveness includes attention to detail in following the proposal format. The Evaluation Committee may also contact and evaluate the Bidder’s and the Sub-Contractors references; contact any Bidder to clarify any response; contact any current users of a Bidder’s services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process.

The Evaluation Committee shall not be obligated to accept the lowest priced proposal but shall recommend such proposal that is the most qualified, responsive, and cost-effective proposal and in the best interest of SCWD (“most responsive proposal”).

Proposals shall be evaluated and awarded points based on the following categories. The highest number of points will be awarded to proposals that demonstrate exemplary understanding and responses to the following categories:

Category	Max. Points
Completeness and thoroughness of proposal and how it relates to meeting the objectives in the RFP	25
Experience and qualifications	25
General experience	15
Staffing/resources to perform work	15
Reasonableness of cost	20
Total	100

District Staff Involvement

District Staff will provide consistent and thorough involvement in monitoring and coordinating the project, as well as in reviewing and evaluating submittals, etc. The Board of Directors are committed to completing this project within the given time frame and budget parameters and will approve all final decisions regarding award of contract, policy decisions, and adoption of the final Park Improvement Plan.

-----END OF NOTICE-----