

Bradford Reclamation District 2059

How to Submit a Bid or Proposal

An agenda Item is placed on the agenda to Discuss the Scope of Work and the Bidding Requirements

The Board of Trustees during a public meeting makes a motion to approve the engineering, legal and staff's time utilized to prepare the scope of work, RFP outline and to have staff forward out the RFP.

There is a request for a proposal sent out:

EXAMPLE:

**REQUEST FOR PROPOSAL
FOR GENERAL XXXXXXXX AND CONSULTING SERVICES
("DISTRICT xxxxxxxx") Place Title Here**

RFP No.: 2015-01

Date Issued: XXX-XX 01/01/xxxx

Submission Deadline: January 31, xxxx, by 5:00 p.m.

The District invites proposals to provide **PLACE TITLE HERE** and Consulting Services as District Engineer for Bradford Island Reclamation District No. 2059.

Any questions regarding this RFP shall be directed to:

Name of Individual (Placed here), Contract Administrator

Reclamation District 2059, Bradford Island

District Email (Placed here)

Questions must be submitted by e-mail and will be answered within two (2) business days by return e-mail. Questions and answers will be shared with all prospective proposers upon inquiry. **The deadline to submit questions is January 31,xxxx, by 5:00 p.m.**

A Table of Contents is included such as follows:

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The RFP contains however is not limited to:

Reclamation District 2059 Background Information

Purpose and Description of Services

Minimum Qualifications for Proposers

Key Action Dates

Prospective Proposer's Meeting/Site Visits

Proposal Requirements

Submission of Proposal Instructions

Mail Deliver for Over Night and Drop Off Address

Evaluation Process

Evaluation of the proposals will be as follows:

Proposals will be preliminary reviewed for completeness by Reclamation District staff and/or review committee.

Proposals deemed to be complete will be forwarded to the review committee who may rank or create a comparison summary of the candidates based on, but not limited to, the following criteria:

- Engineering experience and qualifications relating to levee and flood control works, particularly in the Sacramento-San Joaquin Delta
- Technical capability
- Project management experience
- Prior experience working with state and other regulatory agencies

If necessary, an interview with the review committee or Board of Trustees may be required before the District makes a final determination.

I) Award of Contract for Professional Services

After consideration of the submitted proposals, the District will select the individual or firm that, at the sole discretion of the Board of Trustees, will best serve the needs of the District. The

successful candidate will be awarded a professional services agreement for the rendering of the services requested under this RFP.

J) Disposition of Proposals.

Upon opening of the Proposals, all documents submitted in response to this RFP will become the property of the District. and will be regarded as public records under the California Public Records Act (Government Code Sections 6250 et seq.) Proposal packages may be returned only at the proposer's expense, unless such expense is waived by the District.

K) Agreement Execution and Performance

- 1) Service shall start on the express date set by the District and the successful Proposer, after all approvals have been obtained and the professional services contract is fully executed. Should the Proposer fail to commence work at the agreed upon time, the District, upon five (5) days written notice to the Proposer, reserves the right to terminate the contract.

- 2) All performance of services contemplated by this RFP shall be completed according to terms and conditions set forth in the professional services contract, when awarded. (See Exhibit "C" for a sample "Professional Services Agreement").

- 3) Before commencing services on behalf of the District, Proposer shall procure and maintain the requisite insurance coverage set forth in Section 9 of the professional services contract.

Exhibit (A) to be included outlining the

Scope of Work

Exhibit (B) to be included outlining the

Payment Provisions

The Board of Trustees reviews all of the RFPs

An interview panel is created during a public board meeting

The interview panel interviews the firm(s)

A board motion is made during a public board meeting to hire the firm.