

REQUEST FOR PROPOSAL (RFP)
Services
West Dakota Water Development District

RFP Date

PO Box 6365
402 St. Joseph Street
Rapid City, SD 57701

ATTENTION BIDDERS

RE: Title: Program Manager

Location(s): Rapid City

Estimated Commencement Date: April 1, 2018

Completion Date: April 1, 2019

PROPOSAL RESPONSE DUE: February 15, 2018

INSTRUCTIONS TO BIDDERS

The West Dakota Water Development District (West Dakota) is requesting proposals for an individual or entity to manage West Dakota's activities and functions. The position will be located in Rapid City, South Dakota. All proposals shall be prepared and submitted in accordance with these instructions and the transmittal requirements sent with these specifications and documents.

The Services shall be provided in accordance with Exhibit 1 – Statement of Services, attached herein.

West Dakota reserves the right, for any reason, to reject any and all proposals or bids received, to alter the plans and specifications after proposals or bids are received, and to negotiate further with any one or more of those persons submitting bids or proposals.

If an award is made, it will be awarded to the bidder whose bid evaluation by West Dakota indicates that such award will be in their best interests as determined in its sole discretion. No agreement shall be considered to have been awarded and no bidder may rely upon the award of an agreement until such an agreement has been signed by West Dakota and the successful bidder, and no bidder shall be entitled to rely on any written or oral statements or representations regarding the award of an agreement made by any West Dakota representative. This RFP document does not commit West Dakota or any representative thereof to pay any costs

incurred in the preparation or submission of any proposal or to procure or contract any equipment, materials, work, or services.

Communications

All electronic correspondence shall include the following "Subject" line following this format:

"West Dakota Program Management" from **Bidder's Name**

BIDDER QUESTIONS DUE: February 1, 2018

All bidders' questions along with West Dakota's answers will be shared with all bidders providing proposals.

Please send any questions to the following:

Michael Mueller, Chairperson
Email: wdodd3@outlook.com
Phone: (605) 390-6253

PROPOSAL DUE DATE: February 15, 2018

Proposals regarding this RFP must be submitted electronically **via email** to the following addresses, and as indicated below:

Michael Mueller, Chairperson
Email: wdodd3@outlook.com
Phone: (605) 390-6253

Insurance Requirements

Insurance shall be written in accordance to the requirements set forth in the attached Service Agreement. Failure to comply with the insurance coverage and limits will disqualify bidder from an award of a contract.

GENERAL TERMS AND CONDITIONS

Right to Select Bidders

West Dakota reserves the right to negotiate with and select all qualified bidders at its own discretion and is not obligated to inform bidders of the methods used in the selection process. West Dakota reserves the right to dismiss any and/or all bidders and reject any and/or all proposals.

Obligation

Submission of this RFP does not bind or obligate West Dakota in any form or manner. West Dakota makes no representation, either expressed or implied, that it will accept or approve, in whole or in part, any proposal submitted in response to this RFP. West Dakota may award, in whole or in part, the proposal at its sole discretion.

Notification

West Dakota may notify bidders in writing following completion of the evaluation process, as to whether or not bidders have been awarded the agreement. The only information regarding the status of the evaluation of proposals that will be provided to any inquiring bidder shall be whether or not the inquiring bidder has been awarded the agreement. West Dakota may, at its

sole discretion, inform any inquiring bidder of the reason(s) as to why it was not awarded the agreement. No award is made until execution of an agreement between West Dakota and bidder.

Bidding Period

Following the proposal due date of the RFP, the pricing included in this RFP shall be binding upon bidder for a period of ninety (90) days.

Hold Harmless

By submitting a response to West Dakota, bidder agrees that West Dakota has sole discretion to select any and/or all bidders. Bidders waive their rights to damages whatsoever attributable to the selection process, materials provided, bidder selection, or any communication associated with the RFP process and bidder selection.

Evaluation

Bidder is advised that West Dakota's evaluation will strongly favor bidder's proposal that most closely offers the Services exactly as specified in the bid documents.

West Dakota Proprietary Documents

Bidder agrees that all non-public information contained in this document and communicated verbally in reference to this RFP by West Dakota shall be received for the sole discretion and purpose of enabling bidder to submit an accurate response to this RFP. The information contained in this RFP and disclosed during the course of negotiations and communications is proprietary and confidential in nature and in no circumstances be disclosed to a third party without prior written consent from West Dakota.

SUPPLY OF SERVICES - RFP REQUIREMENTS

Bidders shall submit a proposal for supplying the Services in accordance with the attached Exhibit 1 – Statement of Services.

Bidders shall submit the following documents with their proposal:

- Bidder's Proposal
- Any supplemental information the Bidder feels is appropriate for evaluation to this proposal (resume(s), qualifications, experience, examples of professional correspondence, etc.)

Bidders shall complete the attached bidder's proposal. Bidders shall not change the formatting or structure of the bidder's proposal document. Changing the bidder's proposal format may result in bidder disqualification.

BIDDER'S PROPOSAL

To: West Dakota Water Development District
Michael Mueller, Chairperson
Email: wd added3@outlook.com

Cc: (Name)
Email:

Subject line of proposal email:
West Dakota Program Management from ***Bidder's Name***

To Whom It May Concern:

The undersigned bidder having read and examined the specifications and associated bid documents for the above RFP, does hereby propose to furnish the Services set forth in this proposal. All prices stated herein are firm and shall not be subject to adjustment provided this proposal is accepted within 90 days after the due date of this RFP.

P.1 LUMP SUM. The undersigned bidder hereby proposes to furnish the Services for West Dakota Program Management in accordance to Exhibit 1 Statement of Services attached. Bid shall include a detailed breakout of costs included in the lump sum bid (e.g., labor, transportation, tax, materials, etc.)

P.2 TAX REQUIREMENTS. This requirement is subject to any applicable taxes. Bidder shall answer the following questions:

1. Does this bid include the applicable sales or use tax?
Yes ___ No ___
2. Are you licensed to collect and remit this tax?
Yes ___ No ___
3. If yes, you may be required to provide copies of all applicable tax licenses.
4. If you are not currently licensed to collect and remit this tax, you may be required to obtain an appropriate tax license.

P.3 SUBCONTRACTORS. The undersigned proposes that it will perform the majority of the Services at the West Dakota office with its own forces and that specific portions of the services not performed by the undersigned will be subcontracted by the following subcontractors. West Dakota reserves the right to approve or disapprove of subcontractors. If subcontractors are not identified and approved by West Dakota, they may not be utilized to perform services for West Dakota.

<u>Work Subcontracted</u>	<u>Name of Subcontractor</u>

P.6 DECLARATIONS AND SIGNATURES. The undersigned hereby declares that only the persons or firms interested in the proposal as principal or principals are named herein, and that no other persons or firms than herein mentioned have any interest in this proposal or in the agreement to be entered into; that this proposal is made without connection with any other person, company, or parties likewise submitting a bid or proposal; and that it is in all respects made in good faith, without collusion or fraud.

If this proposal is accepted, the undersigned bidder agrees to provide the Services in accordance with this RFP.

Dated at _____, this _____ day of _____ 201(____).

Bidder _____

By _____

(Signature)

(Printed or typed)

Title _____

Attest:

Complete Business Address
of bidder

State of Incorporation

Complete Address of Principal Office

Name, Address, Telephone Number, and Email Address of Person to Contact regarding this proposal, include both Mailing and Street Address

Telephone (____) _____

Email _____

EXHIBIT 1 - STATEMENT OF SERVICES

West Dakota Water Development District is a political subdivision of the State of South Dakota established for the purpose of promoting conservation, development, and management of water resources according to district priorities. West Dakota falls under the general supervisory jurisdiction of the South Dakota Conservancy District. The purpose, duties, functions, and other controls relating to water development districts are found in South Dakota Codified Law Chapters 46A-3A through 46A-3E.

West Dakota Water Development District is one of seven water development districts in the state, and its area includes the portion of Pennington County west of the Cheyenne River. It also serves as a district-wide clearinghouse authority for water quality and supply projects through financial assistance to prospective and existing project sponsors and through recommendation of projects for inclusion in the State Water Plan.

ADMINISTRATIVE

1. MANAGE FILING SYSTEM
2. MANAGE AND UPDATE WEBSITE AS NECESSARY
3. FOR ELECTIONS, ONLY PROVIDE PETITION AND INSTRUCTIONS TO APPLY. CAMPAIGNING AND RECRUITING PROHIBITED.

MANAGEMENT OF MEETINGS- WEST DAKOTA TYPICALLY HAS SEVEN (7) MEETINGS EACH YEAR.

BIDDER WILL:

1. PREPARE AN AGENDA FOR THE MEETING;
2. ARRANGE FOR A MEETING LOCATION;
3. SUBMIT THE APPROPRIATE PUBLIC NOTICE FOR THE MEETING;
4. PREPARE THE APPROPRIATE DOCUMENTS TO THE DIRECTORS AND PUBLIC FOR THE MEETING; AND
5. PREPARE MEETINGS MINUTES FOR THE BOARD'S REVIEW AND APPROVAL.

FINANCIAL

1. THE INDIVIDUAL OR ENTITY WILL NEED TO BE BONDABLE.
2. PREPARE BUDGET FOR BOARD APPROVAL – PROVIDE UPDATES AT MEETINGS
3. MANAGE FINANCIALS
4. PAY BILLS INCLUDING DIRECTORS MEETING STIPENDS

KNOWLEDGE OF WATER QUALITY AND/OR ENVIRONMENTAL MATTERS

1. BIDDER SHALL PROVIDE A DESCRIPTION AND DOCUMENTATION (RESUME, DEGREE, OR SIMILAR DOCUMENTATION) OF THEIR KNOWLEDGE OF WATER QUALITY AND/OR ENVIRONMENTAL RELATED MATTERS.

WORK HOURS AND LOCATION

1. BIDDER SHALL OCCUPY, ON AVERAGE, 20 HOURS A WEEK IN THE OFFICE AT:

402 ST. JOSEPH STREET, SUITE 6
RAPID CITY, SD 57701

2. HOURS MAY VARY FROM WEEK TO WEEK, BUT BIDDER SHALL IDENTIFY AT LEAST 8 HOURS (ROUTINE) IN WHICH BIDDER SHALL OCCUPY THE OFFICE EACH WEEK. A VERIFICATION SYSTEM OF TIME SPENT AT THE OFFICE SHALL BE SUBMITTED FOR APPROVAL BY THE SUCCESSFUL BIDDER TO THE WEST DAKOTA CHAIRPERSON AND THE APPROVED SYSTEM IMPLEMENTED BY THE SUCCESSFUL BIDDER PRIOR TO COMMENCEMENT OF THE CONTRACT.