

Irish Beach Water District
Post Office Box 67
15401 Forest View Road Manchester, California 95459

JUDY MURRAY, TREASURER

jmurray@mcn.org
707-900-1104 cell

March 4, 2021

Attention

The Irish Beach Water District is requesting Request for Proposals from engineering firms to consult and prepare an engineering report for a proposed Proposition 218 Capital Assessment for fiscal year 2021-22. The assessment will be collected for 15 to 20 years with an assessment for specific projects and an assessment for a reserve for capital improvements.

Charlie Acker, General Manager; Judy Murray, Treasurer; will be available for consultation and collaboration on the project.

Please do not hesitate to contact us for further information if required.

Judy Murray
Treasurer
Irish Beach Water District

REQUEST FOR PROPOSAL

Professional Services: Engineering Study for Special Benefit Assessments and Assessment Administration for

IRISH BEACH WATER DISTRICT

Responses Due by Tuesday, April 6, 2021 at 5:00 p.m.

INTRODUCTION

Irish Beach Water District (“District”) is a California Water District formed under, and governed by, the California Water Code. The District is located in Manchester, California along the Mendocino County coast.

The District is responsible providing potable water to approximately 204 developed parcels and another 255 undeveloped parcels in the Irish Beach Development (just north of Manchester Calif.). The District also provides water for fire suppression purposes and some minor agricultural and landscaping uses.

The District’s water system consists of a surface water diversion from Irish Gulch Creek and three wells.

The District’s storage and distribution facilities includes five (5) water tanks and approximately six miles of pipeline.

The District currently does not collect an annual assessment to fund the repair and maintenance of existing facilities. A previous 15-year capital assessment to 459 parcels ended in 2016.

The District collects an availability or standby fee monthly of \$85.49 and charges \$0.65 per 100 gallons of water based on usage to 202 connected users to fund the operation of the District's water delivery system. The District maintains a small connection fee that also may need evaluation as part of this proposal.

The District is seeking to implement new proposition 218 compliant assessments to fund the construction and/or replacement of the following facilities listed in attachment "Improvements".

The District issues this Request for Proposal for professional services to perform engineering and consulting services in preparing a study and engineering report relative to conducting a Proposition 218 balloting procedure to approve assessments necessary to fund the improvements.

The District is seeking proposals from all qualified parties interested in performing the requested services.

Responses are due by 5:00 p.m. on Tuesday, April 6, 2021.

Proposals shall be submitted to:

Judy Murray
District Treasurer
jmurray@mcn.org
P.O. Box 67 15401 Forest View Road
Manchester, CA 95459-0067
Cell phone 707-900-1104

Irish Beach Water District
Mailing Address: P.O. Box 67 15401 Forest View Road
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www.IBWD.org

SCOPE OF SERVICES

The Scope of Services sought by the District includes, but is not limited to, the following tasks to be performed by a qualified Consultant:

1. Coordinate with the District to establish timelines, deliverables, etc.;
2. Assist with the preparation of budgets and cost estimates for the assessments and services to be funded;
3. District will provide Assessor's Parcel data and other real property information required for the determination and assignment of the District's assessment to each parcel or property within the District;
4. Research parcel attributes, parcel ownership information, and special benefits to properties to appropriately calculate and assign assessments;
5. Prepare a detailed Engineer's Report in accordance with the requirements of Proposition 218 substantiating the proposed assessments;
6. Prepare and update assessment diagrams and maps as needed;
7. Work with District's legal counsel to ensure compliance with Proposition 218;
8. Review the cost estimates, benefit analysis and assessment engineering analysis with the District Board of Directors prior to finalizing the Engineer's Report;
9. Prepare final Engineer's Report;
10. Attend District public meetings for the review of the preliminary Engineer's Report and the public hearing for the assessment election;
11. Assist in the preparation of Prop. 218 election materials, as needed;
12. Submit the final assessment roll for inclusion on the County tax roll for the 2021-22 fiscal year.

TERM AND TIMELINE

The Term of the agreement for professional services to be awarded in accordance with this RFP shall be for all services needed for the complete administration of the Proposition 218 process, including the ballot proceeding, to be completed no later than August, 2021 in order to enroll the assessments for the 2021-22 fiscal year. See Attachment "Timeline"

PROPOSAL COMPONENTS

Submitted proposals should include the following components:

Cover Letter – The cover letter shall introduce the Consultant and summarize qualifications. The cover letter should also contain the location of the Consultant's principal office, title, address, relevant telephone numbers, and the names and email addresses of the individual(s) that will be assigned to the Project

Detailed Description of the Consultant's Qualifications – the Consultant shall provide a detailed description of qualifications, including a brief history of relevant work experience, the types of services provided, and specific examples of experience in providing similar services as those requested in this RFP.

Proposed Services – This section is to provide an outline of the Consultant's approach and scope of services for completing the Project generally described above.

Assessment Defense – In the event of a legal challenge to the assessments for any claims by one or more property owners disputing the special benefits indicated in the Engineering Study, or other allegations challenging the validity of the Engineering Study and its methodology in determining the assessments, describe what services Consultant would provide and the fees for these services.

Personnel Assigned – This section shall designate the following personnel, and briefly describe their relevant experience and qualifications:

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- Project Manager. The Project Manager shall be designated as the principal contact for the District and shall be responsible for supervising the Project and meeting all Project objectives and deadlines.
- Principal Engineer: Identify the licensed, professional engineer who will author and sign the Engineer's Report. The specific experience of the responsible professional engineer with other similar Proposition 218 benefit assessments should be provided.
- Additional Personnel: Identify any other individuals who will perform the primary tasks for the Project, the specific tasks/services they will perform, and the percentage of the overall project work they will perform. This section shall also include a certification that the personnel identified will actually perform the work specified at the approximate scope of work percentages specified.

References – Provide at least two (2) public agency clients (include names of contact persons, telephone numbers, email addresses and a brief description of the work performed) for whom Consultant has performed services within the last three years similar to those required by this RFP. Do not include information on projects that are not similar in scope and character to the proposed RFP work scope.

Proposed Fee Schedule and Total Project Price – The Fee Schedule should reflect the hourly rates of each individual, total costs for all personnel, materials and services necessary to complete the scope of work requested in this RFP, as well as the total price for the completion of the Project.

SELECTION PROCEDURES

Proposals will be evaluated by a District committee, with final approval by the District's Board. The method of selection will be based on the criteria and considerations set forth below:

Evaluation Criteria

- 1) Demonstrated competence and professional qualifications necessary for satisfactory performance of the services required by the District.

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- 2) Experience in performing similar services with particular focus on benefit assessment engineering determinations and assessment services for Proposition 218 benefit assessments for special districts similar to the District.
- 3) Demonstrated understanding of the work requested by the District and proposed approach for performing the scope of work.
- 4) Quality and responsiveness of the proposal to the stated requirements.
- 5) References upon request.
- 6) Potential for an on-going working and consulting relationship with the District. The District anticipates the possibility of future financial services relating to its assessments and fees including but not limited to connection fee adjustments and financing related to a potential judgment against the District.
- 7) Background and related experience of the specific individuals to be assigned to this project, particularly experience with other Proposition 218 assessments for similar reclamation district improvements and services.
- 8) Total Project Price. As reflected above, a contract will not be based solely on price, but on a combination of factors as determined to be in the best interest of the District. Given that the expertise required for this RFP is highly specialized, the District reserves the right to negotiate a contract with the firm determined to offer unique and unmatched expertise. After evaluating the proposals, the District reserves the right to further negotiate the proposed scope of work, method of delivery and amount of compensation.

PROPOSAL SUBMITTAL

Submit five (5) printed copies, and one (1) electronic copy (.pdf via email) of your Proposal to the District, no later than **5:00 p.m. on Tuesday, April 6, 2021**. Proposals should be delivered in a sealed envelope, addressed to:

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Judy Murray
District Treasurer
jmurray@mcn.org
P.O. Box 67 15401 Forest View Road
Manchester, CA 95459-0067
707-900-1104

Any questions regarding this Request for Proposal should be directed to:

Charles Acker, General Manager
Project Information and Scope
cacker@mcn.org
707 357-1093

Judy Murray, Treasurer
RFP questions and clarification
jmurray@mcn.org
707 900-1104

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TIMELINE FOR PROP 218 2021 CAPITAL ASSESSMENTS

March 5, 2021, Request for Proposals mailed.

April 6, 2021, Deadline for submission of proposals.

April 10, 2021, Special Board Meeting to accept selected proposal.

June 7, 2021, Deadline for completed Engineering Report.

June 12, 2021, Special Board Meeting to approve F/Y 21-22 Assessments.

June 14, 2021, Ballots Mailed.

July 31, 2021, Special Board Meeting to Announce Voting Results.

August 2, 2021, Letter to County Auditor to apply approved assessments to property tax bills. 55% received Jan 2022; 38% received May 2022; 7% July 2022.

Irish Beach Pipe Lengths/type/size
Charles Acker

IMPROVEMENT PROJECTS

Source Lines	length in feet	size/type	Priority	
IG Upper Intake to Tank 0	438	6"/ pvc		4 \$43,000
Tank 0 to WTP/ Tank 1	3680	3"/pvc	new	0
Well 9 to Tank 5	500	2" pvc	new	0
Tank 5 Well to Tank 5	35	2" pvc	new	0
				<u>\$43,000</u>

Pressure Zone 1

Unit 2

Tank 1 to PS-A	826	6"/C-900	new	0
PS-A to Arena Circle	2456	6"/transite		3 \$245,000
Pomo Way to Arena CT	286	6"/transite		3 \$25,000
Arena Circle	1450	4"/transite		3 \$145,000
Arena Court	280	2" pvc		3 \$20,000
Mallo Pass Dr to Highway 1 x	1103	6"/transite		3 \$110,000
Acquistapace Rd to Corp Yd	547	4"/transite		3 \$54,000
Mallo Pass Court	214	2" pvc		2 \$25,000
Corp Yd to Acquistapace Res.	901	2" pvc		2 <u>\$35,000</u>
				<u>\$659,000</u>

Unit 1

Unit 1 loop	2690	4"/transite		3 \$270,000
Garcia Ct	326	2" pvc		3 \$20,000
Irish Beach Drive	1217	4"/transite		3 \$121,000
IB Drive to Hwy Frontage N	175	1-1/4" pvc		3 \$25,000
IB Drive to Hwy Frontage S	82	2" pvc		3 \$25,000
Beach Rd	774	2" pvc		3 \$25,000
Navarro Way to Sea Cypress	863	6"/transite		3 \$86,000
Sea Cypress to PS-B	158	6"/transite		3 \$15,000
Navarro Way to N. end	690	4"/transite		3 \$69,000
Navarro Way to lower north	492	2" pvc		3 \$20,000
Navarro Way to lower south	137	1-1/4" pvc		3 \$20,000
				<u>\$696,000</u>

Pressure Zone 2

Unit 8

PS-A to condos	1350	3"/pvc		3 \$135,000
Tank 2 to 3" condo line	1116	6"/ pvc		3 <u>\$111,000</u>
				<u>\$246,000</u>

Pressure Zone 3

Unit 3

Bot of Alta Mesa to PS-B	1092 6"/transite	3	\$109,000
Cypress Point loop	1248 4"/transite	2	\$125,000
Cypress Circle	181 2" pvc	3	\$20,000
Cypress Parkway loop	1105 4"/transite	2	\$110,000
Bot of AM to CypDr at U5	757 6"/transite	3	\$75,000
			<u>\$439,000</u>

Unit 5

Cyp Dr at U5 to Hunolt	1347 6"/ pvc	2**	\$134,000
			<u>\$134,000</u>

Unit 7

Hunolt replacement	260 6"/C-900	new	\$0
Hunolt to Pomo Lake DR.	6"/ pvc	1**	\$57,000
O'Rorey's Pl to O'R's loop	306 6"/ pvc	new	\$0
O'Rorey's loop	1347 6"/ pvc	new	\$0
O'Rorey's toU-4 PS-A	667 6"/ pvc	new	\$0
U-7 Pomo Lake Dr.-sub-feed	800 2" pvc	1**	\$25,000
			<u>\$82,000</u>

Unit 4

Unit 4 Forest Views Loop	3250 4"/transite		\$325,000
Forest Views sub-feeds total	1592 2" pvc		159,000
			<u>484,000</u>

Pressure Zone 4 (tank 4)**Unit 9**

Pressure Zone 5 (Tank 5)			
Tank5 toTank4 (no connections)	2150 3" pvc	3**	\$215,000
Tank 4 to Unit 9 subdivision	3167 6"/C-900	3**	\$316,000
Cul-de-sac U9	312 6"/C-900	3**	\$31,000
			<u>\$562,000</u>
	42367 total feet		<u>\$3,345,000</u>

Tanks		cost
Tank 1 210K	new	0
Tank2 60K/125K	roof/replace	\$12K/\$190K
Tank 3 80K	paint	\$16K
Tank 4 125K	roof/replace	\$25K/\$190K
Tank 5 5K/ 30K	replace	\$45K
Tank 0 10K	replace	\$15K
	tanks	\$456,000
	pipes	\$3,345,000
	total	\$3,801,000

IRISH BEACH WATER DISTRICT IMPROVEMENT PROJECTS BY PRIORITY

PREPARED FOR ENGINEERING PROPOSAL

Charles Acker

TANKS	Priority 1		<u>\$ 456,000</u>
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PIPES		FEET	
Priority 1	Unit 7	?	\$ 57,000
	Unit 7	800	<u>\$ 25,000</u>
			\$ 82,000

Priority 2	Unit 2	1115	\$ 60,000
	Unit 3	2353	\$ 235,000
	Unit 5	1347	<u>\$ 134,000</u>
			\$ 429,000

Priority 3	Unit 1	7604	\$ 696,000
	Unit 2	6948	\$ 599,000
	Unit 3	2030	\$ 204,000
	Unit 4	4842	\$ 484,000
	Unit 8	2466	\$ 246,000
	Unit 9	5629	<u>\$ 562,000</u>
			\$ 2,791,000

Priority 4	Source Lines	438	<u>\$ 43,000</u>
			\$ 43,000

TOTAL PIPE Replacement	35,572	<u>\$ 3,345,000</u>
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TOTAL PROJECTS - TANKS AND PIPES		<u><u>\$ 3,801,000</u></u>
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