



REQUEST FOR PROPOSAL

TO PROVIDE:

**PROFESSIONAL SERVICES TO THE
SAN LORENZO VALLEY WATER DISTRICT**

**GRANT WRITING and
GRANT RESEARCH
CONSULTING SERVICES**

RESPONSE DUE: 3:00 PM

ON

March 05, 2021

**San Lorenzo Valley Water District 13060
Highway 9
Boulder Creek, CA 95006
(831) 430-4624**

I. INTRODUCTION

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 grant writing and research services with the following tasks:

1. Funding Needs Analysis – Work with District staff to facilitate meetings with District departments to assess the validity of current funding priority areas, identify changes in funding priority areas, and identify new priority areas for possible funding including, but not limited to potential grant partnership opportunities including with other agencies and school districts, and what other grant opportunities may be available if the District formed non-profit. A report shall be provided to the District within forty-five days of agreement approval.
2. Grant Funding Research – Conduct research to identify grant resources including, but not limited to, Federal, State, foundation, agencies and organizations that support the District's funding needs and priorities, including, but not limit to:
 - Infrastructure development and maintenance;
 - Watershed restoration and fire hardening;
 - Fisheries Habitat Restoration;
 - Invasive Species Removal on District land,
 - Water treatment and wastewater improvement projects;
 - Water efficiency and planning;
 - Fire Flow and infrastructure hardening and;
 - Water Tank Replacement and/or Enlargement
3. On-Call Grant Research – In addition to the areas defined above, other areas may also be identified through the funding needs analysis process and throughout the direction of the agreement. The Scope of Work may also include researching grant opportunities identified by the District.
4. Grant Proposal Development – Provide general proposal writing services associated with the completion of grant applications on behalf of the District, including the preparation of funding abstracts and production, and submittal of applications to funding sources. A copy of each grant application package submitted for funding, in its entirety, shall be provided to the District.
5. Legislative Advocacy – Provide legislative advocacy services on behalf of the District by contacting legislators and legislative staff to promote District message and needs if so directed by the District.
6. Monthly Invoice Reports – The successful proposer shall submit detailed monthly invoice reports to the District summarizing the amount of time expended, describe activities undertaken during the previous month, and status of those activities.

II. GENERAL INFORMATION

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 owns, operates, and maintains four permitted water systems divided into three service areas. Each service area provides supplies from separate water sources. The North Service Area includes the unincorporated communities of Boulder Creek, Brookdale, Ben Lomond and Lompico. The South Service Area encompasses portions of the City of Scotts Valley and adjacent unincorporated neighborhoods. The Mañana Woods subdivision became part of the South Service Area as a result of the District's annexation of the Mañana Woods Mutual Water Company in July 2006. The Felton Service Area was acquired by the District from California American Water in September 2008 and includes the town of Felton and adjacent unincorporated areas.

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. Within these boundaries, the District's four service areas have a combined area of approximately 26 square miles and individual areas as follows: North Service Area (20.9 square miles) and Lompico (2.5 square miles), South Service Area (0.8 square mile), and Felton Service Area (2.2 square miles). Their individual water supply systems are referred to as the North, South, and Felton Systems. 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, including nine currently active stream diversions, one groundwater spring, eight active groundwater wells, and operates two surface water treatment plants. These sources are derived solely from rainfall within the San Lorenzo River watershed. The scale and complexity of SLVWD's watershed lands reflect the San Lorenzo Valley's rugged topography, complex geology, dispersed pattern of development, and widely distributed raw water sources. The District's three systems have multiple facilities limited above-ground storage capacity equal to a few days' average use and rely on groundwater for seasonal and year-to-year storage. The District produces and treats water based on relatively immediate water demand.

III. RFP REQUIREMENTS

Past experience in performing similar services will be a heavily weighted factor in the selection process.

Quality of performance on previous contracts; ability to meet schedules and budgets; ability to communicate well with District staff, other agencies, other consultants and when necessary regulatory District staff, will be some of the attributes and factors considered.

Proposals shall not exceed 13 pages excluding resumes, cover letter, dividers, front and back covers. Proposals must use a font size of 11 or larger and be provided in a single document. Responses to this RFP shall be in the following order and shall include:

1. Cover Letter: Include a one-page, dated cover letter indicating the consultants understanding of and interest in the project and summarizing the key components addressed within the RFP. This document shall be signed by a person legally authorized to represent and enter into contracts for the consultant. Please include name, address, telephone number, email and title for each of these persons.
2. Background: Provide a general description of your background and project qualifications, including years of business, any past bankruptcy filings, and identify any contract or subcontract by the consultant which has been terminated, in default, or had claims made against it that resulted in litigation or arbitration in the last five years.
3. Experience: The proposal shall describe examples of previous work involving grant writing and planning for water agencies. Preference will be given to respondents that have experience working with obtaining grants for water purveyors.
4. Staff Experience: Provide resumes describing the qualifications of key staff who will be working on these projects. Provide a list of similar projects and clients that your proposed Project Manager and other key staff have completed work for in the past seven years, including their experience in working with capital improvement water projects. Clearly link the staff and projects.

5. Sub-consultant's Experience: Provide a list of all proposed sub-consultants, their background and qualifications, point of contact, and degree of involvement.
6. Client References: Client references, including contact person and current telephone numbers. References should focus on projects in which the personnel listed had responsibilities.
7. Fee Schedule: Provide fee schedule for as needed services within the full proposal.

IV. CONSULTANT SELECTION

Consultants will be invited to submit proposals for the work. The following weighted criteria will be used to evaluate the proposals:

- a. 25% Proven experience, including experience with management of grant writing consultant services.
- b. 25% Qualifications/experience of key personnel, and availability.
- c. 15% Understanding of the implementation, needs, and issues; and approach to managing projects.
- d. 15% References & record of previous budget/schedule project performance and fee schedule
- e. 15% Project management experience in Quality Assurance and Control measures and schedule.
- f. 5% Consultant's Local Experience

V. SELECTION PROCESS

Contract negotiations will begin immediately with the first choice candidate after the evaluation process. If an agreement on scope and cost is not reached within thirty (30) working days, the next highest ranked candidate will be contacted and negotiations with that candidate will begin. This process will continue until an agreement is reached or it is decided to re-advertise.

If a clear choice is not evident, interviews will be scheduled with those semi-finalists of exceptional rating.

At this time, the District contemplates the use of a Time and Material Not to Exceed contract for the services requested. 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 each contract to the District's Board for authorization to execute a contract with the responsive consultant.

VI. INSURANCE

The District will require a professional liability insurance verification for coverage of not less than \$1,000,000.00 for selected consultants.

VII. SELECTION SCHEDULE

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

Proposal Due Date	March 05, 2021
Interview (TBD-If Necessary)	TBD
Board of Directors Approval	March 18, 2021

VIII. PERIOD OF PERFORMANCE

Performance under a Professional Services Agreement entered into pursuant to this RFP is intended to commence after MARCH 18, 2021 and extend for a period of one-year.

IX. SUBMITTAL REQUIREMENTS

1. Submit one electronic copy of the Proposal in PDF format by email or (on CD, DVD or Thumb Drive). 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 **March 05, 2021** at the office of:

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

Attn: Carly Blanchard, Environmental Planner

Failure to comply with the requirements of this RFQ may result in disqualification.

Questions regarding this RFQ shall be submitted in writing to cblanchard@slvwd.com by February 25th, 2021. The District will not respond to questions submitted after February 25th, 2021.