

**SOUTH DAKOTA  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
(ACTING ON BEHALF OF THE SOUTH DAKOTA BOARD OF WATER AND  
NATURAL RESOURCES)**

**REQUEST FOR PROPOSALS (RFP)**

Drinking Water State Revolving Fund (SRF) Program Technical Assistance  
(Proposed Contract Period September 1, 2009, through September 30, 2011)

**Background**

The South Dakota Department of Environment and Natural Resources (DENR) is a state government agency. DENR provides staff resources to the Board of Water and Natural Resources (Board) which oversees the Clean Water and Drinking Water State Revolving Fund (SRF) programs in South Dakota. The American Recovery and Reinvestment Act of 2009 is providing \$19.2 million to the Board's Clean Water SRF program and \$19.5 million to the Board's Drinking Water SRF program. The Drinking Water appropriation includes a provision to allow the Board to allocate up to two percent of this amount for technical assistance activities.

DENR is seeking proposals from qualified contractors to provide technical assistance to community drinking water systems in South Dakota. The technical assistance requested is considered "green technology" and is in the area of energy conservation. The technical assistance includes training, select water system energy audits for demonstration purposes, information transfer, and associated activities to promote the long-term goal of maximizing energy conservation by drinking water systems in South Dakota. There are currently 445 community public water systems in South Dakota with service populations less than 10,000. The proposed technical assistance is limited to these systems. While the activities are focused on the community drinking water systems in South Dakota, it is expected that the approximately 275 permitted wastewater systems in South Dakota will also benefit indirectly from these efforts.

The work will be paid for using federal American Recovery and Reinvestment Act of 2009 Drinking Water SRF technical assistance funding (up to a maximum aggregate amount of \$390,000). This funding has certain reporting requirements and requires that activities be performed and completed no later than September 30, 2011. The scope of the technical assistance activities must be approved by the South Dakota Board of Water and Natural Resources and the U.S. Environmental Protection Agency before the technical assistance contract is awarded.

**Available Documents**

DENR's 2009 Intended Use Plan identifies the use of two percent of the American Recovery and Reinvestment Act of 2009 Drinking Water SRF funds for the purpose of promoting energy conservation efforts for community water systems with less than 10,000 in population. The 2009 Drinking Water SRF Intended Use Plan can be accessed at:

<http://denr.sd.gov/documents.aspx#Funding>.

## **Project Objectives**

The primary objective of the project is to select the most qualified contractor whose RFP submittal demonstrates the background, experience and capability and contains what is considered the best approach to conduct the requested energy conservation activities to assist the 445 community water systems in achieving permanent and significant water supply treatment and delivery energy conservation.

## **Request for Proposals**

The following is a list of activities and estimated timelines relevant to the RFP process:

- RFP advertisement - June 1, 2009.
- RFP submittal – June 26, 2009.
- Tentative contractor selection – July 15, 2009.
- U.S. Environmental Protection Agency’s approval of proposed contractor’s work plan – August 3, 2009.
- Contract execution – August 14, 2009.
- Completion of energy conservation activities to include the submittal of a final report outlining project accomplishments - September 15, 2011.

## **Contents of the Request for Proposals**

The RFP shall be prepared and submitted in such form and by such date as specified elsewhere in this RFP. Each page shall be numbered and the proposal shall be limited to no more than 25 pages (including the transmittal letter). The proposal should be prepared and provide a concise description of the respondent’s ability to meet the requirements of this RFP. Information the respondent considers to be proprietary information should be identified as such. However, DENR reserves the right to consider the information as public.

Proposals which in the judgment of DENR fail to meet the requirements of this RFP, or which are in any way incomplete, conditional, or which contain additions or deletions not called for, alterations or other irregularities, or in which errors occur, may be rejected at DENR’s discretion. The DENR reserves the right to waive any requirements of or informalities in any proposal or to reject any or all proposals if it determines that it is in its best interest to do so.

Respondents should submit a complete response to all the required elements of the RFP as described below.

1. *Transmittal Letter* – Each respondent shall prepare a transmittal letter summarizing the principal points in the respondent’s proposal. The letter must be signed by the representative who would serve as the primary contact for this project and include that person’s address, telephone number, fax number and email address.
2. *Experience* – Describe the respondent’s experience and capabilities as well as any proposed subcontractor’s experience and capabilities. Emphasis should be placed on knowledge of the state’s community water systems as well as capabilities

- relating to any proposed energy audits, information transfer, training, or other proposed activities.
3. *Proposed Approach* - Describe the activities proposed to accomplish the project's objectives. The activities may include the use of specialized training, conferences, select - onsite energy audits, production of training and other educational materials deemed by the respondent to best maximize future, long term energy savings at the state's community water systems. Include timelines for the major work elements to be completed. (Note: The Board is looking for the proposal(s) they deem to best meet the project objectives given the limited, available financial resources and limited project duration).
  4. *Project Team* - Identify the members of your firm as well as any proposed subcontractors that will participate in the completion of this project. The use of a subcontractor(s) to increase the effectiveness of the respondent's proposal is allowable. A joint venture is also allowed but one firm shall be designated as the lead agency for the purposes of communication, compensation, and contract execution. Brief resumes may be attached as an appendix to the proposal and will not count against the page limit.
  5. *Compensation* – Provide a detailed description of the proposed compensation by the respondent's team, to include any proposed subcontractors. The compensation may be less than but shall not exceed the maximum available amount of \$390,000.

### **Criteria for Contractor Selection**

Proposals will be evaluated according to the following criteria and points:

- Experience, demonstrated knowledge and acceptable performance history with technical assistance to smaller community water systems (less than 10,000 population) (30 points),
- Personnel resources committed to the project (20 points),
- Experience, demonstrated knowledge, and performance history with energy conservation activities associated with drinking water systems (30 points),
- Familiarity with South Dakota's community drinking water systems (20 points),
- Overall depth and perceived ability of the proposal to meet or exceed the project's objectives (30 points),
- Relevant expertise of personnel assigned to the project (20 points),
- Ability to successfully complete the project by the September 15, 2011, deadline (30 points), and
- Compensation (20 points).

This is not a competitive bidding proposal. DENR personnel will review and rank the submitted proposals and then make a recommendation to the Board. At the discretion of the Board, respondents may be invited to make oral presentations to the Board. The Board reserves the right to hire more than one contractor if the Board deems doing so would be in the best interest of the State of South Dakota.

### **Terms and Conditions**

- DENR will make a recommendation to the Board on which contractor to hire. The Board will make the final determination regarding the final selection of the contractor.
- The Board reserves the right to reject any and all proposals or to select the proposal deemed to be the most advantageous for the Board.
- The Board may negotiate the compensation and hire the successful respondent subject to the terms and conditions specified by the Board.
- If the Board is not able to successfully negotiate a contract with the highest ranked respondent, negotiations shall cease. The Board shall then begin negotiations with the second highest ranked respondent. This process may continue until negotiations are successful.
- The successful respondent may not subcontract with any firm not previously identified in its RFP without the prior, written consent of the Board.
- All respondents will be notified in writing of the selection.

### **State Not Liable for Expenses of Proposals**

Neither the Board nor DENR shall be liable for any expenses incurred by any respondent in preparing or presenting the proposal.

### **Proposal Due Date and Contact for Information**

Ten (10) hard copies of the respondent's proposal should be submitted to Dave Templeton, Director, Division of Financial and Technical Assistance, South Dakota Department of Environment and Natural Resources, 523 East Capitol Avenue, Pierre, South Dakota, 57501 by 5:00 P.M., Central Daylight Time, on or before June 26, 2009. Additionally, please provide an electronic copy of your proposal to David Templeton at [Dave.Templeton@state.sd.us](mailto:Dave.Templeton@state.sd.us) on or before the submittal deadline. Questions regarding this RFP may be directed to Dave Templeton via email or by phone at 605.773.4216.