

Entity Name: South Dakota State Government

Event Number: 9188

Event ID: 23RFP9188

Event Name: Capacity Development for Public Water & Wastewater Systems

Requested By: Missy Schuetzle

Created By: Missy Schuetzle

Due By Date: 11/17/2023 05:00 PM Central Time

Q&A Cutoff Date: 10/02/2023 9:27 AM Central Time

Invitation Type: Invitation Only

Assigned Commodities: 968-95 Wastewater Treatment Plant, Operations, and Testing; 968-96 Water and Wastewater Treatment Services; 926-95 Water/Wastewater Conservation Services

Allow Supplier Terms and Conditions: No

Public Responses: No

Display Awardee: Display

Posting Board Status: Published

Event Status: Event Under Review

Section #: Name:

1 Section 1 - 23RFP9188

Do not submit responses through ESM Sourcing as this is for informational purposes only. Please download the attached RFP document and follow submittal instructions.

1.0 GENERAL INFORMATION

1.1 Standard Contract Terms and Conditions

Any contract or agreement resulting from this RFP will include the DANR standard contract terms listed in Appendix A, along with any additional contract terms as negotiated by the parties. As part of the negotiation process the contract terms listed in Appendix A may be altered or deleted. The Offeror should indicate in their response any issues they have with specific contract terms. If the Offeror does not indicate that there are any issues with any contract terms, DANR will assume those terms are acceptable to the Offeror.

1.2 Purpose of Request For Proposal (RFP)

1.2.1 Background: The South Dakota Department of Agriculture and Natural Resources (DANR) is a state government agency. DANR provides staff resources to the Board of Water and Natural Resources (the "Board") which oversees the Clean Water and Drinking Water State Revolving Fund (SRF) programs in South Dakota. South Dakota receives an annual Drinking Water SRF Capitalization grant and a Clean Water SRF Capitalization grant. The Drinking Water SRF Program includes the option to utilize a Local Assistance Set-aside for public water systems as part of the capacity development strategy. The Board is allowed to use up to ten percent of their annual capitalization grant to provide for local assistance set-aside activity. The Clean Water SRF Program includes the option to utilize a Small System Technical Assistance Set-aside for publicly owned wastewater systems. The Board has chosen to use the Clean Water SRF set-aside funds for the improvement of financial or managerial capacity for small publicly owned wastewater systems.

DANR is seeking to select the most qualified contractor(s) whose submittal demonstrates the background, experience, capability and contains what is considered the best approach to provide the requested capacity development activities to assist public water and wastewater systems to operate in a cost efficient and effective manner as set forth in the RFP Objective section below.

Work completed for the water system will be paid from the Drinking Water capitalization grant local assistance set-aside and work done on the wastewater system will be paid from the Clean Water SRF capitalization grant small system technical assistance set-aside. This RFP is for work to be completed during calendar years 2024 through 2026. The Board reserves the right to renew the contract to be awarded to the successful respondent for up to three additional calendar years if the Board considers any contract price adjustment to be reasonable and justified. The scope of the technical, managerial, or financial capacity assistance activities must be approved by the South Dakota Board of Water and Natural Resources and the U.S. Environmental Protection Agency before the capacity assistance contract is awarded or renewed.

1.2.2 Goals and Objectives: The primary objective of the RFP is to seek proposals from qualified contractors to provide assistance to public water and wastewater systems in South Dakota as part of capacity development strategy. Capacity development is a process to gain and maintain adequate technical, managerial and financial capacity for the safe operation and upkeep of public water and wastewater systems. To assist public systems, the respondent will need to conduct on-site visits to review deficiencies in the most recent capacity self-assessment form(s), identify any additional technical, managerial, or financial capacity deficiencies from the on-site visit(s), be able to provide board training, review rate structures, provide assistance in water loss, vulnerability assessments, emergency response plans, chemical safety plans, financial training, policy, procedures, record keeping, and any additional approved capacity trainings. A detailed scope of work is outlined in Appendix A – Scope of Work.

1.2.3 Available Documents: The use of the set-aside funds is addressed in the 2023 Drinking Water SRF Intended Use Plan and 2023 Clean Water SRF Intended Use Plan as adopted by the Board of Water and Natural Resources. Both programs Intended Use Plans may be

accessed at:

<https://danr.sd.gov/Funding/EnvironmentalFunding/docs/2023%20DW%20IUP.pdf>

<https://danr.sd.gov/Funding/EnvironmentalFunding/docs/2023%20CW%20IUP.pdf>

1.3 Issuing Office and RFP Reference Number

The DANR is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, DANR. The reference number for the transaction is RFP# 23RFP9188. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.4 Scheduling of Activities (Subject to Change)

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

- RFP advertisement – October 2, 2023
- RFP Questions must be submitted by 3 p.m. CT – October 27, 2023
- **All final responses to questions will be posted by 5 p.m. CT on November 3, 2023
- RFP submittal due by 5 p.m. CST – November 17, 2023
- Contractor selection – January 4, 2023
- Contract execution – January 31, 2023

1.5 Submitting Your Proposal

All proposals must be completed and received by SD DANR by the date and time indicated in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration. An original and three identical copies of the proposal shall be submitted along with the signed transmittal letter. Also, Offerors are required to provide an electronic copy of their response on a flash drive. The electronic copy should be provided in MS WORD or in PDF format.

All proposals must be signed, in ink, by an officer -of the responder, legally authorized to bind the responder to the proposal, and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected. The sealed envelope must be marked with the appropriate RFP Number and Title.

The words "Sealed Proposal Enclosed" must be prominently denoted on the outside of the shipping container. Proposals must be addressed and labeled as follows:

REQUEST FOR PROPOSAL #23RFP9188 PROPOSAL TITLE Capacity Development for Public Water and Wastewater Systems
DUE: November 17, 2023

BUYER: South Dakota Department of Agriculture and Natural Resources

Attention: Tina McFarling

Address: 523 E. Capitol Avenue

Pierre, SD 57501-3182

No proposal shall be accepted from, or no contract or purchase order shall be awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

Terms and Conditions

ESM Sourcing Terms

None

General Terms and Conditions

None

Event Specific Terms and Conditions

See attached RFP Document.