

# REQUEST FOR PROPOSALS: DEMONSTRATION GARDEN

---

**December 5, 2018**



Mission Resource Conservation District (MRCD) seeks proposals for the installation of solar panels.

We will accept proposals until January 14, 2019 at 4:00 pm. Please note we cannot accept emailed or verbal bids. Please mail or drop off a **sealed physical copy** of the proposal to the address below:

Mission Resource Conservation District  
ATTN: Courtney Provo  
130 E. Alvarado Street  
Fallbrook, CA 92028

All questions regarding this RFP should be directed to MRCD's District Manager, Courtney Provo (courtney@missionrcd.org, Office: 760-728-1332) on or before December 28, 2018. To ensure all RFP respondents receive the same information, all questions and answers will be posted to MRCD's website, under the "About Us" tab in the "RFP Opportunities" section. All bid walk attendees will receive notification of posted questions and answers as soon as they are available for review.

## TABLE OF CONTENTS

---

|                                                           |   |
|-----------------------------------------------------------|---|
| Request for proposal: Demonstration Garden.....           | 1 |
| Section 1: Overview.....                                  | 2 |
| Section 2: Objectives.....                                | 2 |
| Section 3: Scope of Work.....                             | 2 |
| Section 4: Project Timeline.....                          | 3 |
| Section 5: Contractor Minimum Requirements.....           | 4 |
| Section 6: Submission Guidelines.....                     | 4 |
| Section 7: Evaluation Criteria and response timeline..... | 5 |

---

### SECTION 1: OVERVIEW

---

Mission Resource Conservation District (MRCD) is a local government agency, headquartered in Fallbrook, California. The overview of the projects seeks to utilize the installation of solar panels to help reduce the District’s energy bill and employ more conservative practices.

The work described in this RFP is to be carried out only on the property referenced in the request.

The proposed time period for all work outlined in this RFP will be carried out is February 1, 2019 – September 30, 2019, weather permitting and flexible according to winning bidder scheduling needs.

---

### SECTION 2: OBJECTIVES

---

The main objective of this project is to demonstrate how conservation practices can be utilized in various ways. In addition to our proposed demonstration garden, the inclusion of solar panels helps illustrate myriad ways that we can help reduce our impact on the environment.

---

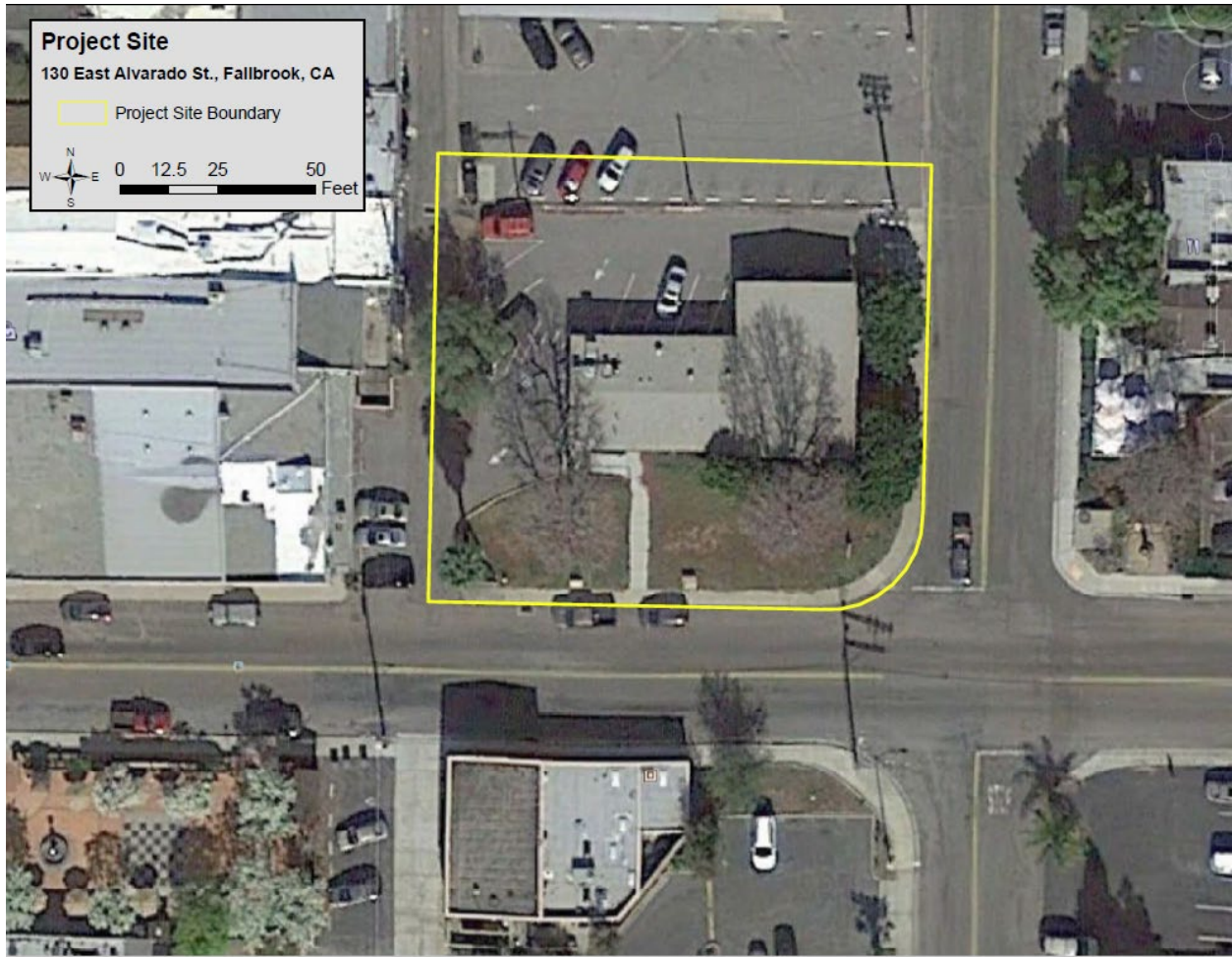
### SECTION 3: SCOPE OF WORK

---

#### **Solar Panel Installation**

The scope of the project consists of the following elements provided below.

- Site Walk
- Design
- Proposal of System
- Bid Submission



---

#### SECTION 4: PROJECT TIMELINE

---

Below is a timeline for important activities and deadlines during both the application and implementation periods of this project:

- December 4, 2018: RFP is distributed
- December 17, 2018: Site walk @ 2:30 p.m.
- December 28, 2018: Last day to submit RFP questions to MRCD
- January 14, 2019: RFP responses due
- January 25, 2019: Announcement of award
- February 1, 2019 – September 30, 2019: Start and end date for demonstration garden

---

## SECTION 5: CONTRACTOR MINIMUM REQUIREMENTS

---

Below is a list of **mandatory** requirements for the contractor(s) to carry out work included in the RFP:

1. The organization must comply with prevailing wage law and be currently registered as a Public Works Contractor with the California Department of Industrial Relations.
2. The organization must provide proof that its subcontractors will have all necessary licenses, permits, qualifications and approvals of whatever nature that are required to legally practice its profession and/or perform services under this Agreement at all times during the term of this Agreement.
3. The organization must have experience in the installation of solar for commercial properties.
4. The organization must be prepared to execute the Professional Services Agreement with no revisions.

---

## SECTION 6: SUBMISSION GUIDELINES

---

### Submission Format

The proposal submission for the RFP should be structure using the following sections:

1. Background on the organization
2. Action Plan – this section includes general strategies for preparing the roof for installation of the solar panel support brackets and weather proofing the work performed during installation.
3. Budget – please include a single cost for all project work and an hourly wages sheet to be used in the event that extra work beyond the original project scope is deemed necessary. MRCD and selected contractor must agree on scope and budget of extra work prior to implementation and payment.

### Submission of Proposals

We will receive proposals until January 14, 2019 at 4:00 pm. Please note we cannot accept emailed or verbal bids. Please mail or drop off a **physical copy** of the proposal to the address below:

Mission Resource Conservation District  
ATTN: Courtney Provo  
130 E. Alvarado Street  
Fallbrook, CA 92028

All questions regarding this RFP can be directed to MRCD's District Manager, Courtney Provo (courtney@missionrcd.org, office: (760) 728-1332).

---

## SECTION 7: EVALUATION CRITERIA AND RESPONSE TIMELINE

---

The following criteria and weights will be used to evaluate proposals in response to this RFP:

1. The vendor meets minimum requirements outlined in Section 5: Contractor Requirements section: Either considered or not considered.
2. How well the proposal presents solutions to the problems identified in the Objectives section of this RFP: 50%
3. The extent that the proposal communicates a clear and concise action plan: 50%

### **Acceptance of Proposals**

- MRCD reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals.
- MRCD reserves the right to withdraw this RFP at any time without prior notice, and MRCD makes no representations that any contract will be awarded to any Proposer responding to this RFP.
- MRCD reserves the right to postpone proposal openings for its own convenience.
- MRCD reserves the right to require confirmation of information furnished by Proposer, or to ask the Proposer for additional evidence of qualifications to perform the work, or to obtain information from any source that has the potential to improve the understanding and evaluation of the proposals.
- Proposals received by MRCD become public information and will be made available to the public upon request after award.
- Proposals submitted are not to be copyrighted.

### **Notification of Contract Award**

All entities submitting responses to this RFP will be notified of the final decision of award of contract by 4 pm on January 25, 2019.