



**Los Olivos Community Services District**  
**Guy Savage** *General Manager*

**REQUEST FOR PROPOSAL - #2501**

**90% DESIGN AND COST ESTIMATING –  
DISTRICT WASTEWATER COLLECTION AND CONVEYANCE TO THE CITY OF  
SOLVANG**

June 25, 2025

The Los Olivos Community Services District (LOCSD or District) is currently soliciting proposals for engineering and professional services for 90% design and cost estimating for a wastewater collection system covering the entirety of the LOCSD, coupled with a force main conveyance pipeline connecting the LOCSD to the City of Solvang.

Proposals shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. The LOCSD reserves the right to reject any and all proposals and to waive any irregularity or informality in any proposal or in the RFP process, as long as, in the judgment of the LOCSD, such action will not negate fair competition and will permit proper comparative evaluation of the proposals submitted.

This RFP and related documentation are posted on the LOCSD's website at:  
<https://www.losolivoscsl.com/requests-for-proposals-and-requests-for-quotes>.

Any changes, additions, or deletions to this RFP will be in the form of written addenda issued by the LOCSD. Any addenda will be posted on the website. Prospective Proposers must check the website for addenda or other relevant new information during the response period. Alternatively, prospective Proposers may request notification of changes, by sending such a request to the LOCSD at [gm.locsd@gmail.com](mailto:gm.locsd@gmail.com). The LOCSD is not responsible for the failure of any prospective Proposer to receive such addenda. All addenda so issued shall become a part of this RFP.

If you or your firm is interested and qualified, please submit one (1) electronic copy of your proposal, in Adobe Acrobat Portable Data Format (pdf), by emailing it to [gm.locsd@gmail.com](mailto:gm.locsd@gmail.com). Alternatively, a CD/DVD may be mailed to LOCSD, PO Box 345, Los Olivos, CA 93441. All electronic or emailed responses must be received by **5:00 p.m. on July 18, 2025**. An original hard copy is not needed.

If you have any questions about the proposal process, please contact the General Manager directly.

GUY SAVAGE  
General Manager  
[gm.locsd@gmail.com](mailto:gm.locsd@gmail.com)  
(805) 500-4098

## LOCSD COLLECTION AND CONVEYANCE TO CITY OF SOLVANG

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**LOCSD COLLECTION AND CONVEYANCE TO CITY OF SOLVANG*****I. INTRODUCTION*****A. PURPOSE**

The purpose of this Request for Proposal (RFP) is to solicit offers from qualified firms for engineering and professional services for 90% design and cost estimating for a wastewater collection system covering the entirety of the LOCSD, coupled with a force main conveyance pipeline connecting the LOCSD to the City of Solvang.

**B. BACKGROUND**

The Los Olivos Community Services District (LOCSD) was formed in 2018 to ensure local control over any proposed wastewater solution. Prior to the LOCSD's formation, the County of Santa Barbara (CoSB) was researching potential wastewater solutions for the community. The CoSB was performing the research due to the fact that the area in and around the community of Los Olivos is designated as a Special Problems Area (SPA). The SPA designation was originally made in 1974.

The LOCSD is a small Community Services District bordered by Highway 154 to the north, Santa Barbara Ave (Alamo Pintado Ave) to the west, and Alta Ave to the east. The southern end of the LOCSD is essentially formed where Grand Ave meets Santa Barbara Ave (Alamo Pintado Ave). The LOCSD consists of approximately 372 parcels, of which approximately 40 are commercial and the remaining are residential or undeveloped. It is worth noting that the SPA extends beyond the boundaries of the LOCSD. The current boundaries were established during the formation process, which occurred through the Santa Barbara County Local Agency Formation Commission (SB LAFCO). Los Olivos is not the only SPA in the Santa Ynez Valley, other similarly designated areas include the communities of Ballard and Janin Acres.

The SPA designation is primarily driven by three factors:

1. Use of septic systems. The LOCSD has roughly 372 parcels, 83 are 1 acre or larger and only 15 are 2.5 acres or larger. Regardless of size, many of the parcels use a dry well (wet well) instead of leach fields for final effluent disposal. Very few of the parcels use any sort of supplemental or advanced treatment as described by the Local Area Management Plan (LAMP), which requires supplemental treatment on all lots less than 2.5 acres. A copy of the LAMP can be found here:  
<https://content.civicplus.com/api/assets/a3b05dc1-78b4-4ef2-a6ab-37002465e241?cache=1800>
2. Shallow groundwater table. The LOCSD maintains five groundwater sampling wells. More information on LOCSD wells can be found at:  
<https://www.losolivoscsl.com/groundwater-information>. The southernmost well showed groundwater at 5.28 feet below ground level in May 2025. Other well measurements taken in May 2025 showed groundwater as deep as 24.75 feet below ground level. Given the shallow groundwater table, it is highly probable that all of the dry wells and many of the leach lines discharge directly into the shallow groundwater table.
3. Nitrate concentrations higher than allowed Maximum Contaminate Level (MCLs). The

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MCL for nitrate is 10. LOCSD nitrate concentration levels vary by well location and time of year. The highest levels of nitrates within the LOCSD are encountered east of Grand Ave near commercially zoned parcels. The two wells in this area are consistently near or above MCL, with readings as high as 14 and as low as 9.9.

The Los Olivos area boasts 1,000 residents. However, tourists swell those numbers significantly during the summer as well as holidays and weekends year-round. Weekend and holiday tourist influx can drive the daytime population to an estimated 4,000-5,000. The community only recently reestablished porta-potty style bathrooms for visitors.

The LOCSD has no employees. Its General Manager, Legal Counsel, and District Engineer are all contract employees. The General Manager averages about 30 hours a month working for the LOCSD, with the other two contract employees working significantly fewer hours. The LOCSD is governed by five elected members of a Board of Directors. The Board of Directors typically meets on the second Wednesday of each month.

As noted, the LOCSD was formed to help ensure local control over any proposed wastewater solution. The LOCSD is currently working towards a 2026 Proposition 218 vote of property owners.

Prior to formation of the LOCSD, the CoSB had completed a Septic to Sewer Study (2003), Waste Water Management Plan (2010), Draft Engineering Report (2013), and a Preliminary Engineering Report (2016). Estimated costs for a wastewater solution in the 2013 Draft Engineering Report were \$11.2M. Costs had grown to \$20.9M by the time the Preliminary Engineering Report was completed in 2016. As shown below, current estimates are nearly \$48M.

Since its formation, the LOCSD has completed numerous additional engineering and cost studies. In 2022, the LOCSD contracted with Stantec to complete a 30% design for a gravity fed collection system, a locally situated membrane bioreactor (MBR) treatment, and injection wells for effluent disposal. Costs for the system were estimated at over \$48M. MBR costs to-date have been provided in detailed proposals from Cloacina, located in Arroyo Grande.

After further investigation into disposal costs, the LOCSD contracted with GSI and ConfluenceES to perform an effluent disposal study. Construction costs for disposal were estimated to be between \$700K to \$1,200K, plus land costs. Based on the GSI/ConfluenceES study, the community noted a clear preference for percolation chamber disposal, coupled with reuse as much as possible. While the construction costs were higher for this approach, annual costs including permits were significantly lower.

In a further attempt to lower costs, the LOCSD then contracted REGEN to examine use of effluent collection (pumped from onsite septic tanks through a pressurized collection network) and hybrid (combination of gravity and effluent) collection designs. Costs for the REGEN design for all effluent collection were notably less expensive than gravity fed. However, a large number of residents continue to press for gravity collection over effluent collection as gravity eliminates the need for a tank, electrical connection, and regular maintenance (annual pump checks, 5-10 year tank pumping).

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Concurrent with the REGEN studies, the LOCSD worked with the Central Coast Regional Water Quality Control Board (CCRWQCB) and CoSB Public Health – Environmental Health to determine the feasibility of simply replacing existing septic tanks with supplemental systems as described in the LAMP. Given the small lot sizes noted previously, it was determined that supplemental systems were not truly viable as a long-term solution.

Most recently, the LOCSD reopened discussions with the City of Solvang (Solvang). Solvang currently operates a wastewater treatment and disposal plant (WWTP) designed to process 1.5 million gallons per day. The Solvang WWTP serves city residents as well as the community of Santa Ynez, through the Santa Ynez Community Services District (SYCSD). The SYCSD contracts for 20% of the Solvang WWTP capacity. Based on 2024 studies conducted by the LOCSD in cooperation with Solvang, the Solvang WWTP was shown to have capacity to process LOCSD wastewater. Costs for a conveyance line between the LOCSD and Solvang, plus required Solvang system upgrades, and including “buy-in” costs for the LOCSD were found to be less expensive than a system built and operated by the LOCSD.

Resolution 25-01, approved on June 11, 2025, seeks to further clarify the engineering and costs for a LOCSD collection system, while making a clear statement regarding connecting to Solvang for treatment and disposal. The use of two engineering firms, who used different estimating approaches, has not provided the level of clarity the LOCSD needs to select a collection approach. This is why RFP 2501 seeks 90% design and cost estimates for both gravity fed and effluent system collection. It is expected that after the 90% design is completed, the LOCSD can make a more informed decision regarding which collection approach to use. It is worth noting that regardless of the collection approach taken, Solvang has requested that the LOCSD include a least one equalization tank in its design of a conveyance system.

**II. SCHEDULE AND SUBMITTAL****A. RFP SCHEDULE**

The following represents the preliminary schedule for this RFP. Any change in the scheduled dates for the Deadline for Final Questions or Proposal Submission Deadline will be advertised in the form of an addendum to this RFP. The schedule for other milestones dates may be adjusted without notice.

<b>RFP Schedule</b>	<b>Date</b>
Issued	June 25, 2025
Deadline for Final Questions	July 15, 2025
Proposal Submission Date	July 18, 2025
Evaluation of Proposals	July 30, 2025
Award Issued	August 13, 2025

**B. QUESTIONS**

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All questions (requests for interpretations or corrections) pertaining to the content of this RFP must be made in writing, via email to [gm.locsd@gmail.com](mailto:gm.locsd@gmail.com), by 5:00 PM on July 12, 2025 in order to ensure answers can be provided timely. Questions will receive a response within five (5) business days. Questions and responses will be posted (anonymously) on the LOCSD website and can be viewed by accessing the RFP. The LOCSD reserves the right to determine the appropriateness of comments or questions that will be posted on the website.

**C. PROPOSAL SUBMITTAL**

The LOCSD will follow a Qualifications Based selection process in accordance with State law. If you or your firm is interested and qualified, please submit one (1) electronic copy of your proposal, in Adobe Acrobat Portable Data Format (pdf), via email to [gm.locsd@gmail.com](mailto:gm.locsd@gmail.com) by **5:00 p.m. on July 18, 2025**. Confirmation of receipt of submissions will be made via email. You may also call the LOCSD's general line at (805) 500-4098 to confirm. The consultant's cost proposal shall be submitted as a separate file, clearly labelled with the terms "Cost Proposal" in the title (eg. ConsultantName – Cost Proposal). The District will evaluate the proposals independent of cost prior to opening and reviewing the cost proposals submitted. Consultants shall be ranked prior to opening this file. Negotiations for final selection will be based on qualifications ranking (see selection criteria). Cost may be used as one factor in consultant selection but will not be the primary factor. Qualifications will be the primary factor.

**III. GENERAL INSTRUCTIONS****A. LOCSD RIGHTS & OPTIONS**

1. All proposals must be submitted as noted above. District reserves the right to consider late proposals. .
2. The LOCSD reserves the right to request any missing information in a proposal submitted in response to this RFP. Proposer shall have 72 hours to provide the information.
3. All costs incurred in the preparation and submission of proposals and related documentation will be borne solely by the Proposer.
4. This RFP does not constitute an offer of employment or to contract for services.
5. The LOCSD may, in its sole and absolute discretion, accept or reject any and all proposals, in whole or in part, with or without cause, in response to this RFP and to make more than one award, or no award, or postpone or cancel, at any time, this RFP process, as which the LOCSD determines to be in its best interests.
6. The LOCSD reserves the right to remedy technical errors, modify the published scope of services and approve or disapprove the use of all sub-consultants.
7. The issuance of this RFP does not constitute an agreement by the LOCSD that any

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subsequent selection process will occur, or that any contract will be entered into by the LOCSD. Proposals and other materials will not be returned.

8. The LOCSD reserves the right to use any or all ideas or concepts presented in any proposal or interview without restriction, without conversation to all applicants.
9. All documents submitted to the LOCSD in response to this RFP will become the exclusive property of the LOCSD.
10. All proposals shall remain firm for one-hundred eighty (180) days following closing date for receipt of proposals.
11. The LOCSD reserves the right to award the contract to the firm or firms who present the proposal which, in the judgment of the LOCSD, best accomplishes the desired results within the financial limitations of the LOCSD.
12. Following a ranking of Proposals, the LOCSD may enter into negotiations with the highest rated Proposal. Should negotiations not result in a contract agreement, the LOCSD will suspend negotiations and will repeat the process with the next ranked Proposal.
13. The term of the contract will be based on negotiations with selected Proposers. The LOCSD is seeking Proposers that can complete the contract in early 2026.
14. Any contract awarded pursuant to this RFP will incorporate the requirements and specifications contained in this RFP. All information presented in a Proposer's proposal will be considered binding upon selection of the successful Proposer, unless otherwise modified and agreed to by the LOCSD during subsequent negotiations.
15. Under the provisions of the California Public Records Act (the "Act"), Government Code section 6252 et seq., all "public records" (as defined in the Act) of a local agency, such as the LOCSD, must be available for inspection and copying upon the request of any person. Under the Act, the LOCSD may be obligated to provide a copy of any and all responses to this RFP, if such requests are made after the contract is awarded. One exception to this required disclosure is information which fits within the definition of a confidential trade secret [Government Code section 6254(k)] or contains other technical, financial or other data whose public disclosure could cause injury to the Proposer's competitive position. If any Proposer believes that information contained in its response to this RFP should be protected from disclosure, the Proposer MUST specifically identify the pages of the response that contains the information by properly marking the applicable pages and inserting the following notice in the front of its response:

***NOTICE:*** *The data on pages \_ of this response identified by an asterisk (\*) contain technical or financial information, which are trade secrets, or information for which disclosure would result in substantial injury to the Proposer's competitive position. Proposer requests that such data be used only for the evaluation of the response but understands that the disclosure will be limited to the extent the LOCSD considers proper under the law. If an agreement is entered into with the Proposer, the LOCSD shall have the right to use or disclose the data as provided in the agreement, unless otherwise obligated by law.*

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The LOCSD will not honor any attempt by Proposer to designate its entire proposal as proprietary. If there is any dispute, lawsuit, claim or demand as to whether information within the response to the RFP is protected from disclosure under the Act, Proposer shall indemnify, defend, and hold harmless the LOCSD arising out of such dispute, lawsuit, claim or demand.

16. The Proposer warrants that no official or contract employee or contractor of the LOCSD has an interest, has been employed or retained to solicit or aid in the procuring of any contract resulting from this RFP, if any, and further warrants that such person will not be employed in the performance of the contract without immediate written notice to the LOCSD.
17. Firms submitting proposals shall warrant that their offer is made without any previous understanding, agreement or connection with any person, firm or corporation submitting a separate proposal for the same project and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action. This condition shall not apply to proposals which are submitted by firms who have partnered with others to submit a cooperative proposal that clearly identifies a primary Proposer and the associated sub-Proposers.
18. Proposers shall comply with all laws and regulations governing nondiscrimination in employment, including the Americans with Disabilities Act of 1990, the Fair Employment and Housing Act (California Government Code §§ 12900, et seq.), and the applicable regulations promulgated thereunder (2 California Code of Regulations §§ 7285, et seq.).
  - 18.1. **Nondiscrimination:** The Proposer, with regard to the work performed by them during the Contract, shall not discriminate on the grounds of race, color or national origin or other legally protected criteria in employment or the selection and retention of sub-Proposers, including procurement of materials and leases of equipment. The Proposer shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the Contract covers a program set forth in Appendix B of the Regulation.
  - 18.2. **Solicitation for Subcontracts, Including Procurement of Materials and Equipment.** In all solicitation, either by competitive bidding or negotiation, made by the Proposer for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential sub-Proposer or supplier shall be notified by the Proposer of the Proposer's obligations under this agreement.
19. Unforeseen additional items and/or services may be required. The LOCSD therefore reserves the right to negotiate with the successful Proposer for additional items and/or services beyond what is described in Appendix A to be added to the final contract.

**B. CHANGES TO THE RFP**



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1. This RFP is posted on the LOCSD's website at:  
<https://www.losolivoscsd.com/requests-for-proposals-and-requests-for-quotes>.
2. Any changes, additions, or deletions to this RFP will be in the form of written addenda issued by the LOCSD. Any addenda will be posted on the website. Prospective Proposers must check the website for addenda or other relevant new information during the response period. The LOCSD is not responsible for the failure of any prospective Proposer to receive such addenda. All addenda so issued shall become a part of this RFP. Any Proposer who has already submitted their proposal and desires to make corrections, may send a new proposal to the District's General Manager up to the date and time for which this RFP closes.

**C. COMMUNICATIONS**

All communications concerning this RFP shall be directed to Guy Savage, General Manager, LOCSD, [gm.locsd@gmail.com](mailto:gm.locsd@gmail.com). All other communication with LOCSD is not binding and shall in no way modify the RFP or the obligations of the LOCSD.

**D. SAMPLE CONTRACT**

The LOCSD has included as part of this RFP, a sample contract that will be used in the execution of any award. Proposers should include commentary on any objectionable segment of the sample contract in their RFP response. If a section is not identified as objectionable as part of a Proposer's response, it will be included in the final contract. Raising objections during subsequent contract negotiations to objectionable contract segments may be, at the sole discretion of the LOCSD, grounds for cancelling the RFP or awarding the contract to another Proposer.

The selected Proposer shall provide, within ten (10) days after the Notice of Award is issued, a certificate of liability insurance naming the LOCSD and its contract employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the LOCSD.

All materials produced in association with this RFP and any subsequent contract shall be the property of the LOCSD. This includes all drawings, electronic files, printed copies, presentations, and any other materials created. Upon request, Proposer (selected Contractor) may use materials produced for their own purposes so long as it does not affect the LOCSD use and ownership of such materials.

**E. EXCEPTIONS & DEVIATIONS**

Any exceptions to or deviations from the requirements set forth in this RFP must be declared in the proposal submitted by the Proposer. Such exceptions or deviations must be segregated as a separate element of the proposal under the heading "Exceptions and Deviations" as instructed below in section IV. The LOCSD may waive any immaterial deviation or defect in a proposal.

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The LOCSD reserves the right to make awards within sixty, (60) days after the date of the RFP closing. The successful Proposer is expected to execute a contract similar to the contract in Appendix B. This sample contract is for reference to the anticipated terms and conditions governing the LOCSD and the successful Proposer. The Proposer must take exception in their proposal to any section of the attached contract they do not agree with. Failing to do so will be deemed as acceptance by the Proposer to the terms spelled out in the sample contract. The LOCSD reserves the right, in its sole discretion, to add, delete, or modify, or negotiate additional terms and conditions to the attached contract.

BEFORE BEGINNING ANY WORK OR SUBMITTING A PROPOSAL IT IS ADVISED THAT PROPOSERS READ THE LOCSD INSURANCE AND INDEMNIFICATION REQUIREMENTS IN THE ATTACHED SAMPLE CONTRACT. The selected Proposer will be asked to provide evidence that LOCSD insurance requirements have been met.

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***IV. PROPOSAL FORMAT***

A qualifying proposal must address all of the following points:

**A. Firm Name**

- a. Address and contact information
- b. Legal signatories for Proposer

**B. Proposed approach**

- a. Summary of approach
- b. Detailed approach
- c. Areas the Proposer has already identified where value engineering may be applicable

**C. Proposed cost (separate document with the term “Cost Proposal” in its title)****D. Anticipated project schedule****E. Qualifications of firm and individuals expected to work on the project**

- a. Firm experience on similar projects (three referenceable projects maximum)
- b. Project Manager – Name, location, background (CV), contact information
- c. Lead Engineer – Name, location, background (CV), proof of engineering license in State of California
- d. Additional team members – Name, location, background (CV), anticipated participation

**F. Exceptions and Deviations**

- a. Pages or segments of proposal that are considered by the Proposer to be trade secrets
- b. Exceptions to the sample contract

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**V. PROPOSAL SELECTION & CONTRACT AWARD****A. SELECTION PROCEDURES**

Proposals will be evaluated by a Selection Committee comprised of one or more LOCSD contract employees and Directors. The Selection Committee will consider the completeness of a proposal and how well the proposal meets the needs of the LOCSD. Evaluations will be based on criteria as outlined in **Section B (Selection Criteria)** below. All proposals in response to this RFP will be evaluated using the same criteria.

The sole purpose of the selection procedure is to determine, from among the responses received, which one is best suited to meet the LOCSD's needs. Any final analysis or weighted score does not imply that one Proposer is superior to another, but simply that, in the Selection Committee's judgment, the selected Proposer appears to offer the best overall solution for the LOCSD's current and anticipated needs.

The LOCSD may use a Best and Final Offer option. This allows all the Proposers with potentially acceptable proposals the opportunity to supplement their original proposal. All the Proposers with potentially acceptable proposals will be contacted in writing by the LOCSD requesting the submission of the Proposer's Best and Final Offer ("BAFO"). The BAFO must include all discussed and negotiated changes.

**B. SELECTION CRITERIA**

The LOCSD will evaluate the proposals based on, but not limited to, the selection criteria set out below. The objective is to choose the proposal that offers the highest quality services and will achieve the project's goals and objectives within a reasonable budget and timeframe. While cost is important, other factors are also significant and the LOCSD may not select the lowest cost proposal.

<b>Selection Criteria</b>
<b>Readiness and ability to meet the requirements of this RFP (30%)</b>
<b>Demonstrated expertise in project area and on similar projects (25%)</b>
<b>Cost (20%)</b>
<b>Qualifications of individuals performing work (15%)</b>
<b>Project timeline (10%)</b>

**C. FINAL SELECTION**

The Selection Committee will formulate its recommendation for award of the Contract and forward its selection to the full Board of Directors for approval.

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The LOCSD reserves the right to enter into a contract without further discussion of the submitted proposal. Therefore, the proposal should be initially submitted on the most favorable terms the Proposer can offer.

The LOCSD reserves the right to withdraw the RFP in whole or in part, at any time and for any reason. Submission of a proposal confers no rights upon a Proposer and does not obligate the LOCSD in any manner. The LOCSD reserves the right to award no contract and to solicit additional offers at a later date.

Each Proposer, by submitting a proposal, agrees that if the LOCSD accepts its proposal, such Proposer will furnish all items and services upon the terms and conditions in this RFP and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFP will be considered non-compliant. Proposers may be disqualified, and the proposal may be rejected by the LOCSD for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFP
- Evidence of collusion among the Proposers submitting the proposals
- Failure to comply with the specification requirements of the RFP

Terms, conditions, prices, methodology, or other features of the Proposer's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Proposer may be required to submit additional financial information and other data to allow for a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

The RFP document and the successful Proposer's proposal response, as amended by agreement between the LOCSD and the successful Proposer, including e-mail or written correspondence relative to the RFP, may become part of the contract documents. Additionally, the LOCSD may verify the successful Proposer's representations that appear in the proposal. Failure of the successful Proposer to perform as represented may result in elimination of the successful Proposer from competition or in contract cancellation or termination.

The requirements listed in this RFP are not negotiable and will remain unchanged unless the LOCSD determines that a change in such requirements is in the best interest of the LOCSD.

The LOCSD expressly reserves the right, in its sole judgment, to accept or reject any or all proposals, with or without cause, modify, alter, waive any technicalities or provisions, or to accept the proposal which, in its sole judgment, is determined to be the best evaluated offer resulting from negotiation and taking into consideration other evaluation factors set forth in the RFP. The successful Proposer will be expected to enter into a contract with the LOCSD. If the successful Proposer fails to sign a contract within fifteen (15) business days, unless the LOCSD grants an extension, following the delivery of the contract documents, the LOCSD may elect to negotiate a contract with the next-highest ranked Proposer.

The LOCSD shall not be bound, or in any way obligated, until both parties have executed a

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contract. The selected Proposer may not incur any chargeable costs prior to final contract execution. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiation of the final Contract.

The supplies and services are to be provided in compliance with all applicable state and federal standards, rules and regulations. The LOCSD reserves the right to request additional written and/or oral information from Proposers at any time before contract award, in order to obtain clarification of their responses.

**E. PROTEST OF AWARD**

Any objection to the LOCSD's final decision will be handled according to applicable state and local procurement laws.

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**VI. DEFINITIONS**

**Response:** The written, signed and sealed complete document submitted according to the proposal instructions. Response does not include any verbal or documentary interaction apart from submittal of a formal Response.

**Request/Proposal/Bid:** The completed and released document, including all subsequent addenda, made publicly available to all prospective Proposers.

**We/Us/Our:** Terms that refer to the LOCSD, a duly organized public entity. They may also be used as pronouns for various subsets of the LOCSD organization, including, as the context will indicate.

**You/Your:** Terms that refer to businesses/individuals submitting a response. The term may apply differently as the context will indicate.

**Proposer:** A business entity submitting a Response to this proposal. The entity whose proposal (response) to this RFP is evaluated as meeting the needs of the LOCSD. Proposer(s) will be selected for award and will enter into a contract(s) for provision of the services described in this proposal.

**Proposer's Employee:** All persons who can be offered to provide the services described in the proposal. All employees of the Proposer shall be covered by the insurance programs normally provided to persons employed by a company (ex: Worker's Comp, SDI, etc.).

**Mandatory:** A required element of this request/proposal/bid. Failure to satisfy any element of this request/proposal/bid defined as "mandatory" may disqualify the particular response.

**Default:** A failure to act as required by any contract resulting from this request, which may trigger the right to sue or may excuse the other party's obligation to perform under the contract.

**Cancellation/Termination:** A unilateral or mutual decision to not complete an exchange or perform an obligation under any contract resulting from this request.

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**APPENDIX A – SCOPE OF SERVICES**

In addition to those items noted elsewhere in this RFP, the following may included or assumed by Proposers for their response.

1. Prior to commencing work, the LOCSD will provide electronic copies of all topographical maps and prior designs in its possession for use by the selected Proposer.
2. Proposers will be expected to identify and discuss potential areas for value engineering of designs.
3. Proposers will optimize collection and conveyance systems from both an engineering and cost perspective.
4. Proposers shall complete and document a concerted look at the number and location of lift stations and equalization tanks to optimize system cost and complexity.
5. Cost estimates shall include right-of-way acquisition costs.
6. Proposers are free to include suggested additional items of work, not included in this RFP, for consideration by LOCSD.



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**APPENDIX B – SAMPLE CONTRACT**

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**APPENDIX C – LOCAL VENDOR PREFERENCE**

The LOCSD has established a local vendor preference. When quality, service, and other relevant factors are equal, responses to Requests for Proposals will be evaluated with a preference for local vendors. Note the following exceptions:

- A. Those contracts which State Law or, other law or regulation, precludes this local preference.
- B. Public works construction projects.

A "local" vendor preference will be approved as such when: 1) The vendor conducts business in a fully staffed office with a physical address within the Santa Ynez Valley, to include the incorporated cities of Solvang and Buellton and the unincorporated communities of Los Olivos, Ballard, and Santa Ynez; 2) The vendor holds a valid business license issued by the County of Santa Barbara, the City of Solvang, or the City of Buellton; and 3) The vendor has conducted business at the local address for not less than six (6) months prior to the due date of this Request for Proposal.

Proposals received in response to this Request for Proposal will be evaluated by the Selection Committee considering the local vendor preference described above when quality, service and other relevant factors are equal. The burden of proof will lie with Proposers relative to verification of "local" vendor preference. Should any questions arise, please contact the General Manager at (805) 500-4098.

	YES	NO
Do you claim local vendor preference?		
Do you conduct business in an office with a physical location within the LOCSD ?		
Business Address:		
Years at this Address:		
Does your business hold a valid business license issued by the CoSB or a City within the Santa Ynez Valley?		
Name of Local Agency which issued license:		

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**APPENDIX D – RISK ASSESSMENT QUESTIONNAIRE****Required Submittal**

1. List the full names of any partners, owners, officers or other persons occupying a position of authority or responsibility in your organization.
2. Have the individual(s) in item #1 been subject to bankruptcy, insolvency or receivership proceedings in the last five (5) years? Yes ☐ No ☐ If yes, please enclose details.
3. Has your business/company/organization filed for bankruptcy within the last five (5) years? Yes ☐ No ☐ If yes, please enclose details.
4. Has your business/company/organization/individual(s) in item #1 ever defaulted on a contract for the general type of services/product being sought by the LOCSD? Yes ☐ No ☐ If yes, please enclose details.
5. Has there been, in the last five (5) years, or is there now pending or threatened, any litigation, arbitration, governmental proceeding or regulatory proceeding involving claims in excess of \$100,000 with respect to the performance of any services or the provision of any product by your business/company/organization/individual(s) in item #1? Yes ☐ No ☐ If yes, please enclose details.
6. In the last five (5) years, has your business/company/organization/individual(s) in item #1 been debarred or suspended for any reason by any federal, state or local government or refrained from bidding on a project due to an agreement with such governmental agency? Yes ☐ No ☐ If yes, please attach a full explanation.
7. In the past five (5) years, has your business/company/organization/individual(s) in item #1 had its surety called upon to complete any contract, whether government or private sector? Yes ☐ No ☐ If yes, please enclose details.
8. In the past five (5) years, has your business/company/organization/individual(s) in item #1 had a revocation, suspension or disbarment of any business or professional permit and/or license? Yes ☐ No ☐ If yes, please enclose details.
9. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty? Yes ☐ No ☐ If yes, identify on a separate signed page the person or persons convicted, the court (the LOCSD if a state court, the district or location of the federal court), the year and the criminal conduct.

**SIGNATURE (REQUIRED)**

THE UNDERSIGNED HEREBY CERTIFIES THAT THE RESPONSES PROVIDED ARE CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND FOR THOSE RESPONSES GIVEN WHICH ARE BASED ON INFORMATION AND BELIEF, THOSE RESPONSES ARE TRUE AND CORRECT BASED ON MY PRESENT BELIEF AND

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INFORMATION.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ of the year \_\_\_\_\_

Name of organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name and title: \_\_\_\_\_

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**APPENDIX E – LOCSD TRAVEL POLICY**

The LOCSD generally follows the State of California's Travel Reimbursements policy. Details can be found at:

<https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>

Reimbursement of expenses identified in the Proposal of the successful Proposer will be made following the submittal of receipts to the LOCSD.

Notable reimbursement maximums from the policy, as of June 2025, include:

- Mileage reimbursement: \$0.70 per mile
- Meal and incidental expense reimbursement: Up to \$63 per day (breakfast \$16, lunch \$19, and dinner \$28). The District will not reimburse alcohol expenses.
- Hotel reimbursement: Up to \$205 per day

Questions should be directed to the LOCSD General Manager at (805) 500-4098 or [gm.locsd@gmail.com](mailto:gm.locsd@gmail.com).

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***APPENDIX F – PROPOSER CHECKLIST***

Please check all documents in which you have included with your submittal.

**Technical Proposal (Required)**  
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- ☐ **Proposer Information**
- ☐ **Proposed Approach to Completing Project**
- ☐ **Proposal Cost**
- ☐ **Proposal Timeline**
- ☐ **Proposer Qualifications and Key Personnel**  
(Including resumes/CVs)
- ☐ **Exceptions and Deviation**

**Risk Assessment Questionnaire (Required)**  
.....☐**Local Vendor Preference**  
.....☐