

AGENDA

Special Meeting

TVCS D Board of Directors
WEDNESDAY June 25, 2014
Tomales Town Hall 7:00 PM
Phone: **707-776-6117**

Call to Order

1. Additions, corrections and approval of the June 11th Regular Board Meeting Minutes

2. Financial Report

(This is the time the Treasurer makes a report on the finances of the District and any checks that are to be written are approved.)

A. Review and vote on Park Budget for FY '14-'15

3. Unfinished Business

(This is the time the Board addresses all business not yet concluded.)

B. Efficiency Audit

1. Doug Burke
2. Discuss next steps for Matrix Efficiency Audit

C. Requests for Proposals

1. Finalize Review and Update RFPs
2. Discuss & Set RFP Timeline and Assign Priorities
3. Discuss Legal Vetting of RFPs
4. Discuss RFP distribution

D. Board Training

1. Board Training by Lorenzo Cuesta, July 26, 2014

E. Local Agency Investment Fund

1. FDIC and Reserve Deposits
2. Review and Discuss Investment Program for District Funds
3. Review and Adopt Resolution 14-03

F. New TVCS D Office Space

1. Discuss next steps and timeline

G. Policy Manual

1. Draft Policy on E-mail Communications

4. New Business

(This is the time the Board addresses all new business not yet introduced.)

A. Attorney for Board Issues of Concern

1. Discuss Local Attorney

B. Founders Day Request

5. Open Communication (The Brown Act prohibits the Board from discussing or acting on any item not on the agenda.) *(Open time is the time for community members to bring up items they wish to discuss and items that do not appear on the agenda)*

TOMALES VILLAGE



Minutes of the Board Meeting

Bill Bonini called the meeting to order at 7:13 PM June 11, 2014 at the Tomales Town Hall

All five board member were in attendance.

Sue Sims took notes and recorded the meeting

Bill Bonini, President
Deborah Parrish, Vice President
Sue Sims, Secretary
Brian Lamoreaux
Patty Oku

Also Present: Victoria Hansen, Louise Gregg, Ted Andersen, Chick Petersen, Donna Clavud, Steve Phillips

The minutes for May 14, 2014 and May 28, 2014 were approved as corrected.

Financial Report:

ACTION:

Patty Oku moved to accept the check register, approve expenditures adopt the financial statements. Sue Sims seconded the motion

Vote

Yes: Bill Bonini, Sue Sims, Deborah Parrish, Patty Oku, Brian Lamoreaux.

Opposed: none

Second Vote Preliminary Budget 2014-2015

Deborah Parrish asked why there had been no Board oversight of the development of the Park Budget? Why are we not approving both together?

Karl said the Auditor had separated the Park from the Sewer. Deborah acknowledged that she was aware of the separation, but that the District has a deadline of July 1 to submit a budget and the Park Budget was not included in the budget presented to at the Public Hearing--the time she found that the Park Budget was not included. She wondered if we were out of compliance. Karl replied that the last PAC meeting was the first time the budget was brought up.

Karl mentioned that the Park was a latent power of the District but they were separate. Deborah, reiterated that she knew the Park was separate and asked if that meant separate statements, accounts, separate procedures. Karl said that it did. . Deborah was confused because she has not seen any guidelines or procedures with which the Board would provide oversight.

Karl indicated that he was busy focusing on the Sewer Budget and hadn't yet finished the Park Budget.

Interjections about Measure A funding were confused with the inquiry about guidelines and procedure documentation.

Donna Clavaud offered that budgets typically run from July to July. For the first time the Park is playing a silent role. We can't design a budget around Measure A funds. We have other funds. Rate payers look at the sewer, but at the same time the TVCSD District is one entity with two responsibilities. We're approving part, not all.

Someone offered that the Park is just being slipped in. The Park hasn't been looked at by the Public. This is confusing. What's required for the budget?

PAC members offered that issues would become clear when we looked at the PAC report. Deborah asked if the guidelines and procedures were in the PAC contribution to the Board Packet. Patty Oku said they were not, those would have to come from Karl.

Deborah said that we are looking at the financials of both the Sewer and the Park together here, however, we haven't been told how this works. Yes, the auditor wanted the two entities separated. Procedurally, they've been separated. We haven't been told how to deal with the separation. How are we to manage the budget? That's what we need to know. Are there guidelines? Does someone know them?

Karl has presented a District budget. The title on the Agenda does not indicate we are dealing with solely the Sewer Budget. The cover page of the Budget presented at the Public Hearing appeared to be the District Budget. Nothing more than a cryptic note inside the Preliminary Budget referred to a separate Park Budget.

ACTION

Brian Lamoreaux: I move to approve the Sewer Budget for 2014-2015 fiscal year. Patty Oku

Yes: Brian Lamoreaux, Patty Oku, Bill Bonini, Deborah Parrish

Opposed: Sue Sims

Sue Sims wished to acknowledge that she did not vote to pass the Sewer Budget because she felt the budget as presented at the Public Hearing was misleading and confusing. There was nothing on the printed budget document that clearly stated the budget was a Sewer Budget only. The budget appeared to be the District Budget for Fiscal Year 2014-2015.

Operator's Report

Steve Phillips made his quarterly appearance at the Board Meeting. Steve reported that the plant remains in very good shape. He rated the plant on an "ease of maintenance" basis saying that on a scale of 1-10, the plant rated 1 for easiest to run. It takes Phillips one day a week to maintain the plant.

Routine maintenance: Steve recommended that if the budget allows, we purchase and replace 3-4 of our Big Gun Spray Heads for the irrigation system. The topic of the Spray Heads will go on next month's meeting agenda.

Steve and Karl are communicating regularly since our WDR permit is open for review. Successful negotiations to continue using COD testing as opposed to BOD testing will keep testing expenses down. Steve indicated that it's important to negotiate these changes so that cost of maintenance does not increase quickly. BOD is a lab test that takes two weeks to get back from the lab, whereas COD is a field test and the results are known in two hours.

Re: Disaster Plans: Steve said that we are at an advantage in that gravity is with us. The key would be the battery backup for the computer so that we could control things locally.

Steve told us that TVCSD plant needs an Operator grade 1 to run the plant and a 2 or 3 to be the Chief Operator.

PAC Committee Report

ACTION

Patty Oku made a motion for the Park to pay \$6,000 on their loan from the District. Brian seconded the motion.

Yes: Brian Lamoreaux, Sue Sims, Deborah Parrish, Patty Oku, Bill Bonini

Opposed: none

ACTION

Patty Oku made a motion to approve PAC Measure A funds and funds from the current balance sheet attributed to different items and gifts from different people in that accounting. Seconded by Brian Lamoreaux

Vote:

Yes: Sue Sims, Patty Oku, Bill Bonini, Deborah Parrish, Brian Lamoreaux

No: None

Efficiency Audit

The Board briefly discussed the items Donna Clavaud provided regarding the bids FAC received in response to RFPs sent to Efficiency Auditors.

ACTION:

Patty Oku: I would like to make a motion to hire Matrix Consulting Group to conduct our Efficiency Audit for us. Deborah Parrish seconded the motion. Deborah Parrish seconded the motion.

Vote:

Yes: Deborah Parrish, Sue Sims, Bill Bonini, Patty Oku, Brian Lamoreaux

No: None

TVCS District Office

Bill Bonini revealed that the district has been offered to rent the space above Diekman's Store for an office. The rental amount: \$100.

ACTION

Sue Sims: I make a motion that we accept the Diekman space for the TVCS District. Deborah Parrish seconded the motion.

Vote:

Yes: Bill Bonini, Sue Sims, Deborah Parrish, Patty Oku, Brian Lamoreaux

Opposed: None

The meeting adjourned at 10:28 PM
Next Meeting: June 25, 2014

Approved June 25, 2014

Approved June 25, 2014

**TOMALES VILLAGE COMMUNITY SERVICES
DISTRICT**

TVCSD PARK

DRAFT

**INCOME AND EXPENSE BUDGET
Fiscal Year 2014-2015**

**Submitted
6-23-14**

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

P.O. Box 303 Tomales, CA 94971 707/878-2767 Fax 707/575-4306

DATE: June 23, 2014
TO: Board of Directors, TVCSD
Park Advisory Committee
FROM: Karl Drexel, Administrator
SUBJECT: Proposed TVCSD Park Budget for Fiscal Year 2014-15

I reviewed the Operating Income and Expense reports of the TVCSD Park for previous years, along with previous budgets to develop this fiscal year's budget. The Park's Income in previous years was generated by grants, fund raising efforts, rental income and donations. The Income stream was sketchy at best and varied from year to year. With the implementation of Measure A, a more reliable source of income will help in completing needed Capital Projects and regular maintenance costs.

The following descriptions indicate the changes in expenses and revenues for the upcoming fiscal year:

RESTRICTED FUNDS

OPERATING INCOME

Measure A

Measure A funds will be distributed twice a year – once in July and once in January. The anticipated disbursement from the County for fiscal year 2014-2015 is \$26,800. As per the measures requirements, the bulk of these funds will be designated for capital projects as designated by the Park Advisory Committee and approved by the Board. A small amount (\$2500) is set aside in unrestricted funds for general maintenance. With the balance of 2013-2014 Measure A funds, the total allocation for capital projects is \$31,800 as indicated in the Annual Work Plan at the end of this budget.

Previous Grants

Previous Grants from the Marin County Board of Supervisors (\$15,000) and the Dean Witter Foundation (\$10,000), as well as the grant from the Tomales Farm and Flea Market for an entrance gate (\$1,500), have been set aside for the approved capital projects in the 2014-2015 Work Plan. These funds will supplement Measure A funds on specific projects, notably the new gazebo and an upgraded irrigation system. There is also a Restricted Transfer of funds from the Park discretionary funds to the Gazebo project of \$5,000, showing as prior year carryover on the budget.

EXPENSES

Accessible Water Faucets

A drinking faucet was identified as a top priority several years ago, and plumbing was installed at the outside wall of the bathrooms when the bathrooms were built. The faucet, however, was never installed. This budget sets aside \$3,000 for the purchase and installation of accessible drinking faucets - \$2,000 in Measure A Funds and \$1,000 in anticipated donations.

Irrigation System

An irrigation system was part of the grant application from the Board of Supervisors and the Park Advisory Committee received estimates of \$2,100 in materials and installation. This budget allocates \$1,100 from Measure A funds and \$1,000 from the Supervisors grant.

Gazebo and Shade Shelter

The Gazebo is in serious disrepair and needs to be replaced. This has been a priority for several years. With funding from the Marin County Board of Supervisors, the Dean Witter Foundation and proceeds from Party in the Park (\$5,000) work on the permitting, design and specifications will start this year and \$12,000 is set aside in this budget as indicated on the Work Plan - \$6,000 in Measure A funds and \$6,000 in grant money.

Handicap Path Retaining Wall

The bank above the handicap path at the spring rockers has eroded to a point that is no longer manageable by back filling. The Park fence is being undermined and the path is being reduced in width. A small retaining wall needs to be built to stabilize the bank and reestablish the accessible path. This budget allocates \$5,000 of Measure A funds.

Water Tower

The water tower needs roof, window, and siding repairs in order to salvage and maintain the building. Although extensive repairs may be needed in the long run, it is anticipated that some immediate repairs will help. This budget allocates \$15,000 toward that project.

Site Plan for Gazebo Project

A major project such as the Gazebo project needs permits and an accurate site plan. The last site plan was developed before all of the grading and terracing, and before the handicap paths and play structures were built. A new site plan and as built, indicating the location of water, electric and sewer lines was recommended by the PAC and this budget proposes \$1000 from Measure A and \$1,000 from the Dean Witter Foundation.

Barbeque Development

The large block barbeque was originally going to have new grates and a crank system to raise and lower the grates. This budget allocates \$2,600 to complete that project and purchase and install three small stand alone pedestal barbeques in other areas of the Park. \$1,700 is allocated to Measure A funds and \$900 is to come from the Board of Supervisors grant.

UNRESTRICTED FUNDS

OPERATING INCOME

Measure A Funds

As stated, the bulk of Measure A funds are allocated to capital projects. However, the conditions of Measure A allow for some of those funds to be used for routine maintenance. This budget allocates \$2,500 in Measure A funds for the costs of routine maintenance to supplement other unrestricted income.

Henry's PGE Usage

In prior years, when the only electricity used in the park was the water tower, Henry paid the PGE bill directly. With the addition of two bathrooms, a new well pump and filter system, and electricity to the gazebo, the Board at the time felt it was more appropriate that the District bill Henry a portion of the total PGE rather than him paying the whole thing. That continues today. Henry is billed \$70 per month for his electricity usage in the water tower.

Park Rentals

Park Rentals were never a budgeted item, because there was no real established rental usage. However, with a history of rentals from locals, non-profits and for-profit organizations, there have been repeat rentals that can now be anticipated. This budget includes a small amount for rental income.

EXPENSES

Routine Maintenance

The Park is currently being maintained by David Judd and Henry Elfstrom. Regular maintenances include paper products for the bathrooms, filter and well pump service, miscellaneous parts and materials for work days, and workday expense. Previous years fundraisers and donations help offset the cost of routine maintenance, however without having Party in the Park or a Founders Day presence, maintenance costs have reverted back to Park rentals and Measure A funds.

PGE Expense

PGE Expenses vary given the time of year and the usage. During periods of rentals, the PGE goes up and is partially offset with rental fees. PGE is also offset partially by Measure A funds. The bulk of the costs are offset by the PGE monthly billing to Henry.

Other Office Expense

Office expenses are minimal and are paid out of discretionary funds from Party in the Park.

OTHER NON-OPERATING EXPENSES

Short Term Debt

During the construction of the Park Improvement Project, the Park division of the District borrowed funds from the Sewer Division of the District. Most of the money was an advance on approved grant obligations and were paid back with grant proceeds. Some of the repayments have been from discretionary funds generated from fundraisers such as Party in the Park and Founder's Day. To date the balance is \$9,211, of which \$6,000 will be paid back per Board approval from the Park's discretionary funds prior to year end, leaving a balance for the next fiscal year of \$3,211. This budget does not address reducing the debt during this fiscal year, but the Board can decide what it wants to do later in the year.

Park Loan Repayment

<u>Date</u>	<u>Amount</u>	<u>Balance</u>	
7/30/2004	4,500	4,500	
8/8/2007	7,000	11,500	
9/14/2007	16,000	27,500	
11/3/2007	7,000	34,500	
12/29/2007	(35,000)	(500)	Repay from Grants
5/27/2008	6,000	5,500	
6/1/2008	7,000	12,500	
6/26/2007	20,000	32,500	
6/28/2008	7,000	39,500	
7/11/2008	15,000	54,500	
9/9/2008	6,000	60,500	
9/29/2008	10,000	70,500	
11/3/2008	(35,000)	35,500	Repay from Grants
5/2/2009	10,000	45,500	
6/30/2009	(22,950)	22,550	Repay from Park Reserve
7/10/2009	7,000	29,550	
7/17/2009	10,000	39,550	
8/23/2010	1,100	40,650	
9/11/2010	6,000	46,650	
4/23/2011	(5,000)	41,650	Repay from Park Account
6/17/2011	(18,800)	22,850	Repay from Grants
6/21/2011	(8,639)	14,211	Repay from Grants
4/30/2012	(5,000)	9,211	Repay from Park Account
6/30/2014	(6,000)	3,211	Repay from Park Account

Recommendations

I recommend that the Park Advisory Committee and the Board of Directors take the following actions:

- Review the attached Draft budget and provide questions, discussion and suggestions at the PAC June 23, 2014 meeting.
- Review changes from the PAC at the June 25, 2014 Board meeting with any additions and corrections.
- Review and Adopt Park Draft Budget at the June 25, 2014 Board of Directors' meeting with a first vote
- Review and Adopt Final Park Budget at the July 9, 2014 Board of Directors' meeting with a second vote for September 1, 2014 deadline.
- Review and Adopt Final Sewer Budget at the July 9, 2014 Board of Directors' meeting for September 1, 2014 deadline.

Respectfully submitted,



Karl W. Drexel, SDA
Administrator

	Measure A Restricted (Park)	Restricted (Park)	Unrestricted (Park)	TOTAL
	Jul '14 - Jun 15	Jul '14 - Jun 15	Jul '14 - Jun 15	Jul '14 - Jun 15
Ordinary Income/Expense				
Income				
315.00 · Intergovernmental Revenues				
315.75 · Measure A Prior Year Carryover	7,505.00			7,505.00
315.80 · Measure A Funds	26,800.00		2,500.00	29,300.00
Total 315.00 · Intergovernmental Revenues	34,305.00		2,500.00	36,805.00
320.00 · Contributions Income				
320.20 · Restricted				
320.25 · Prior Year Carryover		5,000.00		5,000.00
320.20 · Restricted - Other		1,000.00		1,000.00
Total 320.20 · Restricted		6,000.00		6,000.00
Total 320.00 · Contributions Income		6,000.00		6,000.00
322.00 · Park Use Rental			450.00	450.00
322.60 · Water Tower PGE			840.00	840.00
340.00 · Grants				
340.10 · Board of Supervisors		15,000.00		15,000.00
340.20 · Dean Witter Foundation		10,000.00		10,000.00
Total 340.00 · Grants		25,000.00		25,000.00
Total Income	34,305.00	31,000.00	3,790.00	69,095.00
Expense				
414.20 · Office Expense			150.00	150.00
414.70 · Repairs				
414.74 · Park Maintenance			978.00	978.00
Total 414.70 · Repairs			978.00	978.00
414.75 · PGE - Park			1,320.00	1,320.00
414.80 · Measure A Project Expenses	31,800.00	9,900.00		41,700.00
425.00 · Repayment of Sewer Loan		6,000.00		6,000.00
Total Expense	31,800.00	15,900.00	2,448.00	50,148.00
Net Ordinary Income	2,505.00	15,100.00	1,342.00	18,947.00
Net Income	2,505.00	15,100.00	1,342.00	18,947.00



Work Plan

Measure A City, Town, and Applicable Special District Program Proposed Expenditure of Measure A Funds for July 1, 2014 to June 30, 2015

Timely and accurate completion of this report is a condition of receiving Measure A funds.

Instructions:

- This work plan must be completed by an authorized representative of the recipient.
- Please complete this work plan, then scan and e-mail it to Kevin Wright, Marin County Parks External Affairs Coordinator (kwright@marincounty.org), by June 1, 2014.
- Contact Mr. Wright by e-mail (kwright@marincounty.org) or phone (415) 473-2129 if you have any questions, or if you have suggestions to improve this form.
- Marin County Parks will review this plan within one month of its receipt to ensure that proposed expenditures are consistent with Marin County Ordinance 3586 (Measure A).
- Recipients must provide Marin County Parks with 30-days prior notice of any project additions or substitutions that are proposed while a work plan is in effect.
- Total actual project expenditures may not exceed recipient's actual Measure A funding for any given fiscal year, plus any balance remaining from previous years.

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A. Name of Recipient (city, town, or special district): Tomales Village Community Services District

B. Recipient's representative and contact information: (Please print all information)

Name: Karl Drexel
(Print)

Title: Administrator
(Print)

Address: PO Box 303

City, Zip: Tomales CA 94971

Phone: (707) 878-2767

E-mail: admin@tomalescsd.ca.gov

C. Total estimated funds for Fiscal Year 2014-15:

i. Estimated carry-over balance of recipient's Measure A funds from previous fiscal years	ii. Estimate of recipient's Measure A funds for FY 2014-15. (This information will be provided by Marin County Parks)	iii. Total estimated available funds for FY 14-15 (i + ii).
\$ 7,505	\$ 26,823	\$ 34,328

D. Recipient's Measure A Work Plan for Fiscal Year 2014-15:

Name of work or project:	Primary purpose of work or project. Select only one from list below. **	Description. Be as specific as possible. Include numbers related to square footage of facilities, acreage, etc. If Measure A funds were used for maintenance, use numbers to indicate change from pre-Measure A conditions.	Amount of Measure A funds estimated to be used:	Source(s) and amount(s) of matching funds projected for use. If none, enter "0"	Total expenditures projected for work or project in current reporting year
PGE, Fishman, Arollo	A	PGE for lights, well pump and filtration, paper products and park maintenance	\$ 2,500	-0-	\$ 2,500
Accessible Water Faucet	B	Purchase and install 2-faucet accessible water faucet	\$ 3,000	\$1,000	\$ 2,000
Irrigation System	B	Design, purchase and install an automatic irrigation system	\$ 2,100	\$1,000	\$ 1,100
Gazebo and Shade Shelter	C	Permits, design, specifications, bids, and construction management	\$ 12,000	\$ 6,000	\$ 6,000
Handicap Path	B	Install retaining wall at handicap path to protect from erosion	\$ 5,000	-0-	\$ 5,000

Water Tower	B	Replace roof and repair damage to roof windows and siding	\$ 15,000	-0-	\$15,000
Site Plan for Gazebo Project	B	Update Site Plan and as built plans for permitting and design of new gazebo	\$ 2,000	\$ 1,000	\$1,000
Park Improvement Phase 2	B	Purchase and install 3 small Barbeques, finish grates and crank for large barbeque	\$ 2,600	\$ 900	\$ 1,700
Estimated Total					\$ 34,300

****Select work or project purpose only from the following menu:** (see next page for additional choices)

- a) Routine maintenance
- b) Renovation of existing recreational facility, including infrastructure (includes planning, environmental review, permitting, design development, etc.)
- c) Construction of new park or recreation facility (includes planning, environmental review, permitting, design development, etc.)
- d) Parkland acquisition
- e) Vegetation management to reduce wildfire risk
- f) Vegetation management to promote biodiversity
- g) Vegetation management to control invasive, non-native weeds

E. Certification

I certify that the information contained herein is true and accurate, to the best of my knowledge.



Signature

Administrator
Title

Karl Drexel
Print Name

May 28, 2014
Date

TOMALES
VILLAGE



Request for Proposal

***Financial Management Services
for Community Services District,
a California Special District***

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6 APPENDIX A - PROPOSAL EVALUATION FORM 10

1 PURPOSE

The Tomales Village Community Services District (TVCS D) is requesting proposals from qualified and experienced firms who can provide sound fiscal management to the TVCS D located in Marin County for the fiscal year ending June 30, 2015, and for 2 to 4 subsequent fiscal years. This Request For Proposal (RFP) position will be completed by private contract.

The purpose of the RFP is to provide the TVCS D with the assurance that the financial management of the District facility is in substantial compliance with all local, state, and federal provisions (where applicable). An important objective is to maintain a level of high quality service to the people of this service district through appropriate documentation and workflow methodology (best practices) in the most responsible and cost effective and environmentally sustainable manner possible.

Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the TVCS D hereinafter referred to as the "District" and the Contractor entity is hereinafter referred to as "Contractor."

The contract will be regulated according to the provisions of all State and local laws and ordinances that are applicable.

2 BACKGROUND

The Service District was formed in 1999 after being acquired from North Marin Water District. The primary purpose of the District is to operate and manage the wastewater treatment plant (WWTP) and the community park. The operation and maintenance of the WWTP is funded through service fees, while the capital improvements are funded through grants and low interest loans through the State Water Resources Control Board. Loans are repaid through operating funds. The operation and maintenance of the Tomales Community Park is funded entirely through donations, fundraisers, grants and Measure A funds. Capital improvements at the Park are paid for by state, federal and private grants and material and in-kind donations.

For more information, please refer to the TVCS D website: www.tomalescsd.ca.gov

3 PROPOSED SCHEDULE OF EVENTS

Issue Request for Proposal	[DATE]
Mandatory Walk Thru	[DATE]
Questions or Request for Clarification due	[DATE]
Proposal due	[DATE]
Contractor Selection	[DATE]
District Awards Contract	[DATE]
Notice to Proceed	[DATE]

4 SELECTION CRITERIA – SEE FORM AT APPENDIX A

The District will evaluate proposals based on the following criteria and may short-list for interview purposes:

1. The completeness of the proposal in response to this RFP.
2. The methodology for carrying out the tasks described in the proposal.
3. The qualifications and experience of the personnel of the successful proposer, their performance of similar work and the possession of all licenses to perform the work.
4. References.
5. Proposed fees.
6. Interview, if conducted.

The Board will rank all timely and responsive proposals. The Board may interview some or all proposers. If interviews are conducted, the proposal rankings will not be final until interviews are complete. When rankings are final, the Board or designated Board member(s) will commence negotiations with the highest ranked proposer.

After negotiating a proposed agreement that is fair and reasonable, the final agreement will be presented to the full Board for approval. The Board has final authority to approve or reject the final agreement.

By submitting a proposal, each proposer agrees to the following:

1. The District reserves the right to waive any irregularity in any proposal.
2. The District reserves the right to reject any or all proposals.
3. The District reserves the right to request additional proposals.
4. The District reserves the right to request clarification of information submitted and to request additional information from any proposer.
5. The District reserves the right to award any contract to the next most qualified proposer, if it cannot reach agreement with the first selected proposer.
6. The agreement between the successful proposer and the District will be in a form supplied or approved by the District.
7. This RFP does not constitute an offer by TVCS D to enter into a contract, nor does any response to this RFP constitute an acceptance of an offer. A response to this RFP does not bind the District in any way.
8. The District will not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
9. Each proposal will remain valid for a period of at least 60 calendar days from the proposal due date.

5 SCOPE OF WORK

The Scope of Work is to provide full service financial management of the District in accordance with all provisions within this RFP. The contract term is a three to five year agreement renewable through the TVCS D competitive bidding process (posted on TVCS D website). Contractor will provide an approved person or persons as needed to deliver the required services for this contract period. The firm selected will be a California entity and all subjects working the District's financial transactions will have the appropriate qualifications. Your proposal should contain, but not be limited to the following considerations:

Eligibility – educational background and references.

Experience with government financial (GASB) and non-profit accounting.

A list of similar local government and non-profits or pertinent accounts served by you or your firm.

Your staff assignments and availability to complete the required duties on a timely basis.

- Participation of senior personnel assigned to the engagement.
- Frequency of contact with assigned accounting personnel.
- Availability of staff to respond to questions within the scope of the described duties and the hourly charge, if any, for services outside the scope of the described duties (“Non-Standard Duties”).

Stability history - what assurances can you provide the District regarding the assignment of your permanent personnel to this engagement? Describe transition plan in the event of personnel changes.

Describe capability to manage and maintain existing TVCS D accounting system.

Procedures used to transmit accounting transactions and all supporting documents along with management summaries to the General Manager.

Describe financial package to be provided for regular Board meetings, availability of assigned personnel to attend Board meetings and discuss financial results, as well as projections based on approved budget and District needs.

Your fee proposal to conduct the required accounting function, along with your fee schedule for additional services that may be required beyond the scope of the accounting engagement. The proposal should also state that any increase in the accounting fee would be immediately disclosed to the TVCS D Board of Directors. This disclosure should include an estimation of the increased fees and the reason for the increase.

Estimated number of hours to complete the requested accounting duties by classification of you and your employees, i.e. partners, senior, junior.

Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.

Accounting personnel will produce monthly statements to be included in monthly TVCS D Board packet, annual budget documents (as necessary), and provide financial input and analysis into the annual report.

5.1 COMMUNICATIONS

5.1.1 REPORTING

Contractor will maintain staffing and procedures necessary to insure timely professional communications with the District.

5.1.2 DOCUMENT FORWARDING

Both District and Contractor will immediately forward to each other any document or information received which concerns the operations, management and maintenance of the Facility.

5.1.3 CUSTOMERS

Contractor will develop and provide a work request tracking system to document calls from District customers. The system will include a method for action tracking and reporting.

5.1.4 REGULATORS

Contractor shall provide written and oral communications with regulatory agencies concerning the financial management of the Facilities.

5.1.5 DISTRICT

Contractor will provide copies to the District of written communications with regulatory agencies and report substantive conversations or communications that affect the District. At least monthly the Contractor will attend a Board of Directors meeting and present financial management report.

5.1.6 CONTRACTOR RESPONSIBILITIES

- Cooperation - Contractor will cooperate with the District's General Manager, engineers, attorneys, sub-contractors or others engaged by the District to ensure that financial transactions are complete and accurate. Non-Schedule Work may apply where appropriate.
- Professionalism - Contractor will conduct business in the highest professional manner and conduct themselves appropriately when dealing with District customers, regulators, citizens at large, politicians or others while conducting business on behalf of the District.

5.2 DISTRICT FINANCIAL MANAGEMENT:

5.2.1 CONTRACTOR'S REPRESENTATIVE

Contractor will designate an Engagement Manager as a main point of contact to conduct the business of the Contractor.

5.2.2 SCOPE OF DUTIES

The Engagement Manager, or his designee, will have responsibility for managing the Contractor's activities under these Specifications.

5.2.3 NATURE OF SERVICES REQUIRED

Fiscal period will be July 1, 2014 through June 30, 2015. 2 to 4 additional years may be proposed, priced accordingly.

5.2.3.1 Reporting

Reports, exhibits, and schedules required monthly, quarterly and annually in accordance with Government Accounting Standards Board (GASB):

- Income Statement.
- Balance sheet.
- Schedule of cash.
- Budget Variance Analysis
- Statements of changes in financial position.
- Notes of financial statement.
- Supporting documents.
- Other Duties (to support accurate and timely fiscal management):
Act as District Treasurer

Reconcile general ledger accounts
Enter and pay bills approved by General Manager
Bill Customers including SUSD annual billing
Research and advise Board on deposit institutions and investment opportunities
Maintain separate accounting procedures for Park and Sewer
Maintain separate account for Measure A funds
File annual financials with County, State, and Bonding Agency
TVCS D loan and investment polices approved by the Board of Directors and executed by the Financial Manager.

3. Required Meetings:

- TVCS D Board of Directors meets 10 times per year on the second Wednesday of each month, excluding August and December.
- Annual budget meetings, as necessary.
- Audit support – interface with Board approved auditor to provide input for the annual audit, as necessary.

4. Description of Entity and Records:

- Non-profit entity. California Community Services District under Government Code 61000.
- General ledger, fixed assets ledger, accounts receivable, general journal, accounts payable.

5. Available Manuals and Information Sources:

- Minutes of the board meetings of the District.
- Accounting function work description of Fiscal Manager.
- Current policy documents.

6. Details of fixed assets are maintained. Fixed assets are based on cost when available otherwise on estimates authorized by the Board of Directors. The fixed assets ledger was constructed with historical information by the current contracted General Manager during prior accounting periods.

7. Available for Examination:

- 5 Year Strategic Plan
- Prior Audit Reports.
- Prior fiscal year financial statements and supporting documents.
- Budgets – current and prior year. Budget is maintained and is available for examination.

8. Staff members will be available to pull and reproduce documents. Legal counsel will be made available with prior Board approval.

9. Work areas will be provided by the District in close proximity with the financial records on the premises.

10. Reporting Requirements:

The reports will be addressed to the Board of Directors and will contain items listed in item #2. All accounting must be performed in accordance with Government Accounting Standards Board (GASB) and include a statement of opinion as to whether the statements conform to GASB.

- A monthly management summary report will be required to accompany the financial statements. It should contain a discussion of accounting results and recommendations affecting financial systems and statements, internal control, legality of actions, other instances of non-compliance with laws and GASB, and any other material matters.

11. Time Requirements

- Proposals will be delivered to the District office at _____ not later than _____ p.m. on _____.
- If presentations of possible finalists are necessary, no one with personal bias will interview proposers.
- The Board of Directors has made no decision as to the date of the award of the accounting services. All proposers will be notified of the Board action in a timely manner.
- Once a contract has been signed, work may begin immediately to transition the accounting tasks in a progressive manner with costs to be billed to the District as the charges generated by the Contractor in accordance with the original agreement.
- Preliminary work to review accounts can begin immediately.
- The accounting transition will be completed prior to _____.

5.2.4 AVAILABILITY

The Engagement Manager will be available to consult with District staff during normal business hours.

5.3 NON-STANDARD DUTIES

This section is intended to provide a mechanism to equitably manage changes in District financial management that is considered to be beyond the normal scope of work.

5.3.1 NON-SCHEDULED WORK

Non-Scheduled Work will be billed in accordance with these Specifications in accordance with current Schedule of Rates. Non-Scheduled Work will be invoiced at the end of the month in which the work was performed. At the Contractors option, small specific project billing may be accumulated, or held, for a few months until a single invoice can be prepared. (Note: Non-Scheduled Work is a sole source mechanism for the District to utilize when sending out Requests for Proposals “RFPs” and obtaining multiple bids or proposals is unwarranted or uneconomical.)

Project Bids - Occasionally the District and Contractor may wish to prepare a separate contract outside the scope of these Specifications for Non-Scheduled Work. Upon receipt of a Request for Proposal (RFP) from District, Contractor may, or may not, submit a bid. In the case where a bid is submitted and accepted by the District, the terms of the bid will be exclusively those contained in the bid and will not automatically adopt these Specifications

unless specified in writing otherwise. This provision is utilized most often when projects arise outside the Contractor's scope and the District desires to receive multiple bids or proposals.

5.3.2 DISTRICT INITIATED WORK

When authorized by the District, Contractor may perform work outside the scope of these specifications as Non-Scheduled Work.

5.3.3 EMERGENCIES

In the event of an emergency situation, Contractor shall make every reasonable effort to contact the District before incurring costs for Non-Scheduled Work. In the event the Contractor cannot reach the District, Contractor is authorized to make reasonable and necessary expenditures to alleviate the emergency condition. In the event such expenditures were made, Contractor shall notify the District the next normal work day and provide a written report to the District as soon as practical.

5.3.4 NEW CONSTRUCTION

When requested by the District, Contractor will undertake the financial management of new or modified projects as Non-Scheduled Work. Within eighteen months Contractor will amend its agreement with the District to reflect the costs of the new or modified projects.

5.3.5 WORK BY OTHERS

District may have work done by others that impacts Contractor. Work performed by Contractor necessary to coordinate with others will be billed to District as Non-Scheduled Work.

5.4 INSURANCE

5.4.1 CONTRACTOR'S INSURANCE

Contractor will maintain and keep in full force the insurances listed in this section. Additionally, the Contractor will name the District as additional insured. Contractor will provide Certificates of Insurance to the District.

- Workers Compensation Insurance - Statutory amounts in compliance with state laws.
- Commercial General Liability and Automobile: \$1,000,000 per occurrence.
- Professional Liability Insurance: \$1,000,000 per occurrence. All questions and correspondence should be directed to [NAME] in writing at the above address or by calling [TELEPHONE NUMBER]. Contact with TVCS D personnel other than [NAME OF OFFICIAL] regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals on or before [DATE].

Sincerely,

6 APPENDIX A - PROPOSAL EVALUATION FORM



**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (TVCS D)
REQUEST FOR PROPOSAL FOR WASTEWATER TREATMENT AT TOMALES
VILLAGE, A CALIFORNIA SPECIAL DISTRICT**

Prepared March 30, 2014 by TVCS D Board of Directors

DATE: _____

EVALUATOR: _____

CONTRACTOR: _____

RATING POINTS:

- 5 = excellent
- 4 = good
- 3 = above average
- 2 = average
- 1 = below average
- 0 = unsatisfactory

CRITERIA	WEIGHT FACTOR	X	RATING	=	WEIGHTED
RATING					
A. Technical Approach	0.40				
• Responsiveness & understanding of work to be done, i.e. scope of work	(0.20)		_____		_____
• Specific experience with similar wastewater treatment work	(0.20)		_____		_____
C. Project Management	0.30				
• Capacity to perform the scope of work and ability to conclude in a timely manner	(0.20)		_____		_____
• Quality of staff based on recent experience	(0.10)		_____		_____
D. References	(0.05)		_____		_____
E. Familiarity and/or specific experience with locally funded wastewater projects requiring federal, state, and local regulatory compliance	(0.20)		_____		_____
F. Overall quality of proposal, including qualifications and thoroughness.	(0.05)		_____		_____
			Subtotal Score		(0 to 5)
G. Previous Experience and Performance working with TVCS D					_____
Comments:			Total Score		_____

DRAFT

TOMALES
VILLAGE



Request for Proposal

***Administrative Management for
Community Services District,
a California Special District***

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1 PURPOSE

The Tomales Village Community Services District (TVCS D), a California Special District, is requesting proposals from qualified and experienced firms or individuals who can provide efficient administrative management to the TVCS D located in Marin County for three (3) to five (5) years. This Request For Proposal (RFP) position will be completed by private contract.

The purpose of this RFP is to provide the TVCS D with the assurance that the administrative management of the District facility is in substantial compliance with all local, state, and federal provisions (where applicable). An important objective is to maintain a level of high quality service to the people of this services district through appropriate documentation and workflow methodology (best practices) in the most responsible and cost effective and environmentally sustainable manner possible.

Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the TVCS D hereinafter referred to as the "District" and the Contractor entity is hereinafter referred to as "Contractor."

The contract will be regulated according to the provisions of all State and local laws and ordinances that are applicable.

2 BACKGROUND

The Service District was formed in 1998 after being acquired from North Marin Water District. The primary purpose of the District is to operate and manage the wastewater treatment plant (WWTP) and the community park. The operation and maintenance of the WWTP is funded through service fees, while the capital improvements are funded through grants and low interest loans through the State Water Resources Control Board. Loans are repaid through operating funds. The operation and maintenance of the Tomales Community Park is funded entirely through donations, fundraisers, grants and Measure A funds. Capital improvements at the Park are paid for by state, federal and private grants and material and in-kind donations.

For more information, please refer to the TVCS D website: www.tomalescsd.ca.gov

3 PROPOSED SCHEDULE OF EVENTS

Issue Request for Proposal	[DATE]
Mandatory Walk Thru	[DATE]
Questions or Request for Clarification due	[DATE]
Proposal due	[DATE]
Contractor Selection	[DATE]
District Awards Contract	[DATE]
Notice to Proceed	[DATE]

4 SELECTION CRITERIA – SEE FORM AT APPENDIX A

The District will evaluate proposals based on the following criteria and may short-list for interview purposes:

1. The completeness of the proposal in response to this RFP.
2. The methodology for carrying out the tasks described in the proposal.
3. The qualifications and experience of the personnel of the successful proposer, their performance of similar work and the experience and qualifications to perform the work.
4. References.
5. Proposed fees.
6. Interviews, if conducted.

The Board will rank all timely and responsive proposals. The Board may interview some or all proposers. If interviews are conducted, the proposal rankings will not be final until interviews are complete. When rankings are final, the Board or designated Board member(s) will commence negotiations with the highest ranked proposer.

After negotiating a proposed agreement that is fair and reasonable, the final agreement will be presented to the full Board for approval. The Board has final authority to approve or reject the final agreement.

By submitting a proposal, each proposer agrees to the following:

1. The District reserves the right to waive any irregularity in any proposal.
2. The District reserves the right to reject any or all proposals.
3. The District reserves the right to request additional proposals.
4. The District reserves the right to request clarification of information submitted and to request additional information from any proposer.
5. The District reserves the right to award any contract to the next most qualified proposer, if it cannot reach agreement with the first selected proposer.
6. The agreement between the successful proposer and the District will be in a form supplied or approved by the District.
7. This RFP does not constitute an offer by TVCS D to enter into a contract, nor does any response to this RFP constitute an acceptance of an offer. A response to this RFP does not bind the District in any way.
8. The District will not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
9. Each proposal will remain valid for a period of at least 60 calendar days from the proposal due date.

5 SCOPE OF WORK

The Scope of Work is to provide full service administrative and general management of the District in accordance with all provisions within this RFP. The contract term is a three (3) to five (5) year agreement renewable through the TVCS D competitive bidding process (posted on TVCS D website). Contractor will provide an approved person or persons as needed to deliver the required services for this contract period. The firm selected will be a California entity and all subjects performing the District's administrative functions will have the appropriate qualifications. Your proposal should contain, but not be limited to the following considerations:

Eligibility – educational background and references.

Experience with government administration and preferably non-profit.

A list of similar local government and non-profits or pertinent accounts served by you or your firm.

Your staff assignments and availability to complete the required duties on a timely basis.

- Participation of senior personnel assigned to the engagement.
- Frequency of contact with assigned administrative personnel.
- Availability of staff to respond to questions within the scope of the described duties and the hourly charge, if any, for services outside the scope of the described duties (“Non-Standard Duties”).

Stability history - what assurances can you provide the District regarding the assignment of your permanent personnel to this engagement? Describe transition plan in the event of personnel changes.

Describe capability to manage, improve and maintain existing TVCS D administrative systems.

Describe specific activities that will support and improve the environmental sustainability of the District. Give examples of proposed initiatives that will advance the Board’s strategic sustainability goals.

Procedures and tools (i.e. software and hardware) used to perform administrative transactions along with all supporting documents to develop management reports for all personnel within the District structure.

Describe package to be provided for regular Board meetings, availability of assigned personnel to attend Board meetings and discuss administrative issues and concerns, as well as projections based on approved budget and District needs.

Your fee proposal to conduct the required administrative function, along with your fee schedule for additional services that may be required beyond the scope of the basic administrative engagement (i.e. management of occasional approved CIPs). The proposal should also state that any increase in the administrative fee will be immediately disclosed to the TVCS D Board of Directors. This disclosure should include an estimation of the increased fees and the reason for the increase.

Estimated number of hours to complete the requested administrative duties by classification of you and/or your employees, i.e. partners, senior, junior.

Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.

Administrative personnel will produce documentation detailing monthly activities and summary reports to be included in monthly TVCS D Board packet, annual budget supporting documents (as necessary), and provide administrative input and analysis into the annual report.

5.1 COMMUNICATIONS

5.1.1 REPORTING

Contractor will maintain staffing and procedures necessary to insure timely professional communications with the District.

5.1.2 DOCUMENT FORWARDING

Both District and Contractor will immediately forward to each other any document or information received which concerns the administrative management of the District.

5.1.3 CUSTOMERS

Contractor will develop and provide a work request tracking system to document calls from District customers. The system will include a method for action tracking and reporting.

5.1.4 REGULATORS

Contractor shall provide written and oral communications with regulatory agencies concerning the administrative management of the District.

5.1.5 DISTRICT

Contractor will provide copies to the District of written communications with regulatory agencies and report substantive conversations or communications that affect the District. At least monthly the Contractor will attend a Board of Directors meeting and present Board-level reports.

5.1.6 CONTRACTOR RESPONSIBILITIES

- Cooperation - Contractor will cooperate with the District's engineers, attorneys, sub-contractors or others engaged by the District to ensure that administrative transactions are complete and accurate. Non-Schedule Work may apply where appropriate.
- Professionalism - Contractor will conduct business in the highest professional manner and conduct themselves appropriately when dealing with District customers, regulators, citizens at large, politicians or others while conducting business on behalf of the District.

5.2 DISTRICT ADMINISTRATIVE MANAGEMENT

5.2.1 CONTRACTOR'S REPRESENTATIVE

Contractor will designate a General Manager as a main point of contact to conduct the business of the Contractor.

5.2.2 SCOPE OF DUTIES

The General Manager, or his designee, will have responsibility for managing the Contractor's activities under these Specifications.

5.2.2.1 Office Management

- Organize and maintain current and past files and plans of the District in an easily accessible system.
- Answer telephone and retrieve messages and maintain a Call Record.
- Receive, date and process all incoming mail, correspondence and plans; process all outgoing mail.
- **Draft letters and emails from the Board and Administrator to carry out District business.**
- Provide answers to or refer questions to the Board for all correspondence.
- Provide copies to the Board of all incoming and outgoing correspondence.
- Oversee setting of Board agenda with Board President and Secretary and assuring the agenda is posted according to laws.
- Oversee development of Board packet for monthly meetings and any special meetings;

packet should include important supporting information for all agenda items and all correspondence.

- As directed by the Board, coordinate bid proposals and contracts for regular operations work to be performed.
- Secure and maintain affordable insurance policies for the District and insure that coverage is sufficient.
- Adhere to all local and state laws and advise Board on changes to said laws.
- Maintain Minutes Book, Board Resolution Book and District Agenda Binder.
- Coordinate periodic TVCS D Newsletter with Newsletter Committee.
- Insure District website is current. Responsible for posting district agendas, minutes and board packets in a timely manner and that the public is kept up-to-date with postings of district news.
- Submit regulatory reports to local and state agencies as required.

5.2.2.2 Administrative Support

- Research and identify ongoing funding sources, both public and private; keep Board current on available funding opportunities; apply for funding as directed by the Board; oversee follow-up reporting to funders as required.
- Gather backup information for ongoing Board discussions of the annual budget process.
- Interface with Marin County as needed on tax collection, payment, delinquency and new hook-ups; coordinate with fiscal manager; advise Board as needed.
- Adhere to TVCS D Reserve Policy goals and objectives and assure that required funds are being added regularly and that use of funds follows TVCS D CIP protocols.

5.2.2.3 Sewer System Administration

- Oversee contract with sewer operations and maintenance contractor and that performance standards are being met; oversee annual review of performance contract.
- Devise and maintain work order system. Maintain record book.
- Coordinate all new sewer hook-ups and insure they are all inspected and meet District standards according to ordinances and specifications.
- Maintain maps of all sewer components and new hook-ups and annexations.
- Assure the sewer maintenance schedule is adhered to and effective at all times.
- Oversee all capital improvement projects as directed by the Board and Standing Committees.
- Coordinate Sewer Plant Tours for new Board members and at least an annual public tour for ratepayers and a tour for SUSD school groups.

5.2.2.4 Tomales Community Park

- Interface with Park Committee for ongoing maintenance, improvement projects, and public fundraisers.
- Inspect park monthly, directing maintenance as required.
- Work with Park Committee to recruit and coordinate all volunteer activities.
- Establish and publish park rules as directed by the Board and Park Committee.
- Establish park rentals and oversee rentals of the park as directed by the Park Committee and Board.
- Oversee all park improvement projects as directed by the Board and Park Committee.

5.2.2.5 Administrator Performance Monitoring

Monitoring Administrator performance will be utilized to determine the degree to which Board policies, goals and objectives are being fulfilled and will include:

- Administrator's Reports to disclose compliance information

- External Reports from regulators, auditors and relevant agencies
- Direct Board inspection of documents, activities and circumstances directed by Board for policy compliance
- Annual formal evaluation of Administrator performance with criteria to be measured as set by Board

5.2.3 NATURE OF SERVICES REQUIRED

The Administrator will have a shared responsibility with the other contracted roles to carry out TVCS D’s goals, objectives and policies with the Board of Directors approval, based on contracted services financed through the district’s annual operating budget as set each fiscal year. The following areas present an overview of these shared areas of responsibility:

Shared responsibility to implement assigned goals with accurate, concise and timely information and counsel needed for work of Board, committees, operators, ratepayers and affiliate agencies and memberships, including the processes imposed by the Board’s governance system.

- Fiscal stability and viability to meet service obligations to ratepayers.
- Achievement of targeted annual budget.
- Identification and communication to the Board of strategic opportunities for TVCS D.
- Safety of TVCS D assets and legal status.
- Accurate, timely and inclusive information needed for successful operation of TVCS D to include performance monitoring data on operations; relevant trends, material incidents and developments, significant decisions, legal jeopardy, changes in assumptions on which Board and Operation policies have been based; and optional points of view and counsel necessary for fully informed Board choices.
- Favorable perception of TVCS D among key leaders in government and industry and stakeholders, including favorable image of the Administrator, developed by working cooperatively with TVCS D Board, Committees, and ratepayers.
- Effective mechanism for Board, Committees, Fiscal Manager, and Operator communications to include ratepayer awareness and communication of the Board.
- Enhance image of the President of the Board in the community as TVCS D leader and spokesperson.

5.2.4 LIMITATIONS FOR ADMINISTRATOR ROLE

Certain actions will be unacceptable to the Board without policy approval and specific directives, and include new business ventures, acquisitions, major partnerships, budgeting, and binding contracts.

5.2.4.1 Required Meetings

- TVCS D Board of Directors meets 10 times per year on the second Wednesday of each month, excluding August and December.
- Annual budget meetings, as necessary.
- Audit support – interface with Board approved auditor to provide input for the annual audit, as necessary.

5.2.4.2 Description of District as Entity

- Non-profit entity. California Community Services District.

5.2.4.3 Available Manuals and Information Sources

- Minutes of the board meetings of the District
- Functional work description of Administrator
- Current policy documents

Details of fixed assets are maintained. The fixed assets ledger was constructed with historical information by the current contracted General Manager during prior accounting periods.

Available for Examination:

- 5 Year Strategic Plan
- Prior Audit Reports.
- Prior fiscal year financial statements and supporting documents.
- Budgets – current and prior year. Budget is maintained and is available for examination.

Staff members will be available to pull and reproduce documents. Legal counsel will be made available with prior Board approval.

Work areas will be provided by the District in close proximity with the administrative records on the premises.

5.2.4.4 Reporting Requirements

Monthly reports will be addressed to the Board of Directors and will contain relevant items for Board discussion, reference, or action as described within.

- Monthly management summary reports will be required to accompany the Board packets. It should contain a discussion of administrative issues, project status, and other relevant results and recommendations affecting internal control, legality of actions, other instances of non-compliance with laws, and any other material matters.
- Any reports required by regulatory agencies, local and state laws.

5.2.4.5 Time Requirements

- Proposals will be delivered to the District office at _____ not later than _____ p.m. on _____.
- Once a contract has been signed, work may begin immediately to transition the accounting tasks in a progressive manner with costs to be billed to the District as the charges generated by the Contractor in accordance with the original agreement.
- Preliminary work to review accounts can begin immediately.
- The administrative transition will be completed prior to _____.

5.2.5 AVAILABILITY

The Engagement Manager will be available to consult with District staff during normal business hours.

5.3 NON-STANDARD DUTIES

This section is intended to provide a mechanism to equitably manage changes in District administrative management that is considered to be beyond the normal scope of work.

5.3.1 NON-SCHEDULED WORK

Non-Scheduled Work will be billed in accordance with these Specifications in accordance with current Schedule of Rates. Non-Scheduled Work will be invoiced at the end of the month in which the work was performed. At the Contractor's option, small specific project billing may be accumulated, or held, for a few months until a single invoice can be prepared. (Note: Non-Scheduled Work is a sole source mechanism for the District to utilize when sending out Requests for Proposals "RFPs" and obtaining multiple bids or proposals is unwarranted or uneconomical.)

Project Bids - Occasionally the District and Contractor may wish to prepare a separate contract outside the scope of these Specifications for Non-Scheduled Work. Upon receipt of a Request for Proposal (RFP) from District, Contractor may, or may not, submit a bid. In the case where a bid is submitted and accepted by the District, the terms of the bid will be exclusively those contained in the bid and will not automatically adopt these Specifications unless specified in writing otherwise. This provision is utilized most often when projects arise outside the Contractor's scope and the District desires to receive multiple bids or proposals.

5.3.2 DISTRICT INITIATED WORK

When authorized by the District, Contractor may perform work outside the scope of these specifications as Non-Scheduled Work.

5.3.3 EMERGENCIES

In the event of an emergency situation, Contractor shall make every reasonable effort to contact the District before incurring costs for Non-Scheduled Work. In the event the Contractor cannot reach the District, Contractor is authorized to make reasonable and necessary expenditures to alleviate the emergency condition. In the event such expenditures were made, Contractor shall notify the District the next normal work day and provide a written report to the District as soon as practical.

5.3.4 NEW CONSTRUCTION

When requested by the District, Contractor will undertake the administrative management of new or modified projects as Non-Scheduled Work. Within eighteen months Contractor will amend its agreement with the District to reflect the costs of the new or modified projects.

5.3.5 WORK BY OTHERS

District may have work done by others that impacts Contractor. Work performed by Contractor necessary to coordinate with others will be billed to District as Non-Scheduled Work.

5.4 INSURANCE

5.4.1 CONTRACTOR'S INSURANCE

Contractor will maintain and keep in full force the insurances listed in this section. Additionally, the Contractor will name the District as additional insured. Contractor will provide Certificates of Insurance to the District.

TVCS D Request For Proposal:

Administrative Management for Community
Services District

- Workers Compensation Insurance - Statutory amounts in compliance with state laws.
- Commercial General Liability and Automobile: \$1,000,000 per occurrence.
- Professional Liability Insurance: \$1,000,000 per occurrence.

All questions and correspondence should be directed to [NAME OF CONTACT] in writing at the above address or by calling [TELEPHONE NUMBER]. Contact with TVCS D personnel other than [NAME OF OFFICIAL] regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals on or before [DATE].

Sincerely,

DRAFT

6 APPENDIX A - PROPOSAL EVALUATION FORM



**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (TVCS D)
REQUEST FOR PROPOSAL FOR WASTEWATER TREATMENT AT TOMALES
VILLAGE, A CALIFORNIA SPECIAL DISTRICT**

Prepared March 30, 2014 by TVCS D Board of Directors

DATE: _____

EVALUATOR: _____

CONTRACTOR: _____

RATING POINTS:

- 5 = excellent
- 4 = good
- 3 = above average
- 2 = average
- 1 = below average
- 0 = unsatisfactory

CRITERIA RATING	WEIGHT FACTOR	X	RATING	=	WEIGHTED
A. Technical Approach	0.40				
• Responsiveness & understanding of work to be done, i.e. scope of work	(0.20)		_____		_____
• Specific experience with similar wastewater treatment work	(0.20)		_____		_____
C. Project Management	0.30				
• Capacity to perform the scope of work and ability to conclude in a timely manner	(0.20)		_____		_____
• Quality of staff based on recent experience	(0.10)		_____		_____
D. References	(0.05)		_____		_____
E. Familiarity and/or specific experience with locally funded wastewater projects requiring federal, state, and local regulatory compliance	(0.20)		_____		_____
F. Overall quality of proposal, including qualifications and thoroughness.	(0.05)		_____		_____
			Subtotal Score		(0 to 5)
G. Previous Experience and Performance working with TVCS D					_____
Comments:			Total Score		_____

DRAFT

TOMALES
VILLAGE



COMMUNITY
SERVICES
DISTRICT

Request for Proposal

***Operations and Maintenance of
Wastewater Treatment Facility***

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1 PURPOSE

The Tomales Village Community Services District (TVCS D) is requesting proposals from qualified and experienced firms who can provide full service operations, maintenance, and management of the Wastewater Treatment Facility (Facility) for the existing TVCS D wastewater facility located in Marin District. This Request For Proposal (RFP) position will be completed by private contract through the public competitive bidding process.

The purpose of the RFP is to provide the TVCS D with the assurance that this facility is maintained in substantial compliance with all local, state, and federal provisions (where applicable). An important objective is to maintain a level of high quality service to the people of this service district through appropriate documentation and workflow methodology (best practices) in the most cost effective manner possible.

Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the TVCS D hereinafter referred to as the "District" and the Contractor entity is hereinafter referred to as "Contractor."

The contract shall be in compliance with and will be regulated according to the provisions of all State and local laws and ordinances that are applicable.

2 BACKGROUND

Wastewater from the town and schools of Tomales flows or is pumped into a three-pond treatment system. Primary and secondary treatments occur there involving settling of solids and breakdown of the wastewater components. The treated effluent is then pumped to large storage ponds located approximately a mile from the plant. Here the water is disinfected with sodium hypochlorite and spray irrigated during the summer months onto the surrounding fields. These upper ponds serve two purposes: to give the wastewater additional time for further settling and biological breakdown, and to provide storage during the wet winter months when irrigation is not permitted. Cattle graze this irrigated pastureland to control vegetation growth.

The District uses a 31.8 kW DC solar system to offset energy usage at the wastewater treatment plant and the irrigation field. There are two solar arrays, one near the ponds at the treatment plant and the other located at the irrigation field. Both systems net meter from PG&E.

The TVCS D area comprises approximately 111 gross acres of land within the village of Tomales, an unincorporated community, in Marin County, California. It is under the administrative jurisdiction of the District Board of Directors. The District has approximately 96 residences and businesses and the Shoreline Unified School District. The existing wastewater treatment plant is located 10 Irvin Rd. In its current configuration, the wastewater treatment plant has a average dry winter flow (DWF) treatment capacity of 43,000 GPD, and three 7-foot deep, 1,263,499 gallon total capacity lined and aerated facultative ponds.

Facilities shall include, but not limited to, all District collection system, pipelines, cleanouts and manholes; lower town lift station and force main; treatment plant facilities, irrigation field facilities, both solar systems, effluent force main, storage reservoirs and irrigation system, roads and fences. Note that side sewers from the District "Y" connection are the property owner's responsibility, except any sewer overflows of residential laterals will be reported to the CWIQS reporting program.

For more information, please refer to the TVCS D website: www.tomalescsd.ca.gov

3 PROPOSED SCHEDULE OF EVENTS

Issue Request for Proposal	[DATE]
Mandatory Walk Thru	[DATE]
Questions or Request for Clarification due	[DATE]
Proposal due	[DATE]
Contractor Selection	[DATE]
District Awards Contract	[DATE]
Notice to Proceed	[DATE]

4 SELECTION CRITERIA – SEE FORM AT APPENDIX A

The District will evaluate proposals based on the following criteria and may short-list for interview purposes:

1. The completeness of the proposal in response to this RFP.
2. The methodology for carrying out the tasks described in the proposal.
3. The qualifications, experience, their performance of similar work and the possession of all licenses to perform the work including a State Water Resources Board contract operators license and an assigned chief plan operator acknowledgement.
4. References.
5. Proposed fees.
6. Interview, if conducted.

The Board will rank all timely and responsive proposals. The Board may interview some or all proposers. If interviews are conducted, the proposal rankings will not be final until interviews are complete. When rankings are final, the Board or designated Board member(s) will commence negotiations with **selected (typically the highest ranked)** proposer.

After negotiating a proposed agreement that is fair and reasonable, the final agreement will be presented to the full Board for approval. The Board has final authority to approve or reject the final agreement.

By submitting a proposal, each proposer agrees to the following:

1. The District reserves the right to waive any irregularity in any proposal.
2. The District reserves the right to reject any or all proposals.
3. The District reserves the right to request additional proposals.
4. The District reserves the right to request clarification of information submitted and to request additional information from any proposer.
5. The District reserves the right to award any contract to the next most qualified proposer, if it cannot reach agreement with the first selected proposer.
6. The agreement between the **selected** proposer and the District will be in a form supplied or approved by the District.
7. This RFP does not constitute an offer by TVCS D to enter into a contract, nor does any response to this RFP constitute an acceptance of an offer. A response to this RFP does not bind the District in any way.

8. The District will not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
9. Each proposal will remain valid for a period of at least 60 calendar days from the proposal due date.

5 SCOPE OF WORK

The Scope of Work is to provide full service operations, maintenance, and management of the Facility in accordance with all provisions within this RFP in accordance with all provisions within this RFP and the requirements of the SWRCB SSO Program, Contract Operator requirements, and the State SSMP requirements.

The contract term is a three to five year agreement renewable through the TVCS D competitive bidding process (posted on TVCS D website). Contractor will provide an approved person or persons as needed to deliver the required services for this contract period. The firm selected will be a California licensed entity and all subjects working the District's wastewater systems will have the appropriate certifications.

The objectives of these operations include, but are not limited to:

- Cost effectively managing, operating, and maintaining Facility
- Operating Facility in full compliance with local, state, and federal regulations and statutes including all regular and incident reporting requirements
- Contractor will have certified staff available 24/7, 365 days a year for any emergency situation that arises (see 5.2.4 and 5.4.3).
- Minimizing or eliminating permit excursions
- Providing technical assistance to address the District's existing assets, future capacity and regulatory issues.
- To recommend, perform and/or assist in Capital Improvement Program and maintenance projects (examples: slip lining, effluent irrigation sprayer replacement, pump replacement, etc).

Full service contract operations require the Contractor to be properly licensed and provide all treatment facility operation and maintenance staff and pay all chemical costs. The Contractor will be responsible for:

- All aspects of facility management, operation and maintenance.
- Maintaining all land, buildings, improvements and permanent equipment. Equipment maintenance will be performed by the Contractor in accordance with manufacturer's recommendations and the Contractor will be required to provide proof thereof to the satisfaction of the District.
- As a part of the full service contract, Contractor is responsible for disposal of sludge, residue, grit, grease, chemicals, abandoned equipment and/or other residual materials produced by the District's facility.

Required capital expenditures will continue to be the responsibility of the District.

The successful firm selected will be required to provide various services associated with all or a portion of the Facility. This may include, but not be limited to, provision of:

- Process chemicals
- Laboratory, analytical services, including sampling to resolve customer complaints
- Contractor must have an approved QAQC program
- Routine and Corrective Maintenance of Facility and associated equipment
 - Routine and Corrective Maintenance records will be maintained on a computerized maintenance management system and the District may request reports at anytime

- Reporting to regulatory agencies as mandated to maintain compliance
- All reports will be reviewed and signed by the District's designated representative
- Management of the operations and maintenance
- Operations records will be maintained in accordance with federal, state, and local regulations
 - Contractor will utilize database software for process control items. All records must be backed up weekly and kept secured off-site
- Maintain an acceptable appearance of Facility
- Facility will be painted to prevent corrosion and ensure a good appearance to the public
- Landscape Maintenance of all facility will be kept in a groomed state
- Contractor will be responsible for supplying proper personnel to maintain both the software and hardware components of the system
- The District will have access to the system at all times

The Contractor will be responsible for satisfying the State of California regulatory requirements and for operating, maintaining and managing (including record keeping and reporting) the Facility in compliance with all other applicable local, state and federal laws and regulations. Services for the operation, maintenance and management of the Facility will be provided in a safe, secure, effective and efficient manner.

The firm selected for this project will also complete an inventory list of the facility including equipment, procedures, manufacturer literature, etc. The documentation will be submitted to District and will be included with the procedures manual for Facility.

5.1 COMMUNICATIONS

5.1.1 REPORTING

Contractor will maintain staffing and procedures necessary to insure timely professional communications with the District.

5.1.2 DOCUMENT FORWARDING

Both District and Contractor will immediately forward to each other any document or information received which concerns the operations, management and maintenance of the Facility.

5.1.3 CUSTOMERS

Contractor will develop and provide a work request tracking system to document calls from District customers. The system will include a method for action tracking and reporting.

5.1.4 REGULATORS

Contractor shall provide written and oral communications with regulatory agencies concerning the operations and maintenance of the Facilities, including, but not limited to, Monthly Self-Monitoring Report, Emergency irrigation report, monthly CIWQS spill report (or Non-Spill Certification) and annual spill report to the RWQCB.

5.1.5 DISTRICT

Contractor will provide copies to the District of written communications with regulatory agencies and report substantive conversations or communications that affect the District. At least quarterly the Contractor will attend a Board of Directors meeting and present an operations and maintenance report.

5.1.6 CONTRACTOR RESPONSIBILITIES

- Cooperation - Contractor will cooperate with the District's General Manager, engineers, attorneys, sub-contractors or others engaged by the District to investigate, evaluate, modify, construct, demolish or remove facility. Non- Schedule Work may apply where appropriate.
- Professionalism - Contractor will conduct business in a professional manner and conduct themselves appropriately when dealing with District customers, regulators, citizens at large, politicians or others while conducting business on behalf of the District.

5.2 PLANT MANAGEMENT:

5.2.1 CONTRACTORS REPRESENTATIVE

Contractor will designate a Chief Plant Operator to conduct the business of the Contractor.

5.2.2 SCOPE OF DUTIES

The Chief Plant Operator , or his designee, will have responsibility for managing the Contractors activities under these Specifications.

5.2.3 QUALIFICATIONS

The Chief Plant Operator will be certified at a minimum of a Grade II Wastewater Treatment Plant Operator and will have experience in the operation, management and maintenance of a treatment system similar to the District Facility.

5.2.4 AVAILABILITY

The Chief Plant Operator will be available to consult with District staff during normal business hours. During non-business hours the Plant Manager or designee will be available by telephone seven (7) days per week, twenty-four (24) hours per day. Contractor will promptly respond to all alarms and notifications of emergency conditions. Emergency response is not considered eligible for reimbursement as a Non-Scheduled Work expenditure, although actual emergency repairs may be eligible.

5.2.5 REGULATORY REQUIREMENTS

Contractor and District agree to operate, manage and maintain the Facility in compliance with applicable regulations, including but not limited to:

- A. San Francisco Regional Water Quality Control Board and Waste Discharge Order 86-86
- B. Bay Area Air Quality Management District
- C. California Division of Industrial Safety (Cal OSHA)
- D. State Water Resources Control Board Operator Certification Regulations
- E. Environmental Protection Agency (EPA)
- F. Contractor shall prepare and submit routine operating reports required by current regulations.
- G. Contractor is required to report all non-compliance events in accordance with these Specifications and the Waste Discharge Order.
- H. Contractor is required to report all Sanitary Sewer Overflows and known lateral overflows or backups with the CIWQS reporting website as required by the SWRCB Order 2006-003 DWQ.
- I. Contractor is required to maintain and operate under the Sanitary Sewer Management Plan developed under the above Order.

5.3 MAINTENANCE OF FACILITY

5.3.1 ROTATING EQUIPMENT

Contractor will provide and pay for all costs of preventive and corrective maintenance up to \$1000 per occurrence, per component. Components are intended to be 360 degree rotating such as motors, pumps and valves. Work in excess of \$1000 will be considered as Non-Scheduled Work. (Note: Irrigation spray heads are excluded due to excessive wear and lack of replacement parts.)

5.3.2 FIXED FACILITY

Contractor will provide and pay for all costs of routine service lubricants and service supplies for all other Facility not listed above. Stationary facility such as grounds, roads, levies, fences, buildings, landscape, pipelines, manholes, motor control centers, electronics, etc. will have a \$1000 deductible per calendar year. All work in excess of the annual deductible will be considered as Non- Scheduled Work.

5.3.3 STANDARD MAINTENANCE PROGRAM

Contractor will develop and provide a systematic maintenance program, which comply with the Operations and Maintenance Manuals, equipment manufacturers recommendations or best industry practice; whichever Contractor believes most appropriate. Copies will be located at the treatment plant.

5.3.4 SPECIAL REQUIREMENTS

Grounds shall be maintained, as weather permits, in a manner that limits vegetation to eighteen inches or less in the treatment plant area and maintains drainage ditch free of excessive vegetation at both the treatment plant and irrigation field. The treatment plant grounds shall be mowed at a minimum of three times per year. The irrigation field shall be mowed annually. Roadways shall be maintained in a relatively vegetation free condition and graded or repaired as needed to control potholes. Vegetation shall be controlled in ponds and reservoirs so not to obstruct proper operation and sanitation. Rodents shall be controlled as necessary. Only herbicides/pesticides/rodecides pre-approved by the Board of Directors will be used.

5.3.5 OPERATIONAL STANDARDS

Operations and Maintenance Manuals - Contractor will operate and maintain the Facility at a minimum in accordance to the Operations and Maintenance Manual. Manuals will be maintained and kept at the wastewater treatment plant.

5.3.6 REPORTING

Contractor will provide the District with a copy of all routine or special operating reports. Contractor will prepare reports as requested by the District to document process upsets, non-compliance events, damage to equipment, emergency situations, and other such matters related to the operation of the Facility in accordance with these Specifications.

5.4 NON-STANDARD OPERATIONS

This section is intended to provide a mechanism to equitably manage changes in facility operations and maintenance that is considered to be beyond the normal scope of work.

5.4.1 NON-SCHEDULED WORK

Non-Scheduled Work will be billed in accordance with these Specifications in accordance with then-current Schedule of Rates. Non-Scheduled Work will be invoiced at the end of the month in which the work was performed. At the Contractors option, small specific project billing may be accumulated, or held, for a few months until a single invoice can be prepared. (Note: Non-Scheduled Work is a sole source mechanism for the District to utilize when sending out Requests for Proposals “RFPs” and obtaining multiple bids or proposals is unwarranted or uneconomical.)

Project Bids - Occasionally the District and Contractor may wish to prepare a separate contract outside the scope of these Specifications for Non-Scheduled Work. Upon receipt of a Request for Proposal (RFP) from District, Contractor may, or may not, submit a bid. In the case where a bid is submitted and accepted by the District, the terms of the bid will be exclusively those contained in the bid and will not automatically adopt these Specifications unless specified in writing otherwise. This provision is utilized most often when projects arise outside the Contractor’s scope and the District desires to receive multiple bids or proposals.

5.4.2 DISTRICT INITIATED WORK

When authorized by the District, Contractor may perform work outside the scope of these specifications as Non-Scheduled Work.

5.4.3 EMERGENCIES

In the event of an emergency situation, Contractor shall make every reasonable effort to contact the District before incurring costs for Non-Scheduled Work. In the event the Contractor cannot reach the District, Contractor is authorized to make reasonable and necessary expenditures to alleviate the emergency condition. In the event such expenditures were made, Contractor shall notify the District the next normal work day and provide a written report to the District as soon as practical.

5.4.4 NEW CONSTRUCTION

When requested by the District, Contractor will undertake the operation, management and maintenance of new or modified facility as Non-Scheduled Work. Within eighteen months Contractor will amend its agreement with the District to reflect the costs of the new or modified facility.

5.4.5 WORK BY OTHERS

District may have work done by others that impacts Contractor. Work performed by Contractor necessary to coordinate with others will be billed to District as Non-Scheduled Work.

5.5 INSURANCE

5.5.1 CONTRACTOR’S INSURANCE

Contractor will maintain and keep in full force the insurances listed in this section. Additionally, the Contractor will name the District as additional insured. Contractor will provide Certificates of Insurance to the District.

- Workers Compensation Insurance - Statutory amounts in compliance with state laws.
- Commercial General Liability and Automobile: \$1,000,000 per occurrence.

TVCS D Request For Proposal:

Operations and Maintenance for Wastewater Treatment Facility

- Professional Liability Insurance, including a pollution endorsement: \$1,000,000 per occurrence.

All questions and correspondence should be directed to [NAME OF CONTACT] in writing at the above address or by calling [TELEPHONE NUMBER]. Contact with TVCS D personnel other than [NAME OF OFFICIAL] regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals on or before [DATE].

Sincerely,

DRAFT

6 APPENDIX A - PROPOSAL EVALUATION FORM



**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (TVCS D)
REQUEST FOR PROPOSAL FOR WASTEWATER TREATMENT AT TOMALES
VILLAGE, A CALIFORNIA SPECIAL DISTRICT**

Prepared March 30, 2014 by TVCS D Board of Directors

DATE: _____

EVALUATOR: _____

CONTRACTOR: _____

RATING POINTS:

- 5 = excellent
- 4 = good
- 3 = above average
- 2 = average
- 1 = below average
- 0 = unsatisfactory

CRITERIA	WEIGHT FACTOR	X	RATING	=	WEIGHTED
RATING					
A. Technical Approach	0.40				
• Responsiveness & understanding of work to be done, i.e. scope of work	(0.20)		_____		_____
• Specific experience with similar wastewater treatment work	(0.20)		_____		_____
C. Project Management	0.30				
• Capacity to perform the scope of work and ability to conclude in a timely manner	(0.20)		_____		_____
• Quality of staff based on recent experience	(0.10)		_____		_____
D. References	(0.05)		_____		_____
E. Familiarity and/or specific experience with locally funded wastewater projects requiring federal, state, and local regulatory compliance	(0.20)		_____		_____
F. Overall quality of proposal, including qualifications and thoroughness.	(0.05)		_____		_____
			Subtotal Score		(0 to 5)
G. Previous Experience and Performance working with TVCS D					_____
Comments:			Total Score		_____

7 APPENDIX B – PARTIAL AS-BUILTS

MAP AND IMPROVEMENT PLANS

FOR THE MODIFICATIONS TO THE STORAGE POND AND IRRIGATION FIELD WASTEWATER SYSTEM FACILITIES

IN THE COMMUNITY OF TOMALES

COUNTY OF MARIN CALIFORNIA

SHEET INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	CONSTRUCTION NOTES
3-4	DETAIL SHEETS
5	SITE PLAN - STORAGE POND
6	SITE PLAN - IRRIGATION PLAN

REFERENCED NORTH MARIN COUNTY WATER DISTRICT AS-BUILT PLANS

- 3006-C-22
- 3006-C-32
- 3006-C-33
- 3006-C-34
- 3006-C-35

NOTE:
CLOUDED AREAS ON THE DISTRICT AS-BUILT PLANS INDICATE WASTEWATER SYSTEM IMPROVEMENTS TO BE COMPLETED AS PART OF THIS CONTRACT.

LOCATION MAP

NOT TO SCALE

VICINITY MAP

NOT TO SCALE

Phillips & Associates
Management & Technical Resources
2300 Lombard Street, Suite 200, Sausalito, CA 94965

PREPARED UNDER THE DIRECTION OF
[Signature]
JAMES W. GREGG, P.E.

TOMALES VILLAGE
COMMUNITY SERVICES DISTRICT
P.O. Box 303, Tomales, California 94971

ACCEPTED BY:
[Signature]
JAMES W. GREGG

PROJECT NUMBER	02027 T212A
DRAWING DATE	May 2008
DRAWING NUMBER	1 of 6

Liner System Schematic

Bid Item 8.3, partial

Liner Subdrain System Schematic

Bid Item 8.4, partial

Effluent Piping and Valving Schematic

Bid Item 8.3, partial

Aerator Relocation Schematic

Bid Item 8.3, partial

Liquid Level Monitoring Schematic

Bid Item 8.8, partial

Replacement Flow Meter Schematic

Bid Item 8.7, partial

Class II AB rock topdressing

Bid Item 8.4, partial

Tomales Village
Community Services District
P.O. Box 303
Tomales CA 94971

Erickson Engineering Inc.
 Valley Ford CA 94972-0446
 707795-2498 Voice/Fax

WASTEWATER TREATMENT POND
 REVISIONS - SUBSYSTEM SCHEMATICS

TOWN OF TOMALES VILLAGE
 COMMUNITY SERVICES DISTRICT

DATE: 05/01/08
 DRAWN BY: JWG
 DATE: June 4, 2008
 DATE: JWG
 CHECKED BY: JWG
 DATE: JWG
 SCALE:

C4

From: Chick Petersen [mailto:chickpetersen@mac.com]
Sent: Friday, June 20, 2014 1:57 PM
To: Brian B Lamoreaux
Cc: Deborah Parrish; Sue Sims; Donna Clavaud
Subject: Re: TVCSD RFPs - Most Recent Versions

Hi Brian,

You sent me changes to the Financial Management and Administrator RFP's as well as the cover letter. Because all RFP's contain similar wordage in the beginning, I am editing the O&M RFP with your changes. While I am incorporating some changes, I felt that some changes were more question that would be better addressed by returning comments in this email. I've done so below.

The remaining changes will be highlighted in the document and be included in the Board packet.

Please let me know if you have further comments or corrections.

Thanks,
Chick

Sec 1 Purpose:

- **Is the purpose to get high quality services at reasonable/competitive rates?**
This is said in the last sentence of the paragraph - although not verbatim.
- **how do we define? Min. criteria? Recommended qualifications?**
This is very specifically defined later in the document - primarily I'm sec 5 Scope of Work.

On Jun 3, 2014, at 11:37 PM, Brian B Lamoreaux <brian.lamoreaux@me.com> wrote:

Hi Chick,

I'm attaching the edits I have to the cover letter and the RFP for FM services.
Hoping to mostly add a fresh set of eyes here. I appreciate the many many hours you & others have put into this!

Cover Letter: my only comment I had was to add "or individuals" after "firms" in the first sentence.

FM RFP - see comments in red. All of these comments should apply exactly to the O&M Proposal.

I've attached Admin also because there's a couple comments that are unique to this one. I've added some tasks that I believe are under the responsibility of the Admin.

My most involved comment may actually need to be discussed further by the Board and be voted on:

- I'm wanting to know how we define "qualified entity" when we offer the RFP's. For each job is there a minimum criteria that we would like to have met for each position? Such as educational background, degrees, certification(s), minimum number of years in field, etc. Do we define criteria required vs. recommended? How do we define what is required vs. recommended?
 - My main concern is if we leave this too vague, it's possible we could get proposals submitted from unqualified entities that could waste our time.

Thanks, Brian

<TVCSO_FM_RFP-draftV3_BBL comments.pdf>

<TOMALES VILLAGE COMMUNITY SERVICES DISTRICT RFP LETTER_BBL comments.doc>

<TVCSO_Admin_RFP-draftV3_BBL comments.pdf>