



**REQUEST FOR  
PROPOSALS  
AS NEEDED ENGINEERING SERVICES**

October 18, 2023 amended November 8, 2023

The Hi-Desert Water District (HDWD) invites you to submit a proposal to provide as needed Engineering Services for the Hi-Desert Water District.

This contract will be funded with water and wastewater enterprise funds.

Responses should be submitted in accordance with the requirements and instructions set forth in this Request for Proposals (RFP). The RFP documents have been posted on the RFP Web Page below

**Proposals are due on November 13, 2023, at 3:00 p.m. PT.**

**RFP Web Page: [www.hdwd.com](http://www.hdwd.com)**

Should you have any questions, please email Codi Mix as the Sole Point of Contact for this RFP, at [codim@hdwd.com](mailto:codim@hdwd.com). Thank you for your interest.

Sincerely,

Paul Peschel  
General Manager



## **Request for Proposals**

**To Provide As-Needed Engineering Services**

Hi-Desert Water District

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Attention: Codi Mix, Board Secretary/Community Outreach Coordinator  
55439 29 Palms Highway, Yucca Valley, CA 92284

[codim@hdwd.com](mailto:codim@hdwd.com)

## Request for Proposals

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### I. Purpose

The Hi-Desert Water District (District) invites consulting firms to submit Proposals to provide engineering consulting services. This Request for Proposals (RFP) will be used to select a professional engineering Consultant for as-needed services.

### II. Description

The selected consultant will work under task orders, with the scope of work, services and deliverables to be provided, the consultant's cost proposal, and any work to be performed by District staff. Compensation will be based upon a time and materials with a not-to-exceed limit. Proposers shall delineate their areas of strength that align with the District's needs and shall team with sub-consultants to cover other District needs not covered by their areas of strength.

The Consultant is not guaranteed work by entering into the agreement. The RFP describes the anticipated services needed, including any specialty disciplines, the selection process, and the minimum information that shall be included in the Proposal. Failure to submit information in accordance with this RFP's requirements and procedures may be cause for disqualification.

### III. Background

The District is dedicated to providing a dependable potable water supply, wastewater treatment and recycled water to meet our customer's present and future needs in a safe, efficient, and financially responsible manner. Formed on December 14, 1962, the District was organized under the laws of the State of California and has broad powers relative to the provision of water and sanitation services.

Providing water and sewer services within a 57-square mile area located in the eastern desert area of San Bernardino County, the District encompasses the Town of Yucca Valley in its entirety and portions of unincorporated areas of San Bernardino County. Over 25,000 customers are provided water service through approximately 11,000 connections. The District operates 12 groundwater wells with a maximum production capacity of 6,600 gallons per minute, 16 storage tanks, 13 wells, and maintains more than 297 miles of water distribution and transmission pipeline.

Construction of the first phase of a centralized sewer system and Wastewater Reclamation Facility began in 2017. The plant, which can treat 1.2 million gallons of wastewater per day, began operations in November 2019. Private property sewer connections are ongoing.

The District is governed by a five-member Board of Directors who serve overlapping four-year terms. The General Manager, who is appointed by the Board of Directors, is responsible for day-to-day operations. The District employs 50 full-time employees with a budget of approximately \$22 million (FY 23/24).

Additional information about the District is available online at [www.hdwd.com](http://www.hdwd.com).

### IV. Scope of Services

The District requires engineering support for a variety of projects and programs. It is anticipated that the selected Consultant may provide engineering planning, concept designs, project charters, construction management, project management, technical reviews, plan reviews, site reviews, grant funding assistance, preliminary studies, outreach, estimates, and other engineering and project related services on a task order basis. The District has performed an initial assessment of current and upcoming needs as listed below:

1. Provide strategic funding advisory assistance to increase visibility of the Phase II/III septic to sewer project with the State and other stakeholders.

2. Provide strategic funding advisory assistance for other projects.
3. Provide quarterly presentations to the District’s Board of Directors on potential funding opportunities for water, sewer, other infrastructure projects and non-infrastructure projects.
  - a. Review of current District water, sewer, other infrastructure projects and non-infrastructure projects to identify potential funding opportunities/sources. The District’s current project list and Hazardous Mitigation Plan are attached for informational purposes. Additional information will be provided to help prepare for the presentations delineated in item 10.
  - b. Review the District’s current summary of potential funding opportunities and sources for anticipated District water, sewer, other infrastructure projects and non-infrastructure projects and provide feedback for improvements and modifications. A key aspect is to ensure funding sources are related to specific District projects.
  - c. Meet with and discuss funding opportunities with District staff and District Lobbyists.
4. Review of construction cost estimates and consultant fee estimates.
5. Grant writing and funding application preparation services. This will generally be limited to less extensive grants and funding applications to ensure sufficient funds are available for general engineering support.
6. Coordination of input for project charters and project approaches among and between District staff, the Town of Yucca Valley and other stakeholders.
7. Development of Request for Proposals (RFP) and Request for Qualifications (RFQ) and review of associated proposal submittals. This will include development of a Water System Master Plan RFP among several other RFPs.
8. Potential review of the District’s code, policies, procedures, ordinances, standards, and the like when associated with the above activities and support of District services in general. The intent is for the consultant to provide recommendations for modification, additions, changes, etc.
9. Provide services on an on-call, as needed basis. Having an understanding of the services the District provides and the needs of the District, the consultant shall delineate other types of services that they would anticipate they might provide.
10. Presentations to the District’s Board associated with the above items.

**V. Qualifications**

The Consultant’s personnel shall be capable, competent, and experienced in performing the type of work in this Contract under Section IV, Scope of Services. The Consultant’s personnel shall be knowledgeable regarding, and comply with all applicable Federal, State, and Local laws, regulations, standards and processes.

The Consultant has worked at least ten (10) years of progressively responsible work experience, including work with Local, State, and Federal governments, State, Special Districts and other governmental agencies. The Consultant shall have a licensed Professional Engineer, in responsible charge who shall be in good standing with the State of California.

**VI. Submittal Requirements and Response Format**

Please submit proposals via email to the Sole Contact in a pdf format. Submit Cost Proposals in a separate document. The guidelines below are provided for standardizing the preparation and submission of Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their qualifications and to help assure consistency in format and content.

For the sake of efficient review, please restrict Proposals to a total not-to-exceed limit of 20 sized 8½” by 11” single sided pages, including preprinted material. The minimum font size for Proposals is 11-point. The 20-page limit does not include the cover letter, dividers, resumes, appendices, front cover or back cover included in the Proposals. Please limit resumes to 2 pages per individual.

**DEADLINES**

Proposals will not be accepted after the date and time designated in section VII. It is the sole responsibility of the respondent to see that their Proposal is delivered and received by the deadline. Any Proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late submissions will not be evaluated for award.

The District intends to enter into a three-year agreement for a not to exceed amount of \$600,000 with the option to renew three additional one-year terms for an additional \$200,000 per year. Actual fiscal year budgets will be used to determine funding availability. As such, the District's ability to proceed with various work and associated task orders is dependent upon the District having sufficient budgeted funds, securing funding or a combination thereof. The ability to obtain grant funds for work efforts associated with this RFP may increase funding availability.

**At a minimum, the Proposal shall include:**

**A. Introductory Letter**

The introductory (or transmittal) letter shall be addressed to:

Paul G. Peschel  
General Manager  
Hi-Desert Water District  
55439 29 Palms Highway  
Yucca Valley, CA 92284  
[paulp@hdwd.com](mailto:paulp@hdwd.com)

The letter shall be on Consultant's letterhead and include the Consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

**B. Consultant Information, Qualifications and Experience**

The District will only consider submittals from Consultants that demonstrate they have successfully completed comparable services. The Consultants must illustrate the quality, type, and past performance of the project team. Submittals shall include a detailed description of a minimum of three (3) contracts where services were provided and include the following information:

1. Contracting agency
2. Contracting agency Project Manager/Contact Person including name, address and phone
3. Contracting agency contact information
4. Contract amount
5. Funding source
6. Date of contract
7. Date of completion
8. Consultant's Project Manager and contact information

**C. Organization and Approach**

A description of the Consultant's approach and methodology for completing the work tasks outlined in this RFP, including:

1. Describe the roles and organization of your proposed team. Indicate the composition of subcontractors and project staff and their relevant experience. Provide an organizational chart.
2. Describe your project and management approach.
3. Describe the roles of key individuals. Provide resumes and references for all key team members. Resumes shall show relevant experience, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of contract, and shall be committed to remain for the duration of the contract.

4. Demonstrate that the Consultant has adequate resources, including staff availability, to promptly respond to District requests throughout the contract duration and for meeting delivery requirements.

D. Past Experience on Governmental Projects

Include a description of past projects (minimum of five) in which your firm has been involved, including the following:

1. Project Description
2. Year of Completion
3. Relevant tasks and funding source for this contract
4. Construction Cost
5. District Contact

E. Location

Provide intended office location and accessibility including a commitment to attendance at District meetings.

F. Conflict of Interest / Ethics

It is the desire of the District to hire consulting firms that are not required to frequently recuse themselves due to conflict of interest or concerns. Please provide a statement identifying any potential conflicts of interest or concerns with other clients or interests.

The firm should identify and disclose any business relationships, direct or indirect, with any of the neighboring agencies, cities or special districts.

The selected consultant will be restricted from proposing on any services for which the selected consultant has developed or assisted in developing any RFQs, RFPs or similar requests for services. Proposers shall also review any current requirements associated with any current work or anticipated work they may engage with HDWD to ensure that current or potential future work will not create a conflict with the work to be performed under this proposal.

**VII. Review and Selection Process**

A. Process

Proposals will be evaluated based on conformity to the requirements of the RFP.

B. Schedule

ACTIVITY	DATE/TIME
<b>RFP issued.</b>	October 18, 2023
<b>Deadline for proposers to submit questions.</b> All questions must be directed by email to the Sole Point of Contact.	November 2, 2023 3:00 p.m.
<b>Final Addendum issued, if necessary.</b> Proposers may sign up for RFP email notifications using the RFP Registration Form identified in the cover letter of this RFP.	November 8, 2023
<b>Due Date for Proposals and List of References. LATE SUBMISSIONS WILL NOT BE ACCEPTED.</b> References shall submit the by or before this deadline.	November 13, 2023 3:00 p.m.
<b>Anticipated Proposal Review.</b> Selection Review Panel evaluates proposals and develops a short list of firms to interview, if necessary.	November 16, 2023
<b>Interviews, if necessary.</b>	December 4, 2023

<b>Anticipated Final Evaluation and Determination of Top-Ranked Firm.</b>	December 11, 2023
<b>Anticipated Contract Commencement.</b>	January 2, 2023

C. Submittal

Failure to abide with the requirements of this RFP may result in disqualification. All questions and/or requests for clarification regarding this RFP must be received in writing (via mail or email) to the point of contact (below):

Hi-Desert Water District  
Attn: Codi Mix  
55439 29 Palms Highway  
Yucca Valley, CA 92284  
[codim@hdwd.com](mailto:codim@hdwd.com)