

**REQUEST FOR PROPOSAL  
FOR  
ON-CALL ELECTRICAL SERVICES**



District Contact:  
Paul Siebensohn  
Director of Field Operations  
Rancho Murieta Community Services District

Proposals Due By:  
February 19, 2021  
At 4:00 p.m.  
No late proposals will be accepted.

## **1. INTRODUCTION**

### **A. General Information**

Rancho Murieta Community Services District (District) is requesting proposals for professional electrical services as further described in this document to be performed on an on-call basis over the course of three (3) years commencing on the execution of District Agreement for Professional Services.

The District may reject a proposal as non-responsive for failure to provide all information requested in the Request for Proposal (RFP). The District reserves the right to reject all proposals and to waive any informality.

The District will not reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Any inquiries concerning this request for proposals should be addressed to Paul Siebensohn, Director of Field Operations via email at [psiebensohn@rmcsd.com](mailto:psiebensohn@rmcsd.com).

## **2. NATURE OF SERVICES REQUIRED**

### **Scope of Work to be Performed**

The District is seeking proposals from interested and qualified Professional Electrical Services firms to perform professional electrical services.

Typical Electrical work to be performed for the District may include, but is not limited to, the following:

- Connections and wiring for 4-20mA through 480v
- Instrumentation troubleshooting and calibrations
- Electrical panel and component replacements
- Procurement and installation of a variety of electrical components
- Wiring replacements, conduit repairs and installation
- Provide information for updating of electrical drawings for facilities
- Assistance in Preparation of plans and specifications related to electrical services

## **3. GENERAL INFORMATION**

### **A. Rancho Murieta Community Services District Background**

Rancho Murieta Community Services District (District) was formed in 1982 by State Government Code 61000 to provide essential services in Rancho Murieta. The District provides essential services to an area of 3,500 acres (covering roughly five and a half square miles) located in the beautiful wooded hills of eastern Sacramento County. The

approved master plan calls for residential development on 1,920 acres with single-family residences, townhouses, apartments, and mobile homes for a total of 5,189 units. Current estimates indicate Rancho Murieta has 2,700 households with a population of approximately 6,000 persons. The community is a balanced blend of both custom and production homes, townhouses, mobile homes, and a thriving retail complex. In addition, an airport, office building, fire station, and equestrian center are located in the District.

The District is an independent Special District which provides the following services:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment, and reuse
- Storm drainage collection, disposal, and flood control
- Security
- Solid Waste collection

While each service maintains and operates under its own separate budget, a combination of taxes and user fees fund these services.

The Rancho Murieta Community Services District operates a wide variety of pumps and equipment for the operation of its stormwater (drainage), sewer treatment and reclamation plant, water plant, and water distribution. Most of the electrical systems are nearing their end of life and are requiring replacement.

The District is determined to deliver superior community services efficiently and professionally at a reasonable cost while responding to and sustaining the enhanced quality of life the community desires. Information about the Rancho Murieta community and the District is available on the District website at <https://www.ranchomurietacsd.com>.

#### **4. PROPOSAL SUBMITTAL AND SELECTION**

All proposals must be received no later than 4:00 p.m. on February 19, 2021. **Late proposals will not be considered.**

Deliver proposals via email in pdf format to: [psiebensohn@rmcsd.com](mailto:psiebensohn@rmcsd.com)

Rate Schedules and panel project bid (costs) via email in pdf format to: [awilder@rmcsd.com](mailto:awilder@rmcsd.com)

- a. This request does not constitute an offer of employment or to contract for services
- b. All proposals submitted shall become District property.
- c. All proposals shall remain firm for sixty (60) days following the closing date for receipt of proposals.
- d. The District reserves the right to award the contract to the firm who represents the proposal which in the judgment of the District best accomplishes the desired results and shall include but not be limited to a consideration of the professional service fee.

- e. Selection will be made on the basis of the proposals submitted.
- f. The Rancho Murieta Community Services District has determined that the awarded vendor must demonstrate to the satisfaction of the District, the following minimum experience to be qualified to perform the work described in this RFP.

## 5. PROPOSAL FORMAT

A qualifying proposal must address all of the following points:

- A. Project Title – On Call Electrical Services
- B. Applicant or Firm Name, address, contact information for phone and email, CA DIR registration number and website (if available).
- C. Firm Qualifications
  - 1. Type of organization, size, professional registration and affiliations.
  - 2. Names, certifications, and qualifications of personnel to be assigned to perform work.
  - 3. Outline of at least three (3) recent projects completed that are directly related to work that may be completed in our District that are similar in subject matter and scope. Proposer is required to demonstrate specific project expertise relating to the requirements of this RFP.
  - 4. Client references from recent related projects including name, address, email, and phone number of individuals to contact for reference.
- D. Bid for panel replacement as outlined in section 6. B, as basis for costing services and to be completed after awarding services contract.
- E. Rate schedule at prevailing wage including overtime hours, travel, etc.
- F. Confirmation of understanding of requirements

## 6. PROPOSAL REQUIREMENTS

### A. General Requirements

- 1. Inquiries concerning the RFP and the subject of the RFP shall be made to:

Paul Siebensohn  
Director of Field Operations  
916 354 3700  
[psiebensohn@rmcsd.com](mailto:psiebensohn@rmcsd.com)

- 2. Submission of Proposal.

One (1) pdf electronic copy of the Proposal shall be received via email at [psiebensohn@rmcsd.com](mailto:psiebensohn@rmcsd.com) and one (1) pdf of the panel project bid and rate schedule to [awilder@rmcsd.com](mailto:awilder@rmcsd.com) by **4:00 p.m. on February 19, 2021** for the proposal to be considered. The proposal and costs should address all items listed in RFP.

The Proposal should be addressed as follows to the District's mailing address:

Rancho Murieta CSD  
P.O. Box 1050

Attn: On-Call Electrical Services  
Rancho Murieta, CA 95683

The District's physical address is:

15160 Jackson Rd.  
Rancho Murieta, CA 95630

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarification from Proposers, to allow corrections of errors or omissions, and to negotiate terms.

The District reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposing firm is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the District and the firm selected.

The District reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept, negotiate, or reject any items or combination of items.

Bidding Firm must:

1. Not have any pending disciplinary proceedings or investigations by the Contractor's State License Board
  2. Have the ability to work around sewerage conditions and be inoculated against Hepatitis. (4 month time allowance will be given to begin process for inoculation if contractor demonstrates initiative to comply with this requirement if they are not already inoculated)
  3. Have necessary tools, personal protective gear and equipment to work safely with and around high voltage electrical systems within Cal OSHA and District's guidelines.
  4. Have a confined space certification and comply with District's confined space program, or statement of ability to obtain within 3 months of contracting.
3. Mandatory Meeting
- A. Prospective bidders are required to attend a mandatory meeting on January 28 at 3:00 p.m. which will be set up on a Zoom call. The web link for the Zoom call will be posted on our District website here: <https://www.rancomurietacsd.com/click-here-to-view-current-requests-for-proposals>  
This meeting is to discuss any concerns with the RFP and panel project. Questions and answers from this meeting will then be posted to the website RFP section within 3 days following the meeting.

## **B. Contents for Proposal**

- 1. Title Page** showing the RFP subject; the firm's name; the name, address and telephone number and email address of a contact person, and the date of the proposal.
- 2. Table of Contents.**
- 3. Relevant Experience and Expertise:** Describe in narrative form the experience and expertise of your firm and/or project team members in providing the service sought by the District. Identify representative clients. Compare and contrast their size, public or private-sector status, location, and operational activities to those of the District. Include a description of the project organization and project team experience.
  - a. Client references: Provide phone and email contact information for representatives of three former or current clients for whom your firm or project team members have performed similar services, not including District.
- 4. Signed Transmittal Letter** briefly stating the proposer's understanding of the work to be done; the commitment to perform the work within the time period; the Business name, Tax ID number, and DIR registration number, name(s) of the person(s) authorized to represent the Proposer along with title, address, email address and telephone number.
  - a. Project Team: Identify each individual you expect to work on the project team, including who the main point of contact will be for the District functioning as the District's Electrician, and subcontractors, if any. Provide resumes for each member of the team. Describe with particularity the specific areas of expertise of each team member, and specific education, experience, licenses, or other information that substantiates that expertise. Note that project team members may not be substituted without the written approval of the District.
  - b. Identify all current and reasonably foreseeable actual or potential professional conflicts that could hinder the provision of the requested services and propose means of managing any such conflicts.
  - c. Possess a valid, active and in good standing, State of California Contractor's C-10 License for a minimum of five (5) continuous years prior to date of bid opening for all employees except apprentices.
  - d. Quality Assurance and Control; Describe your approach to Quality Assurance and Control for your firm's work product.

### **5. Panel Proposal:**

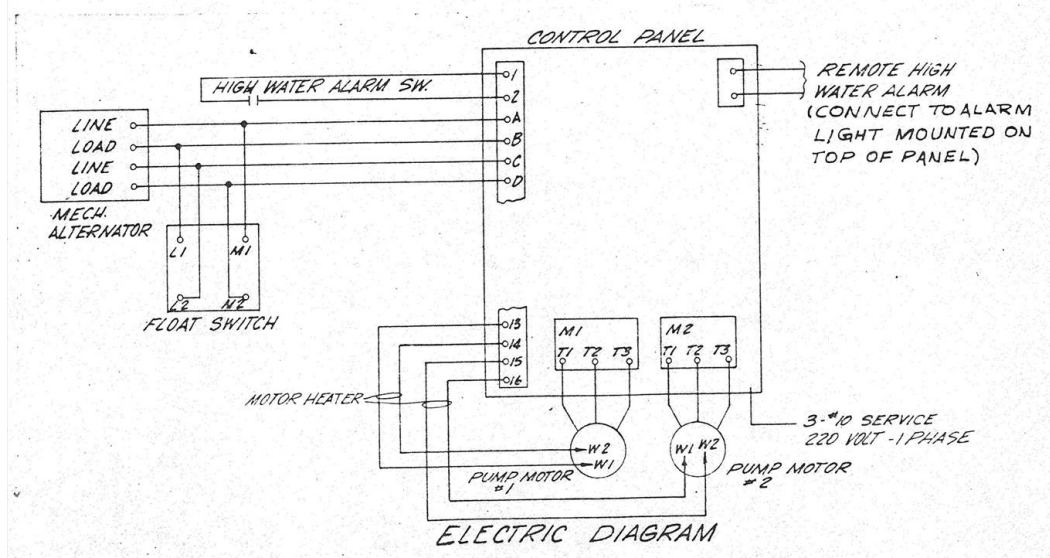
The purpose of the Panel Proposal is to demonstrate the qualifications, competence, costing and capacity of the firms seeking to undertake the On-Call Electrical Services in conformity with the requirements of this Request for Proposals. As such, the Panel Proposal should demonstrate the qualifications of the firm and of the staff to be assigned to this engagement. It should also specify an approach and estimated timeline that will meet the RFP requirements.

The Panel Proposal should address all the points outlined in the RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. While additional data may be presented, the following subjects must be included. They represent the criteria against which the proposal will be evaluated.

The District assumes that, at a minimum, the following materials and services will be required. If the contractor identifies areas of concern not mentioned in this request, these should be described in the contractor's proposal and included in the cost estimate.

Replacement of three (3) electrical control panels at Main dam A, Main dam B, and East dam, control floats and wiring from each panel to pumps they operate.

1. Control Panels should be NEMA 3R weather-proof painted steel enclosures with locking dead-fronts sized to replace necessary components in kind. Exterior paint should be a neutral beige color polyurethane. Interior panel should have H-O-A control for each pump (2 total), run light for each pump, run hour meter for each pump, and 120v outlet within locking panel; back panel to include transformer to reduce voltage control to 24V, contact relay for each pump, Eaton breaker for each pump, and pump alternating device. Alarm light for high water level should be mounted to side of panel and extended above top of panel for visibility.
2. Power supply wire should be stranded copper 10 AWG, all other wire 12 AWG.
3. Replace all float switches (3 per station: start, stop per pump and one high alarm); wire 10A, 12 AEG, 3 strand, lengths determined by contractor.
4. Timeframe for completion: 5 months from signed Notice to Proceed.
5. Panel Wiring diagram from previously installed pump stations:



6. Total cost to District for panel replacement split in to labor and materials.
7. Project schedule

## **D. Cost Proposal**

### **1. Pricing**

Proposals must include a complete and current table of hourly rates and charges for all staff, timekeepers (including any subcontractors) that are reasonably anticipated to perform work under the proposed contract. The hourly rates provided shall include all overhead rates; overhead rates shall not be an add-on to the hourly rates proposed. The cost proposal shall describe the overhead rate to be charged on material expenses and/or sub-contractors rates, if any. The District's preference is for the proposed hourly rates to remain constant over the contract period. However, if rate increases are proposed the proposal must indicate the maximum amount not to exceed increase per each 1-year period of the contract.

Awarded vendor shall show billing rates by work performed and by time performed (regular weekdays, after hours, weekends and holidays).

Travel time billed to the District shall not exceed 30 minutes each way. Mileage shall not be billed above the current IRS approved rate.

The District will not be responsible for expenses incurred in preparing and submitting the proposal bid for this contract.

Invoices may be requested and be broken down by hourly rates and materials cost. Copies of receipts for materials over \$100.00 will be required.

Bid proposal may be requested for individual repair services, which time may be billed for.

Awarded vendor shall have the ability to respond promptly to inquiries and health and safety situations.

Awarded vendor shall provide a contact person/s and state number of days, evenings and weekends this person will be available.

### **2. Manner of Payment**

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's proposal. Interim billings shall cover a period of not less than a calendar month and be subject to the District's terms in the attached Service Agreement.

### **3. Non-Disclosure and Disclosure of Proposals**

Proposals will be held in confidence during the evaluation process until District staff issues the Notice of Intent to Award a contract for professional services. Thereafter, all



proposals will be treated as documents subject to disclosure under the California Public Records Act (the "Act").

**If proposer believes any portion of its proposal contains confidential or proprietary information that is exempt from public disclosure under the Act, proposer must submit that information with its proposal in a separate sealed envelope labeled "Confidential Information."** Except at compelled by court process, the District will not release any such documentation claimed to be exempt that is submitted in said manner without prior written notice to the proposer.

#### **6. Understanding of and Approach to the RFP**

Proposals shall be limited to **16 pages** (not including transmittal letter, table of contents, tabs, dividers, and resumes) and shall follow the outline below:

#### **7. EVALUATION PROCEDURES**

**A.** The District will evaluate proposals based on but not limited to the following criteria:

1. Completeness and understanding of the RFP Scope of Work to be performed
2. Experience history
3. Reference checks & licensing board check
4. Demonstrated understanding of the project objectives
5. Contractor's approach to accomplishing the scope of work for Panel project
6. Timetable and costs for completing the scope of work. Consideration will be given to demonstrated ability of completing the work in a timely manner

**B.** Management, Personnel and Experience

1. Qualifications of each member assigned to the project
2. Experience and performance on projects of a similar nature
3. Availability under normal and emergency circumstances
4. Information obtained from reference checks

**D.** Cost Estimates

1. Are rates within prevailing wage range for Sacramento County Electrical trade?
2. What quality of product will be delivered for the fee?
3. Are the cost estimates reasonable for the work product proposed?

The District will evaluate all proposals received before the submittal deadline and select a contractor based on the contents of the proposal. A recommendation from District staff will be presented to the District Board of Directors for consideration and final approval.