

## REQUEST FOR QUALIFICATIONS



### Introduction

Reclamation District No. 108 (RD108) is seeking Statements of Qualifications from consultants experienced in developing and implementing public infrastructure financing mechanisms. RD108 desires to have one or more qualified consulting firms under contract to assist it in developing a financing mechanism to support its participation in the Site Reservoir Project.

Interested consultants must submit one electronic copy of their Statement of Qualifications to RD108 no later than **3:00 PM on December 21, 2022**. Submittals must be clearly marked: **Sites Financing Support RFQ**. Submittals delivered or received after the deadline will not be considered.

Questions about this Request for Qualifications should be directed in writing to the Deputy Manager, William Vanderwaal, at [wvanderwaal@rd108.org](mailto:wvanderwaal@rd108.org).

RD108 reserves the right to reject any and all Statement of Qualifications.

Electronic copies may be delivered via USB, or may be emailed to [wvanderwaal@rd108.org](mailto:wvanderwaal@rd108.org).

If delivered by mail, the mailing address is:

William Vanderwaal  
Deputy Manager  
PO Box 50  
Grimes, CA 95950  
Re: Sites Financing Support RFQ

If delivered in person, the physical address is:

William Vanderwaal  
Deputy Manager  
975 Wilson Bend Road  
Grimes, CA 95950  
Re: Sites Financing Support RFQ

## Background

### Reclamation District No. 108

RD 108 was formed in 1870 under the Reclamation District Law of 1868 for the purpose of forming a district to build levees and “reclaim” land subject to periodic overflow from neighboring rivers and water bodies. Its function is to provide irrigation, drainage and flood control services for about 58,000 acres of rural/agricultural land in northern Yolo/southern Colusa Counties. RD108 has a five-member Board of Trustees elected by the property owners in the District. RD108 is a member of the Sites Project Authority, and an investor in the current phase of the Sites Reservoir Project’s development.

### Sites Reservoir Project

Located approximately 10 miles west of the City of Maxwell, California, the proposed Sites Reservoir Project would include a 1.5 million-acre-foot reservoir off-stream of the Sacramento River. The entire Sites Reservoir Project includes the Sites Reservoir, new facilities to integrate with both the existing Tehama-Colusa Canal and Glen-Colusa Irrigation District’s Main Canal, and new facilities connecting to the Sacramento River. The Sites Reservoir Project’s facilities will be independently owned and operated by the Sites Project Authority joint powers authority under its own water rights and other regulatory requirements. It will operate in cooperation with the US Bureau of Reclamation and the California Department of Water Resources and their operation of the Central Valley Project and State Water Project, respectively. The summary objective of the Sites Project is to make California’s water system more efficient, flexible, and reliable, and to provide local, statewide, and national benefits.

The Sites Reservoir Project has been deemed eligible for state funding from voter-approved Proposition 1 (2014) Water Storage Investment Program and is receiving federal funding for from the WIIN Act. However, to complete construction and operate the project post construction, members of the Authority, including RD108, must commit to financing their proportional share of the project’s capital, and ongoing operating costs.

### RD108 Financing Process

RD108 intends to undertake a Proposition 218 process to determine whether its landowners support continued participation in the Site Reservoir Project and are willing to finance RD108’s proportional share of the project’s capital and ongoing operating costs. Subject to property support and Board approval, RD108 envisions instituting a district-wide per-acre charge, as authorized under Water Code 50910 and 50911, to fund its ongoing and future and participation in the Sites project.

RD108 is seeking consultant(s’) assistance to:

- Conduct a detailed review of the financing documentation prepared by the Sites Authority to evaluate and validate assumptions made in their financing approach.
- Prepare a detailed engineer’s report detailing how the proposed charge is to be calculated.
- Conduct a landowner engagement process to provide landowner information on RD108’s proposed financing approach, and the Proposition 218 process.
- In cooperation with District counsel, prepare deliverables for Proposition 218 compliance process, including preparation of notices, protests, hearing, and balloting materials; assist in the tally of protests and landowner fee ballots.
- If the majority of affected property owners vote in favor, and the RD108 Board elects to levy the charge, provide for the levy and administration of the proposed fee.

## Scope of Services

RD108 require services from professionals experienced in (a) developing and implementing public infrastructure financing mechanisms, and (b) conducting public outreach & public engagement for infrastructure financing processes. Firms can submit for one or both of the services listed below. Responding firms should submit individually for the service area(s) which fall under their areas of expertise and not as part of a larger team made up of multiple firms. RD108 reserves the right to contract in one, all or any combination of the individual service areas on a task order and/or project basis following the selection of the most qualified firm(s). The selected firm(s) shall assign one Project Manager who will act as the District's primary contact and will be entirely responsible for the consultant's timely and cost-effective work.

### *Service A: Developing and implementing public infrastructure financing mechanisms*

Services provided by the consultant may include but not be limited to:

- Review Sites Authority financing approach and assumptions.
- Evaluate potential fee alternatives
- Provide recommendations on selecting an appropriate mechanism and process to implement a fee
- Develop an Engineers Report as appropriate
- Develop meeting presentations related to discussions on proposed fee mechanisms
- Make presentations to the RD108 Board, advisory committee, and public
- Update parcel information, as applicable
- Comply with any ballot, hearing, protest, vote, or other requirement
- Prepare necessary files to place the fee on the County's tax roll

### *Service B Public Outreach & Public Engagement*

Services provided by the consultant may include but not be limited to:

- Develop and implement a comprehensive public education and outreach approach to support the Proposition 218 process outlined above.
- Make presentations to the RD108 Board, advisory committee, and public
- Conduct landowner outreach,
- Responsible for preparation and production of any recommended and required outreach materials and notifications
- Recommend and implement online social media and/or webpage content development
- Organize and lead public workshops, and any other recommended strategy for public and landowner engagement

## Evaluation and Selection

The Statements of Qualifications will be evaluated by RD108's project management team. The evaluation criteria shall include, but not be limited to:

- Experience of the firm(s) in providing similar services
- Firms' location to and knowledge of RD108 and the Site Reservoir Project
- Responses from references provided the proposer(s)
- Alignment of proposed budget and rate schedule and timing of work product delivery with District needs.

RD108 may select consultant(s) based on the evaluation criteria described above or may invite

the top-rated consultants to participate in an interview with RD108's project management team. If RD108 is unable to negotiate a fee structure with the consultant(s) identified as the most qualified, RD108 may choose to negotiate with the next most qualified consultant and continue until successful in negotiating a fee structure acceptable to RD108. RD108 may also choose not to enter negotiations with any of the consultants.

## Proposal Content

### 1. *Cover Letter*

Section 1 shall be a maximum two-page Cover Letter and introduction and shall include the name and address of the organization submitting the proposal, together with the name, address and telephone number of the contact person who will be authorized to make representations for the organization, the Firm's federal tax ID number, which service area(s) which the firm has expertise. The cover letter shall include a statement that the proposal is valid for 60 days after receipt.

### 2. *Table of Contents*

Section 2 shall be a detailed Table of Contents and shall include an outline of the submittal, identified by sequential page number and by section reference number and section title as described herein.

### 3. *Consultant Capabilities and Experience*

Section 3 shall be a maximum of 5 pages per service area (not including resumes) entitled "Consultant Capabilities and Experience". This section shall include a description of the proposing Firm's resources, experience, and capabilities for successfully developing and completing tasks within the proposed service areas. Include contact information for 3 references for each service area.

### 4. *Resumes*

Section 4 shall contain resumes of the staff to be assigned. Each resume shall not exceed 2 pages.

### 5. *Rates*

Hourly rates and proposed fee schedule for services shall be provided.

## General

1. Any questions related to this RFQ are to be directed in writing to RD108's contact person, William Vanderwaal at [wvanderwaal@rd108.org](mailto:wvanderwaal@rd108.org).
2. All question must be submitted by 4PM on December 7<sup>th</sup>, 2022. No questions will be accepted or answered after this deadline.
3. All questions and responses related to the RFQ will be posted on the RD108's Contracts information webpage to ensure that all respondents receive the same information.
4. Any and all costs including travel, if required, associated with the development and delivery of the RFQ to RD108 is the full responsibility of the Firm(s) with no reimbursement due by RD108.
5. All work performed for RD108, including all documents associated with the projects, shall become the exclusive property of the RD 108.
6. All information and materials submitted to RD108 in response to this RFQ may be reproduced by RD108 for the purpose of providing copies to authorized personnel

involved in the evaluation of the Proposals but shall be exempt from public inspection under the California Public Records Act until such time as Contracts are awarded. Contract awards are a matter of public record. Once a Contract is executed, Proposals submitted in response to this RFQ are subject to public disclosure as required by law. Your submission of a Proposal is considered your consent to RD018's disclosure of the Proposal. RD108 shall not be liable for disclosure of information or records related to this Solicitation.

7. The Firm(s) agrees to file tax returns and pay all applicable taxes including possessory use taxes that may be levied as a result of use as managed by the selected Firm(s).
8. The Firm(s) shall indemnify and hold harmless RD108's volunteers and employees from liability of any nature or kind due to the use of any copyrighted or uncopied composition, trade secret, patented or unpatented invention, article, service or appliance furnished or used as a result of this solicitation and any potential subsequent purchase order or contract.
9. The selected consultant(s) will need to provide insurance certificate(s) for Commercial General Liability, Automobile Liability, Workers' Compensation and Employer's Liability, and Professional Liability. The opening of proposals in response to this RFQ is not subject to attendance by the general public. This restriction is necessitated by the fact that the contract award is subject to negotiations, and it would be unfair for competing companies to know the prices quoted by one another.
10. The successful Firm(s) must be prepared to begin work promptly following execution of the contract.
11. Firm(s) are reminded that it is their responsibility to:
  - a. Read carefully all of the contents of this entire RFQ.
  - b. Ask for clarification in writing before submission due dates.
  - c. Address all requirements and follow all procedures of this RFQ.
  - d. Immediately inform the RFQ Contact Person of any problems with this RFQ solicitation.
  - e. Submit all responses by the required dates and times.

## Reserved Rights

1. Issuance of this RFQ in no way constitutes a commitment by RD108 to award a contract. At its sole discretion, RD108 may award one or more contracts, or may reject all submittals and award no contract.
2. RD108 may cancel or amend this RFQ at any time and may submit similar solicitations in the future.
3. The selected Firm(s) shall be required to execute a contract with RD108 in a timely fashion, the terms of which will be negotiated between the Firm and RD108.
4. RD108 may enter into negotiations with more than one Firm to supply the services identified in this RFQ.
5. RD108 may request clarification of any submitted information and may request additional information on any or all responses provided and may waive minor inconsistencies deemed to be irrelevant.
6. RD108 may reject any Proposal that does not meet all of the mandatory requirements of this RFQ, is conditional or is incomplete.

### Proposal Withdrawal, Errors and Protests

The withdrawal of any Proposal must be made in writing prior to the required submission date and time and must be signed by an authorized representative of the Firm. An error in the Proposal Submission may cause the rejection of that Proposal. However, the Firm may submit a new or modified Proposal prior to the Proposal submission date and time. Firms that submitted a Proposal but were unsuccessful in the attempt to obtain a contract may request, in writing, a debriefing from the District contact listed above. Firms that have received a debriefing, but continue to feel aggrieved in connection with the solicitation or award of a contract may submit a protest to William Vanderwaal, Deputy Manager, PO Box 50, Grimes CA. 95950. All protests must be made in writing, signed by an individual authorized to sign the submitted proposal and must contain a statement of the reason(s) for the protest citing the law, rule, regulation or procedure on which the protest is based. Potential Firm capabilities, proposal characteristics and / or pricing features that were not included in the Firm's Proposal shall not be introduced during the protest process. To be considered, the protest must be submitted within seven (7) working days following the debriefing.

### Timing and Schedule

The following timing and schedule are estimated and are subject to change.

- Dec. 7, 2022: Final day for submittal of questions regarding the RFQ.
- Dec. 9, 2022: Responses to questions will be provided no later than this day.
- Dec 21, 2022: Responses to this RFQ must be submitted on or before 3:00 p.m.**
- Dec 22, 2022: Selection committee initiates the Level I review that will consist of evaluating the proposals for the purpose of establishing the most qualified firms. The Selection committee may decide on a recommendation for awarding the contract upon completion of the Level I review.
- Jan. 9-13, 2023: If needed, the Selection Committee will conduct the Level II review. The Level II review will be conducted to select the finalist from a small pool of candidates. This level may include a request for a presentation from the finalists, proposal fact finding and negotiation of contract terms and conditions.
- Jan. 19 2023: Contract award dates (tentative)