



**REQUEST FOR PROPOSALS TO**

**PROVIDE:**

**PUBLIC ASSISTANCE AND DISASTER RECOVERY  
MANAGEMENT SERVICES**

**RESPONSE DUE BEFORE 3:00 P.M.**

**ON**

**July 21, 2023**

**San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006  
(831) 338-2153**

## I. INTRODUCTION

Beginning in August 2020, the CZU Lightning Complex fires burned through San Mateo and Santa Cruz counties, including portions of the SLVWD service area and Conjunctive Use Plan area. In total, the fire burned approximately 86,500 acres, destroyed 7,567 buildings, and damaged SLVWD water supply infrastructure, resulting in significant operational capacity losses. Damaged or destroyed infrastructure included: intake lines, approximately seven miles of distribution piping, over 30 storage and/or settling tanks, and four surface water intakes. The San Lorenzo Valley Water District (SLVWD or District) is soliciting a Request for Proposal (RFP) from qualified consulting firms or individuals (Consultant) to provide post-fire disaster Public Assistance and Disaster Recovery Management Services described in Section III.

## II. BACKGROUND

### General

San Lorenzo Valley Water District is a water supplier established in 1941 and serves several communities within the 136 square-mile San Lorenzo River Watershed. The District provides water to two separate drinking water systems: The San Lorenzo Valley Water District and The San Lorenzo Valley Water District-Felton. Each of these two drinking water systems have their own separate source of drinking water supply. The SLVWD and SLVWD-Felton systems have an interconnection, which allows for the transfer of water between the two systems on an emergency basis. The District's legal boundaries encompass approximately 62 square miles. Land uses include timber, State and regional parks, water supply watersheds, rural residential, low-density urban residential and commercial, quarries, agriculture, and other open space. The District owns one contiguous piece of land of approximately 1,620 acres for water supply and watershed protection on Ben Lomond Mountain, 252 acres in the Felton/Fall Creek watershed, and another 325 acres in the Zayante Creek area.

The District relies on both surface water and groundwater resources, which are ultimately derived solely from rainfall within the San Lorenzo River watershed. Surface water is obtained from nine stream diversions (six of which are currently inactive due to damage sustained in the 2020 CZU wildfire).

Groundwater is obtained from one spring and eight active wells. The District has limited above-ground storage capacity equal to only a few days' average use; hence, the District relies on groundwater for seasonal and year-to-year storage. The District produces and treats water based on short-term water demand. The water treatment plant for the SLVWD system is located above the community of Boulder Creek; the plant for the SLVWD-Felton system is located on Kirby Street in downtown Felton. The scale and complexity of SLVWD's water distribution system reflect the San Lorenzo Valley's rugged topography, dispersed pattern of development, and widely distributed raw water sources.

### Impacts of the CZU Lightning Complex Wildfire of 2020

The District watershed and water system, as well as some of its ratepayers, were severely impacted by the CZU Lightning Complex Wildfire in 2020. The damage to District facilities was extensive, most significantly to raw water supply lines, storage tanks, and cross-country water transmission pipelines, but also water treatment systems, pumps, and water-quality monitoring equipment. The District anticipates receiving partial financial assistance through the Federal Emergency Management Agency (FEMA) to help cover the costs of emergency response, recovery, and permanent repairs. The District will be responsible for paying up front all of these costs (and other CZU Wildfire costs that are not reimbursable by FEMA). Once projects are complete, the District will submit eligible project costs for FEMA reimbursement.

The District implemented a Fire Recovery Surcharge through the Proposition 218 process in August 2021 to help recover an estimated \$5M in CZU Wildfire costs not covered by FEMA. The surcharge added a monthly charge of about \$10 per ratepayer. The surcharge will last about 5 years and will automatically terminate once \$5 million is collected by the District. The \$5M surcharge amount was based on the assumptions that FEMA would reimburse 75% of an estimated \$20M cost for fire recovery and repair of damaged infrastructure.

Since the adoption of the Fire Recovery Surcharge, key assumptions on which the surcharge was based have changed. The FEMA cost-share percentage increased from 75% to 90%. The initial cost estimate of approximately \$20M in total damages has proven to be far too low, especially in light of current estimates for the cost of replacing 7 miles of above-ground, raw-water pipeline destroyed in the CZU Wildfire. A constructability study completed by the engineering firm Freyer & Laureta in 2022 evaluated various replacement options, including replacing the pipelines at grade, and recommended that the destroyed pipelines be replaced with buried HDPE pipe to protect from future wildfires at an estimated cost of about \$50M. A subsequent peer review of the Freyer & Laureta engineering report completed by Haro Kasunich & Associates in November 2022 concluded that Freyer & Laureta had underestimated the environmental impact and difficulty of constructing a 12'-wide bench to accommodate burial of the pipeline given the steep slopes and difficult access. The District is currently acquiring additional cost information on various options. FEMA will reimburse 90% of eligible costs associated with constructing the pipelines above ground as they were prior to the CZU wildfire, but it is not yet known what proportion of an additional cost to bury the pipelines would be covered.

The District will have many other fire recovery expenses in addition to the cross-country pipelines. Given the escalation in the estimated costs of recovery since the implementation of the surcharge, even with the increase in FEMA reimbursement to 90%, it is clear that the \$5M surcharge will not cover the District's non-reimbursed fire recovery expenses. Although difficult to estimate due to escalating costs of construction and uncertainties about FEMA reimbursement, the current estimate for total cost of recovery from the CZU Fire is about \$75M. Because not all expenses are reimbursable by FEMA and some projects will be reimbursed for less than the nominal 90%, it is estimated that on average about 75% of the costs will be reimbursed. This leaves \$15M, after the \$5M from the CZU Fire surcharge, that the District will need to fund in recovery-related capital expenditures over the next few years.

#### Repair of damage from Winter 2022-23 storms

Central and northern California experienced the wettest 3-week period in the last 161 years during a series of "atmospheric river" events December 27, 2022, through January 16, 2023. Surface water intakes on creeks were damaged by high, debris-laden flows. Saturated ground combined with high winds led to many landslides and fallen trees that damaged District access roads and caused earth movements that broke water mains. Current cost estimates for damage exceed \$4M. California has secured a Presidential Major Disaster Declaration, which will make FEMA funds available for assistance in making repairs. It is anticipated that 75% of eligible expenses will be reimbursed by FEMA.

The addition of storm-related repairs to recovery from the CZU Fire will create cash-flow concerns that need to be considered, given that reimbursement by FEMA for allowed expenses is a complicated, slow process. This disaster-related work is further stretching the capacity of our relatively small staff to undertake and coordinate repairs and may require an examination of staffing levels.

Learn more on the District's website: [SLVWD.COM](http://SLVWD.COM)

### **III. PROPOSED SCOPE OF SERVICES**

SLVWD desires to enter a contract with a firm with experience in the entire scope of the process of the acquisition and management of disaster recovery grant funding as well as grant funding for small, utility districts. Particularly, the District seeks assistance with management of projects from the 2020 CZU Fire and 2022/2023 storms as described above. This includes:

- identifying grants,
- positioning for grants,
- formulating, collecting, and preparing information for the submission of grant applications,
- managing documentation requirements during grant funded project execution
- developing and maintaining systems to streamline grant reimbursement.
- providing grant close-out support

The firm should have experience working with agencies in support of their recovery efforts for state and federal aid programs (FEMA and Cal/OES Specifically) as well as California State funding agencies and Federal funding agencies focused on water utilities.

The following is the envisioned scope for FEMA and Cal/OES funded project:

- Ensure that all eligible costs/damages have been identified and reported to FEMA and/or Cal OES in conformance with federal and state law.
- Categorize the District's losses from the 2022-2023 storms as follows:
  - FEMA categories A-G
- A - Debris Removal
- B - Emergency Protective Measures
- C-G – Permanent Work
  - Insured/Uninsured
  - Responsibility of Other Federal Agencies
  - Special Considerations
- Assist the District with allocating damages and costs to appropriate declared disasters for multiple events as required by FEMA.
- Identify any circumstances that may require special reviews and will support the District with these efforts, in the following areas:
  - Insurance
  - Environmental
  - Hazard mitigation, etc.
- Work with District to identify any possible alternate or improved projects and to prioritize District needs.
- Support overall Project Worksheet formulation efforts, including development of damage descriptions, scopes of work and valid cost estimates.
- Assist with project formulation, grant strategy development and disaster recovery project implementation.
- Assist in compiling and summarizing FEMA Category A through Z costs and in preparing support documentation for presentation to FEMA and Cal OES.

- Provide general insurance support and guidance to ensure that insurance deductions made by FEMA are appropriate and to fully integrate CONTRACTOR'S insurance claim with CONTRACTORS FEMA recovery.
- Provide Quality Assurance and Quality Control support and general eligibility guidance.
- Identify and support the District with any immediate funding needs and opportunities, in addition to those offered by FEMA and Cal OES.
- Ensure Project Worksheets for work completed and/or costs incurred-to-date are timely completed and appropriately prioritized.
- Review cost documentation and collection for costs incurred/work completed to date.
- Assist in developing an approach to filing and tracking costs.
- Assist in capturing and summarizing eligible costs for selected departments.
- Conduct "integrity audits" for all costs incurred to date and identify any areas of concern that may jeopardize funding, to include a review of any existing contracts procured to support response and recovery efforts conducted to date.
- This includes a review of contracts, the vendor qualification process, purchasing documentation and comparing them against FEMA's Field Procurement Manual.
- Develop a funding approach and identify other possible funding avenues for work possibly not covered by FEMA (HUD, USDA, FHWA, etc.).
- Provide guidance regarding FEMA's Obtain and Maintain insurance requirement.
- Support the District with the roles and responsibilities outlined in FEMA's new model process for delivery of Public Assistance, if implemented.
- Maximize hazard mitigation opportunities to help reduce or eliminate future damages from similar events.
- Review eligibility issues and work with the District to develop justifications for presentation of requests for assistance to FEMA, State, and other involved agencies.
- Provide program guidance with respect to eligibility, options, contracting, change orders, documentation, and tracking.
- Prepare draft correspondence to FEMA, State, and other relevant agencies as necessary.
- Attend meetings with District management, FEMA, and State.
- If District management disagrees with FEMA or Cal OES' determinations, assist to strategize and write appeals.
- Assist the District with efforts to resolve disputes with FEMA and Cal OES that may arise.
- When all projects are completed and a drawn down reimbursement is completed for all eligible costs, assist District with finalizing preparations for FEMA/State final inspections and audits, and participate in exit conferences with FEMA and Cal OES or other state agencies.

- Provide overall grant management support through project closeout activities.
- Train internal District staff on FEMA documentation requirements.
- Train District staff on the overall disaster cost recovery process and FEMA's Public Assistance program.
- As needed Board of Directors presentations on FEMA project claim statuses, appeals, and/or outcomes.

The following is the envisioned scope for the pursuit and management of grants through California State funding agencies and Federal funding agencies focused on water utilities and rural utilities

- Identification of grant programs applicable to SLVWD capital project needs
- Preparation of grant applications for both planning grants and construction grants, coordinating with SLVWD and their consultants for necessary grant application documentation and to develop project packaging/grouping strategies for effective grant pursuit.
- Tracking and advocating for grant application processing with the applicable funding agencies

Provide similar support during grant execution and project implementation and close-out as described above for FEMA and Cal OES funding.

#### **IV. PROPOSALS**

##### Firm's Investigation

Before submitting a proposal, each firm shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the proposed agreement and to verify any representations made by SLVWD upon which the firm may rely. If a firm receives an award as a result of its proposal, failure to have made such investigations and examinations will in no way relieve the firm from its obligation to comply in every detail with all provisions and requirements of the agreement, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the firm for additional compensation.

Submission of a proposal will serve as prima facie evidence that the Proposer has examined this RFP, the proposed agreement and all attachments thereto and is fully aware of all conditions affecting the provision of services.

##### Proposal Submission

No oral interpretations will be made by SLVWD to any firm as to the requirements of this RFP. Emailed PDF proposals titled in Subject as PROPOSAL FOR PUBLIC ASSISTANCE MANAGEMENT SERVICES will be accepted on or before 3:00 p.m. PST on July 21, 2023 (Deadline) at the email address below. Proposals tendered after the deadline will be rejected.

SLVWD reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest. Any requirements in the RFP that cannot be met must be indicated in the proposal. Proposers must respond to the entire Request for Proposals.

##### Proposal Format

Proposals must be clear, succinct, and not to exceed 20 pages, excluding cover letter and resumes, on 8 1/2" x 11" paper of no less than 12-point font. Responses must follow the format outlined herein. SLVWD may reject as non-responsive, at its sole discretion, any proposal or any part thereof that is incomplete, inadequate in its response, or departs in any substantive way from the required format. Proposal responses shall be organized in the following manner. Sections should be tabbed to identify the location of the required information.

- A) Cover Letter/Letter of Intent
- B) Executive Summary
- C) Project Understanding, Approach, and Schedule
  - A statement concerning the ability of the firm to meet required time schedules
  - A detailed outline describing how proposed individuals would conduct the project
- D) Firm Qualifications, Team Organization, Experience and Certifications/Qualifications
  - Previous experience
  - Present workload (ability to respond)
  - Previous projects and present relationship with SLVWD
  - Ability to perform the scope of services (all or a portion of the work as described)
  - Stability of firm
- E) Staff Qualifications
  - Program Manager
  - Other key proposed roles
- F) Subcontractor Qualifications
  - The extent of subcontracting of work – Firms will need to be approved by SLVWD post contract award
- G) References
- H) Cost Proposal
- I) Additional Requirements

### Proposal Content

Proposals must contain the following information in the specified order:

#### A) Cover Letter/Letter of Intent

The cover letter shall be addressed to Rick Rogers and must contain the following:

- I. Identification of the firm, including name, address and telephone number.
- II. Name, title, address, and telephone number of contact person during the period of proposal evaluation.
- III. Whether the firm qualifies as a Minority Business Enterprise (MBE) or a Women Business Enterprise (WBE) or is within a Labor Surplus Area (SLA). (SLVWD may request copies of the identified MBE or WBE firm certifications).
- IV. A statement to the effect that the proposal shall remain valid for a period of not less than 90 calendar days from the date of submittal.
- V. Signature of a person or persons authorized to bind the firm to the terms of the proposal.

#### B) Executive Summary

In a brief narrative, describe the overall approach and plans to meet the requirements of the RFP and provide the scope of services in Section II.

### C) Project Understanding, Approach, and Schedule

Proposer shall provide a statement demonstrating the firm's understanding of the proposed scope of services and describe its approach in detail in a narrative, outline, and/or graph form to accomplishing the scope of services in Section II. A description of each task and deliverable and the schedule for accomplishing each shall be included. The intent of this narrative is to convey to SLVWD that the Proposer understands the nature of the work and the level of effort necessary to successfully provide the defined services.

### D) Firm Qualifications, Team Organization, Experience and Certifications/Qualifications

Proposer shall provide information demonstrating the qualifications of the firm and key staff to perform the services identified in Section II. Including previous experience, present workload (ability to respond), previous projects, present relationship with SLVWD, ability to perform the scope of services (all or a portion of work) and overall stability of the firm. Provide evidence of the firm's financial stability, such as current financial statements, and clarify the extent to which the firm intends to provide all or part of the proposed scope of services.

Proposer shall provide the following: Contact information from three jurisdictions that the proposer, or proposer's staff, has worked for, or is working with related to grant-funded recovery projects for water systems. Describe the work performed for the three jurisdictions, including staff that performed work on the projects that are anticipated to be assigned to the SLVWD project. Further information required is supplied in G that follows.

### E) Staff Qualifications

Proposers should submit an organizational chart illustrating team members and relationships for individuals who will be providing services to SLVWD. Included with the organizational chart should be resumes stating the qualifications (including education and years of experience with disaster recovery operations) of the proposed staff members and the organizational structure that the Proposer believes would best serve the SLVWD and accomplish the scope of work described in the Approach section of the proposal. Additional staff may be added with the approval of SLVWD after the contract award.

### F) Subcontractor Qualifications

SLVWD desires to enter into an agreement with one Proposer that will be responsible for all defined services. If the Proposer plans on using subcontractors as part of its implementation plan, then provide each subcontractor's profile, name, address, telephone number, and email address. Define the responsibilities and give a description of the services to be provided by each subcontractor.

Describe the firm's business and reporting relationship with each subcontractor. Identify certified Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) firms, if any. Include references and resumes for all third-party subcontractors in the proposal.

SLVWD has the right to accept or reject any changes made to the proposed project team members, including the use of subcontractors. SLVWD may request copies of the identified MBE or WBE firm certifications.

### G) References

Provide a list of municipalities/counties for which your firm has provided similar services in the last 3 years. Any reference on the list may be contacted as part of the evaluation process. A minimum of



three references is required. Each reference should include the following information.

- Name of Organization and Contact
- Title of Contact
- Email Address
- Telephone Numbers

#### H) Cost Proposal

Proposer should submit a proposal setting forth the defined costs for the services described in the Approach section of the proposal. Proposed costs must include hourly rates as set forth in the Cost Proposal Form with a not to exceed amount for the entire contract attached hereto as Attachment B.

#### I) Additional Requirements

- Attachment A, Proposal Certification, must be completed and submitted with the firm's proposal.
- Attachment C, Debarment and Suspension Certification, must be completed and submitted with the firm's proposal.
- Attachment D, Anti-Lobbying Certification, must be completed and submitted with the firm's proposal.
- Proposer shall provide a statement indicating the firm has reviewed SLVWD's proposed Professional Services Agreement, (Attachment E), and all attachments thereto, and is able to meet the agreement's requirements. The statement shall also identify any exceptions to the terms of the agreement, and if no exceptions taken, state none.

#### Evaluation Criteria

The evaluation criteria and the respective weights that will be given to each criterion are as follows:

Executive Summary .....	20%
Identification of Prime Consultant .....	5%
Identification of Sub Consultants.....	5%
Project Organization and Experience .....	20%
Past Performance, Including Cost and Schedule Control .....	15%
Firm's Local Experience .....	15%
Creative Alternatives .....	10%
Proposed Fee .....	10%

### **V. SELECTION PROCESS**

The District intends to enter into negotiations with the top ranked firm. Negotiations will cover: scope of work, contract terms and conditions, office arrangements, attendance requirements and appropriateness of the proposed fee schedule.

After negotiating a proposed agreement that is fair and reasonable the District Manager will present a contract to the District's Board for authorization to execute a contract with the responsive firm.

### **VI. SELECTION SCHEDULE**

The District anticipates that the process for selection of firms and awarding of the contract will be according to the following tentative schedule:

Proposal Due Date	July 21, 2023
Interview	TBD, if necessary
Board of Directors Approval	TBD, if necessary
Final Selection and Notification	August 7, 2023

**VII. SPECIAL CONDITIONS / ATTACHMENTS**

None

**VIII. SUBMITTAL REQUIREMENTS**

1. Submit one electronic copy of the Proposal in PDF format by email. The proposal shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Consultant.
2. The Proposal must be received no later than **3:00 p.m.** local time, on or before **July 21, 2023** at the office of **or** emailed to:

**San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006**

Or

**cblanchard@slvwd.com  
Attn: Carly Blanchard, Environmental Programs Manager**

Failure to comply with the requirements of this RFP may result in disqualification. Questions regarding this RFP shall be submitted in writing to [cblanchard@slvwd.com](mailto:cblanchard@slvwd.com) by July 18, 2023. The District will not respond to questions submitted after July 18, 2023.