

**CASITAS MUNICIPAL WATER DISTRICT**  
**REQUEST FOR PROPOSAL**  
**CULTURAL RESOURCE ON-CALL SERVICES**

January 17, 2018

1. **INTRODUCTION**

The Casitas Municipal Water District (Casitas) is requesting proposals for cultural resource monitoring during various earth disturbing activities within the Casitas boundaries.

2. **PROPOSAL SUBMITTAL**

The proposal should be submitted in written form to Casitas Municipal Water District, 1055 North Ventura Avenue, Oak View, California 93022, Attention: Neil Cole. Proposals will be accepted until **February 13, 2018 4:00 P.M.** No proposals will be accepted after that time and date. The firm shall submit one electronic copy of the proposal in PDF format or one hard copy.

3. **BACKGROUND**

The District is in the process of rehabilitating the Ojai water system. Some of the projects will involve excavation. Regulatory agencies are requiring the District to have on site a qualified cultural resource monitor during some earth disturbing operations, primarily within the Ojai City boundaries.

4. **PROJECT AND SCOPE**

The cultural resource monitor will observe the construction area during earth disturbing activities. The monitor will observe for cultural resources within the disturbed areas. Should cultural resources be identified in the disturbed areas, the monitor shall direct the Casitas to stop work in that area immediately. Should a Casitas representative not be immediately available, the monitor shall be empowered to direct the Contractor to stop work in the area. Work will not proceed in the area until the cultural resources have been investigated and an appropriate course of action to protect the resources has been established.

The work will be on an "on call" basis. Casitas expects to have one to three firms on an approved list that will be called as projects are approved and awarded for construction. In some cases, Casitas' crews will be completing the excavation. In other cases, an outside contractor will be completing the project.

5. **SPECIAL CONDITIONS**

Casitas has provided the above project scope to assist in clarifying its intent on what the completed project should contain. The firm may identify additional elements that are required to successfully complete the project. These items should be noted by the firm, added to the scope of work and considered during the preparation of the proposal.

In accordance with State of California Department of Industrial Relations Case No. 14-0418-PWH, the District has determined that prevailing wages are not required for this work.

(a) Location- The work may occur anywhere within the District boundaries. The District boundaries are roughly the Ventura/Santa Barbara County line to the west, the Pacific Ocean to the south, Mills Road in the City of Ventura and the summit area in upper Ojai to the east and Camino Cielo to the north. The majority of the work is anticipated to be in the Ojai area.

(b) On Call Service- The work involves projects that may have little to no lead time. While the District will try to provide as much lead time as possible to the firm, there will be instances that as little as a 48 hour notice will be provided to the firm.

## 6. **PROPOSAL CONTENT**

It is the intent of this Request for Proposal to seek only those proposals that will directly address the particular project of Casitas Municipal Water District. The firms being requested to submit proposals need not provide any general information about the firm, but only that particular information that specifically addresses the needs of this proposal. The proposal should not contain any information on the people involved in the project other than those who are actually going to be performing the work and are considered a primary human resource for the project. The scope provided by the proposal should address not only the details in the request for proposal, but should also address those issues and relative points that may not have been described in the Request For Proposal, which the firm believes to be pertinent to this particular project specified. The proposal should contain the following elements:

(a) Experience. The proposal content should begin with the experience the firm has with projects similar to that proposed by Casitas. The proposal should focus on local project experience working on construction sites and identifying cultural (primarily Chumash) resources. The firm should submit a listing of the references with names and phone numbers of each similar project the firm has performed over the past five years. The firm shall provide a listing of all subcontractors whose work has a monetary value of 15 percent or more of the total price bid and shall include their reference experience as required of the primary firm.

(b) Scope of Work. The proposal shall contain a project understanding statement and how the firm intends to approach the project task.

(c) Submittals. The firm shall submit the following information as a part of the proposal:

- (1) Project understanding, including any issues with the District's insurance and indemnification requirements.
- (2) Firm & Human Resource experience and references
- (3) Name(s) of likely human resources to be assigned to the project.
- (4) Time and material cost sheets

(d) Fee. The proposal shall specify an hourly rate for cultural monitor services. Factors for overhead should be included in the hourly rate. There is a strong likelihood that the monitor services will not be required for eight hours a day, every day of a project. The proposal shall specify how the firm's time will be compensated for on days where the

monitor is not required for the entire day. Any additional costs, such as travel or additional per diem costs, shall be listed.

(g) Conflicts. The firm shall identify any conflicts which they believe could affect the project work and the ability to complete on schedule.

7. **PRE PROPOSAL CONFERENCE**

There will not be any formal pre-proposal conference prior to the proposal due date. If the firm desires to discuss the project requirements, the firm should contact Lindsay Cao (805) 649-2251, Ext. 144 for additional information.

8. **SELECTION**

The selection of the firm or firms to complete the work will be based upon the following four criteria:

- (a) Qualifications and experience of the persons identified as probable cultural resource monitors.
- (b) The availability and flexibility of the firm to provide monitors for both short term (1 day or less) and long term (2 weeks or more) projects with short (48 hour) notice.
- (c) The time and material cost specified by the firm.
- (d) The additional information provided by the firm during the interview, if Casitas chooses to conduct interviews with one or more firms.

Casitas reserves the right to reject any and all proposals that are considered unacceptable by Casitas or to waive any minor irregularities if so deemed by Casitas for any reason. Casitas may enter an agreement with more than one firm to provide flexibility to Casitas. The District reserves the right to retain all proposals for a period of thirty (30) days and to reject any and all proposals for any reason at the sole discretion of the District, with or without cause.

9. **CONTRACT**

It is expected that the selected firm will enter into a Purchase Order Agreement with Casitas to perform the work. The conditions to be included in that contract are as follows:

- (a) A "no attorney's fees" clause.
- (b) A "no interest" clause.
- (c) That Casitas be provided with and retain ownership of all documents, product manuals, files, or other work generated in connection with this project.
- (d) That the firm and any subcontractor shall provide workmen's compensation insurance, liability insurance and automobile insurance as required.

(e) That any review and discussion of invoices shall not be cause for extra cost or billings.

(f) Any dispute resulting in lawsuits shall be filed and processed in Ventura County in accordance with the laws of the State of California.

(g) The full and agreed upon project description as contained herein, or as revised, including the Casitas' Indemnification and Insurance requirements (attached).

10. **PAYMENT**

Casitas shall only accept one (1) payment request from the selected firm per month. Invoices shall fully define the work component completed, the hours spent on each task, the budget for that person in terms of cost and hours, the pay rate for which the person is assigned, the percentage of the task completed in terms of actual work remaining and costs remaining until completion of the task at the time of billing. Each invoice shall also contain a purchase order number or work order number assigned to each task and the bill shall state the billing period. The bill will be paid within thirty (30) days after the approval by the Casitas Board of Directors.

11. **CASITAS CONTACTS**

Lindsay Cao, Civil Engineer  
1055 N. Ventura Avenue  
Oak View California 93022

(805) 649-2251, Ext. 144