



Smith River
Community Services District

REQUEST FOR PROPOSALS

For Preliminary Engineering Study and Project Development related Professional Services

Requested By:

Smith River Community Service District
241 West First Street
Smith River, CA 95567

July 8, 2026

SECTION 1: OVERVIEW

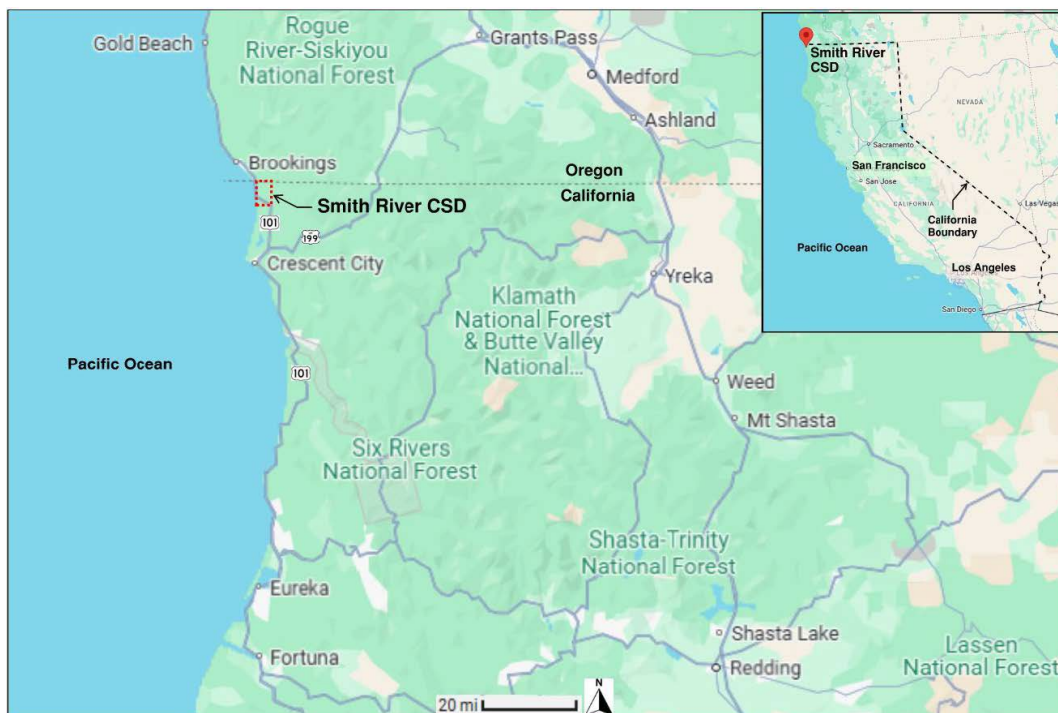
INTRODUCTION

The Smith River Community Services District (SRCSD) is issuing this Request for Proposals (“RFP”) for the selection of qualified firm(s) in order to award contract(s) for On-Call General Engineering and Project Development related Professional Services (“Project”) on a wide variety of projects over the next five years, through FY 2029-2030.

This Request for Proposals (RFP) process is intended to lead to the selection of qualified firm(s) who the SRCSD would then enter into a Professional Service Agreement (“Contract”) with, in order to provide professional services related to the development and implementation of critical improvement projects and programs. All work under the Contract will be performed on an on-call, as-needed basis. Upon execution of the Contract specific tasks will be authorized through the issuance of *Task Orders*. Tasks that may be requested are listed under the Scope of Services section of this RFP.

This RFP describes the required format of the RFP, the scope of services being requested, the selection process, and other details related to this RFP including the SRCSD’s standard Professional Service Agreement.

Based on the wide range of services necessary, between related disciplines, it is anticipated that more than one qualifying firm will be selected for award of a Contract.



BACKGROUND

The Smith River Community Services District (SRCSD) is an independent special district located in Del Norte County, California, responsible for providing reliable potable water service to the community of Smith River. Governed by a five-member Board of Directors, the District owns, operates, and maintains the public water system, including groundwater wells, storage facilities, transmission and distribution pipelines, pumping equipment, and other related infrastructure.

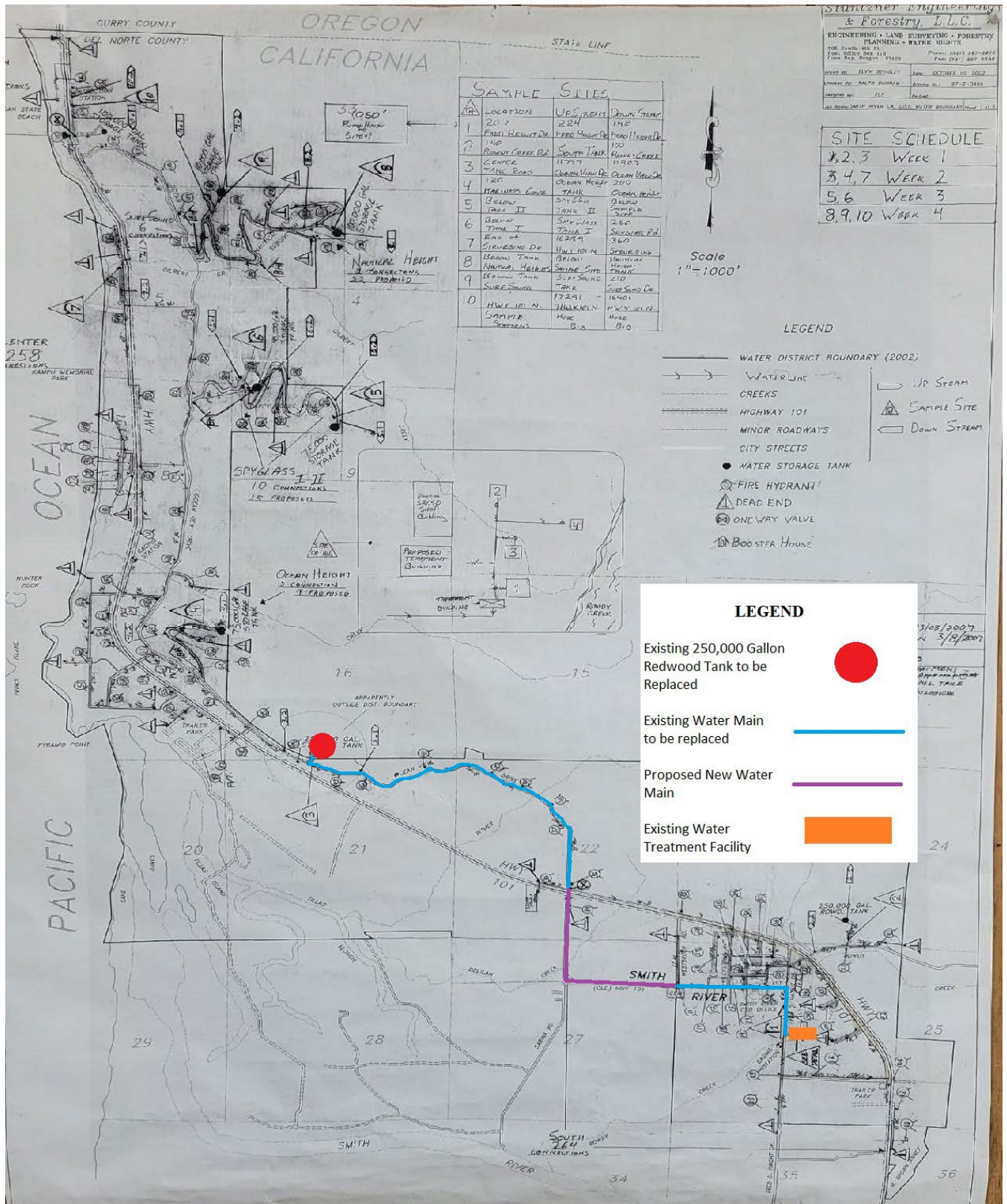
As part of its ongoing commitment to maintaining a safe, reliable, and resilient water system, SRCSD is seeking professional engineering services to prepare a Preliminary Engineering Report (PER) for the replacement of an aging water storage tank and improvements to approximately two miles of 12-inch transmission main. The PER will evaluate existing conditions, identify system deficiencies, analyze feasible alternatives, and recommend a preferred solution that supports future design, construction, and applications for state and federal funding.

SCOPE OF SERVICES

The Smith River Community Services District (SRCSD) is seeking professional engineering services to prepare a Preliminary Engineering Study/Report (PER) for improvements to the District's water transmission and storage infrastructure.

The proposed project includes the replacement and extension of approximately two miles of existing 8-inch transmission pipeline between the District's water treatment facility and the existing 250,000-gallon redwood storage tank. The District's objective is to evaluate replacement of the existing pipeline with approximately two miles of new 12-inch transmission main to improve system capacity, reliability, and long-term operational performance. With an additional mile of transmission line to create a loop in the water system.

The project also includes replacement of the existing redwood storage tank with a new 500,000-gallon glass-lined steel storage tank. The study shall evaluate the feasibility, requirements, and implementation considerations associated with the proposed improvements and provide recommendations suitable for future design, permitting, construction, and funding applications.



The selected Consultant shall provide professional engineering services including, but not limited to, the following tasks:

TASK 1 – PROJECT MANAGEMENT AND COORDINATION

The Consultant shall:

Conduct a project kickoff meeting with District staff.

Review project goals, available information, and project constraints.

Prepare a project schedule and coordinate regularly with District staff.

Provide progress updates and attend meetings with District staff and the Board of Directors as needed.

TASK 2 – EXISTING CONDITIONS ASSESSMENT

The Consultant shall review available District information and evaluate existing infrastructure, including:
Water treatment facilities and operational information.

Existing 8-inch transmission main alignment, condition, capacity, and operational history.

Existing 250,000-gallon storage tank and its role within the water system.

Existing wood storage tank condition, limitations, and replacement requirements.

Existing system demands, storage requirements, and operational data.

The Consultant shall perform site visits as necessary to evaluate existing facilities, identify deficiencies, and determine project constraints.

TASK 3 – ENGINEERING EVALUATION

The Consultant shall evaluate the proposed improvements, including:

TRANSMISSION MAIN IMPROVEMENTS

Evaluate replacement of the existing 8-inch transmission main with approximately two miles of 12-inch C900 PVC transmission main.

Evaluate hydraulic capacity, system reliability, and operational benefits.

Review pipeline alignment, easements, crossings, constructability, and required appurtenances.

Identify any additional improvements necessary for proper operation of the transmission system.

STORAGE TANK IMPROVEMENTS

Evaluate replacement of the existing redwood storage tank with a new 500,000-gallon glass-lined steel tank.

Review storage requirements, operational needs, and fire protection considerations.

Evaluate tank site conditions, access, foundation requirements, seismic considerations, and required connections.

Identify additional improvements needed to integrate the new tank into the existing system.



TASK 4 – HYDRAULIC ANALYSIS AND ALTERNATIVES EVALUATION

The Consultant shall perform hydraulic analysis as necessary to support project recommendations, including:

- Evaluate existing and future system demands.
- Assess transmission capacity and pressure impacts associated with the proposed improvements.
- Evaluate the impact of increased storage capacity.
- Identify potential alternatives, phasing options, and recommended improvements.
- Alternatives shall be evaluated based on:
 - Cost.
 - Reliability.
 - Operational benefits.
 - Constructability.
 - Permitting requirements.
 - Environmental considerations.
 - Long-term sustainability.

TASK 5 – COST ESTIMATES AND IMPLEMENTATION PLAN

The Consultant shall prepare planning-level cost estimates for the recommended improvements, including:

- Construction costs.
- Engineering and design costs.
- Permitting and environmental costs.
- Construction management and inspection costs.
- Contingency costs.

The Consultant shall also prepare an estimated project implementation schedule identifying major milestones for design, permitting, funding, and construction.

TASK 6 – PRELIMINARY ENGINEERING REPORT

The Consultant shall prepare a Preliminary Engineering Report suitable for future funding applications and project implementation. The report shall include:

- Project background and purpose.
- Existing system conditions.
- Engineering evaluation.
- Hydraulic analysis.
- Alternatives evaluation.
- Recommended improvements.
- Preliminary cost estimates.
- Implementation schedule.
- Supporting maps and figures.
- The Consultant shall provide:
 - One draft report for District review.
 - One final report incorporating District comments.
 - Electronic copies of all final documents and supporting materials.

OPTIONAL SERVICES

Consultants may provide separate costs for additional services, including:

- Surveying.
- Geotechnical investigation.
- Environmental studies.
- Final design services.
- Permitting assistance.
- Bid assistance.
- Construction management and inspection.

SUBCONTRACTING

Firms awarded Contracts may subcontract for specialized support services to their efforts, as necessary, upon approval of the SRCSD as provided for in Task Orders.

LICENSURE REQUIREMENT

Firms may qualify to submit Proposals and provide *certain services* provided in the scope of services section based on the licenses held by their personnel. Specifically, firms may qualify by Licensure of personnel as Professional Engineers and/or Land Surveyors by the California Board for Professional Engineers, Land Surveyors, and Geologists.

Additionally, Firms may augment their licensure qualifications with demonstrated certification of firm personnel in the services requested (e.g. Certified Construction Project Management, Certified Access Specialist, etc.). Pursuant to the Evaluation, Selection, and Award procedures discussed in this RFP, such certifications may be a way to demonstrate qualification for certain services.

SECTION 2: RFP FORMAT

PROPOSAL SUBMITTAL

Proposals may be delivered in person or mailed to:

Smith River Community Services District

241 West First Street

Smith River, CA 95567

Proposals must be received at the address provided above no later than September 21st, 2026. Postmarks will not be considered in judging the timeliness of submissions.

Firms interested in responding must submit 3 hard copies, and 1 electronic copy of their Proposals. Label the outside of the package "General Engineering, Project Development and Professional Services,". Proposals received after the submission deadline will not be accepted by the SRCSD. Each Proposal received will be screened to ensure that the information required in this RFP is included. Omission of any of these items from a package may disqualify respondents from further consideration.

Please be aware that each date contained in this RFP is subject to change. To ensure fair and equal access to information about this RFP, all questions or requests for clarification must be submitted in writing and emailed to SRCSD.

TENTATIVE SCHEDULE

The tentative schedule for this RFP is as follows:

Issuance of this Request for Proposals	August 20 th , 2026
Last day to submit questions	September 21 th , 2026
Proposals Due	October 1 st , 2026
Anticipated Contract Executed	November 1 st , 2026

CONTENTS OF PROPOSAL

Consideration of Proposals by SRCSD is contingent upon the submission of the mandatory information identified in this section. Failure to include any information item or to complete any form listed or referenced in this RFP could result in the rejection of the Proposal without further consideration by the SRCSD. Any exceptions to the standard professional services agreement need to be noted. Additional and supplemental information may be submitted in so far as it pertains and clarifies the data sought by this RFP. All information required by the RFP must be completely and fully provided. If the SRCSD determines that any information provided in the Proposal is false or misleading the SRCSD will reject the Proposal.

The qualifications package must demonstrate how the responding firm meets the five areas listed as evaluation criteria discussed in the next section.

For ease of review and to facilitate evaluation, the qualifications package submitted for this Project must be organized in order as follows:

COVER PAGE

Indicate the name of the firm or association and the Project (“Preliminary Engineering Study and Project Development related Professional Services”) title.

COVER LETTER

This letter shall provide a brief introduction and executive summary including the name and address of the proposing firm and name, title, address, telephone number and email of the person(s) authorized to represent the firm. The California license number or other applicable license or accreditation and the name of the person who will serve as the firm’s contact shall be included. The letter must be signed by a person authorized by your company to obligate your company to perform the commitments contained in the Proposal. Submission of the signed letter of introduction will constitute a representation by your company that your company is willing and able to perform the commitments contained in the Proposal. The cover letter must state acceptance of the standard contract terms, or clearly note requested exceptions, if not included elsewhere. The Cover letter must also clearly outline which services or types of services the firm proposes to provide.

ORGANIZATION OF FIRM

Information pertaining to the structure and organization of the firm, including the name of the sole proprietor, or if a corporation, partnership, or joint venture, the names of all individuals and firms which constitute the corporation, partnership, or joint venture.

Provide specific information concerning your firm in this section. Include the firm size, number and type of professional staff, number of years in the business and the location where the work will be performed.

If two or more firms are involved in an association or a joint venture for this Project, provide information concerning past associations and outline the working relationship for this Project between the firms, e.g., indicate where management responsibility resides and where quality control, design, and production coordination will be performed.

RELATED WORK EXPERIENCE AND QUALIFICATIONS

The responding firm must clearly identify which tasks listed in the Scope of Work section that the firm proposes to provide. The RFP must demonstrate their specific or general knowledge in these areas and how the firm's expertise would benefit SRCSD.

For evaluation purposes provide a statement of qualifications and illustrations of your firm's major projects associated with supporting the services proposed to be provided.

Responding firm must be able to demonstrate to SRCSD satisfaction their capabilities including evidence that they possess adequate facilities to fully comply with the requirements of the contract prior to award and at any time during the contract term or extension thereof. Also, responding firm's experience record regarding past performance and the ability to deliver projects on schedule may be requested. The responding firm shall furnish any documentation requested by SRCSD within seven (7) business days from the date of request.

STAFFING AND SUPPORT

Identify resources within firm's organization available to perform Scope of Work set forth in this RFP. In addition, include off hour available resources and include standard response time to the job site in the event of an emergency.

KEY PERSONNEL

Provide the name(s) of all personnel who will be specifically assigned to provide engineering or related support services. Identify the roles of each person assigned and provide a summary of their relevant experience in these roles as relates to engineering support services.

REFERENCES

Provide a minimum of three (3) references for similar projects for the firm and each of the key personnel identified in the Proposal. Include a telephone number and the name of a key contact person.

FEES

Provide a detailed breakdown of hourly rates, any consumable charges, mark-ups on materials and any other reimbursable costs. This should be submitted in a sealed envelope included with the Proposals and may be excluded from the digital copies. Each firm shall provide one sentence that declares the maximum percent increase in hourly rates from one fiscal year to the next (July 1 to June 30) during the term of the contract. This will be included in the contract.

SECTION 3: EVALUATION, SELECTION, AND AWARD

EVALUATION PROCEDURES AND CRITERIA

In order to evaluate Proposals, the CSD will convene an Evaluation Committee. The Evaluation Committee will be comprised of Board of Representatives and staff. The Evaluation Committee may also include other professionals who have expertise in the services requested at the discretion of the General Manager. The Evaluation Committee will evaluate the Proposals in accordance with the criteria below. The evaluation of the Proposals will be within the sole judgment and discretion of the Evaluation Committee.

The Evaluation Committee will evaluate each Proposal meeting the minimum qualification requirements set forth in this RFP using evaluation criteria on a scale of 100 points.

Any false, incomplete or otherwise unresponsive Proposals in connection with a Proposal or any documentation or other information supplied to the CSD by the responding firm may be cause for rejection of the Proposal or disqualification of the responding firm at the CSD sole discretion. Any judgment as to the significance of any falsity, incompleteness or unresponsiveness shall be the prerogative of SRCSD and its judgment is final.

The most highly qualified firm(s) submitting a responsive Proposal will be selected based principally on their demonstrated qualifications, references, and local response capability. While fees will be a factor considered (see below) it is anticipated that fees will generally reflect industry standard and are therefore given a lower priority (relative to other factors). The submittals will be reviewed and ranked by the Selection Committee using the following selection criteria:

- A. Qualifications of Firm and Project Team (up to 40-points)
- B. Statement of Qualifications Adequacy and Other Supporting Data (up to 20-points)
- C. References (up to 20-points)
- D. Local Response Capability (up to 10-points)
- E. Fees (up to 10-points)

The Evaluation Committee will evaluate all pertinent information and will endeavor to make a recommendation of the most qualified firm to authority for approval. If a favorable ranking and recommendation cannot be made on the basis of the qualifications alone, the firms deemed most qualified will be contacted for additional information and, if warranted, interviews. SRCSD assumes no obligation in the solicitation of this Request for Proposals and all costs shall be borne by the interested firms in developing their submittal.

SELECTION, NEGOTIATION OF FEE, AND ENGAGEMENT PROCESS

The SRCSD, through the Evaluation Committee, will review all Proposals to verify that the Responding firms and Proposals meet the mandatory requirements set forth in this RFP and that the Proposals are responsive to the RFP. After determining the responding firm(s) that meet the mandatory requirements and whose Proposals are responsive, the firm(s) will receive a preliminary score/ranking. SRCSD may conduct interviews if deemed necessary.

SRCSD will attempt to negotiate a mutually agreeable professional services agreement with the most qualified firm(s). Fee and hourly rate information will be used for discussion purposes and will not be disclosed to other firms until agreements are finalized. Contracts will provide for services on a task order basis as further described in this RFP.

Should SRCSD be unable to negotiate a satisfactory contract with any of the qualified firms, SRCSD shall select additional firms in order of their competence and qualifications and continue negotiations or take whatever other actions are deemed to be in the best interest of SRCSD. Upon reaching satisfactory agreement(s), a recommendation will be made to the Board for award of contract(s).

After award of the contract(s) by the Board, staff will tender the Professional Service Agreement to each selected firm. Upon receipt of the signed Professional Service Agreement and all required Exhibits, SRCSD will execute the Agreement(s).

SRCSD reserves the right to select the firm(s), which in the CSD's sole judgment, best meet the needs of the community and the District's.

SRCSD also reserves the right to reject any and/or all submittals at its discretion for any reason.

TASK ORDERS

All subsequent tasks authorized under the Contract are to be performed on an on-call, as-needed basis. Upon execution of the Contract, specific tasks may be authorized by issuance of a "Task Order" on a time and materials fee based on the rates provided in response to this RFP, with a "Not to Exceed" amount provided, or as a fixed price fee for a particular task.

SECTION 4: TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

ERRORS AND OMISSIONS IN RFP

Responding firms are responsible for reviewing all portions of this RFP. Responding firms are to promptly notify SRCSD, in writing, if the responding firm discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to SRCSD promptly after discovery, but in no event later than five (5) working days prior to the date for receipt of Proposals. Modifications and clarifications will be made by addenda as provided below.

INQUIRIES REGARDING RFP

Inquiries regarding the RFP and all oral notifications of intent to request written modification or clarification of the RFP must be directed in writing via email to:

GENERAL.MANAGER@SRWATER.NET

OBJECTIONS TO RFP TERMS

Should a responding firm object on any ground to any provision or legal requirement set forth in this RFP, the responding firm must, not more than ten (10) calendar days after the RFP is issued, provide written notice to the CSD setting forth with specificity the grounds for the objection. The failure of a responding firm to object in the manner set forth in this paragraph will be deemed to constitute a complete and irrevocable waiver of any such objection.

Any objections to RFP Terms must be directed in writing via email to:

GENERAL.MANAGER@SRWATER.NET

ADDENDA TO RFP

SRCSD may modify the RFP, prior to the due date, by issuing Addenda. Addenda will be posted on the CSDs website with the original RFP. The responding firm will be responsible for ensuring that its Proposal reflects any and all Addenda issued by SRCSD prior to the Proposal due date regardless of when the Proposal is submitted. Therefore, SRCSD recommends that the responding firm consult it frequently, including shortly before the RFP due date, to determine if the responding firm has received all Addenda.

TERM OF PROPOSAL

Submission of a Proposal signifies that the proposed services and prices are valid for 1-year from the Proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

REVISION OF PROPOSALS

A responding firm may revise a Proposal on the responding firm's own initiative at any time before the deadline for submission of Proposals. The responding firm must submit the revised Proposal in the same manner as the original. A revised Proposal must be received on or before the Proposal due date and time.

In no case will a notice of intent to submit a revised Proposal, or commencement of a revision process, extend the Proposal due date for any responding firm.

At any time during the Proposal evaluation process, the CSD reserves the right to make an award without further clarifications of Proposals received.

ERRORS AND OMISSIONS IN PROPOSALS

Failure by the SRCSD to object to an error, omission, or deviation in the Proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

FINANCIAL RESPONSIBILITY

The Smith River Community Service District accepts no financial responsibility for any costs incurred by a responding firm in responding to this RFP. Submissions of the RFP will become the property of the CSD and may be used by SRCSD in any way deemed appropriate.