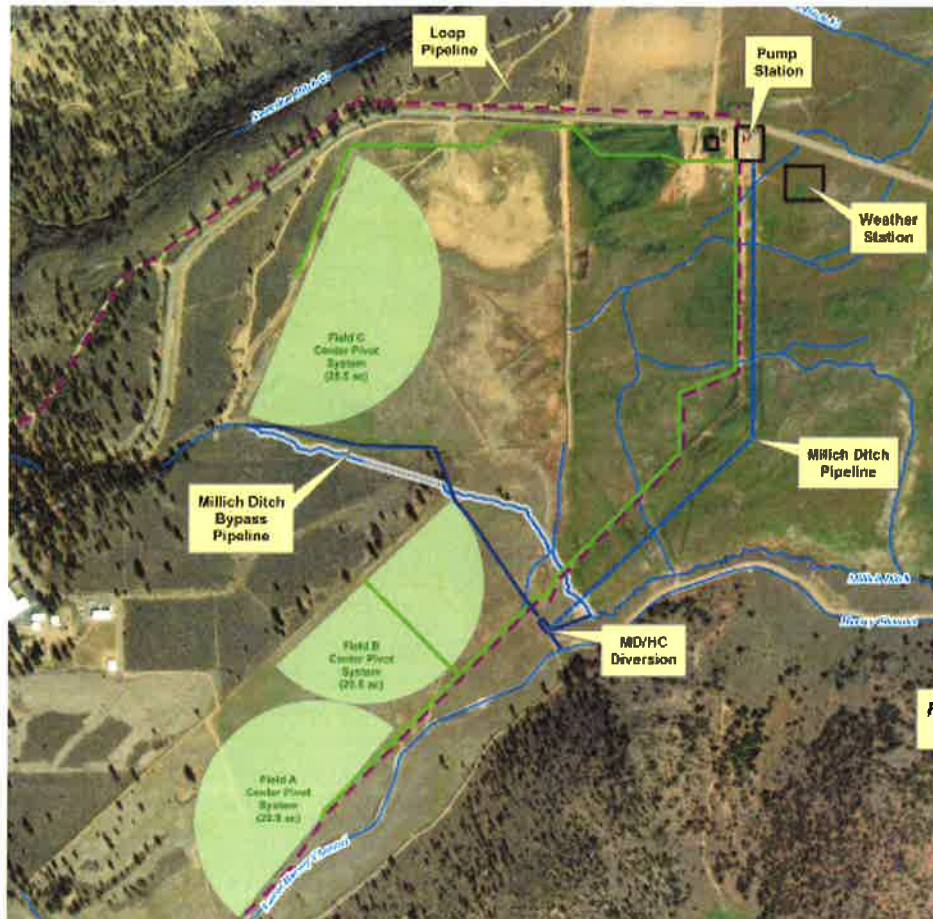


South Tahoe Public Utility District



1275 Meadow Crest Drive
South Lake Tahoe, CA 96150



Request for Proposals for Custom Hay Harvesting

March 7, 2019

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ATTACHMENT A: Map of Alfalfa Fields

ATTACHMENT B: RFP Evaluation Scoresheet

I. NOTICE OF REQUEST FOR PROPOSALS FOR CUSTOM HAY HARVESTING

Notice is hereby given that the South Tahoe Public Utility District (District) will receive sealed proposals for a five (5) year contract for the custom hay harvesting of approximately 70 acres of alfalfa on the District's Diamond Valley Ranch property in Alpine County, California until 5:00p.m., March 29, 2019. Proposals should be sent to the District c/o Jim Hilton at 1275 Meadow Crest Drive, South Lake Tahoe, CA 96150.

Copies of the request for proposals are available on the District's website: www.stpud.us

The District reserves the right to reject any or all proposals, or any part thereof, to waive any informality in the proposals, and to award the proposal which is deemed to be in the best interest of the District.

Jim Hilton,
Water Reuse Operations Manager

II. GENERAL INFORMATION

2.0 Introduction

The South Tahoe Public Utility District (District), a Special District government agency, is seeking proposals (Proposals) from qualified haying operators (Proposers) to advise, recommend, cut, rake, bale, haul, and broker/sell approximately 70 acres of irrigated alfalfa (Haying Plan) on the District's Diamond Valley Ranch property. The Diamond Valley Ranch is located in eastern Alpine County, approximately five miles north of Markleeville, California. The resulting custom haying contract (Contract) will be for a five (5) year term for the years 2019 through 2023.

Growing alfalfa is a new endeavor for the District and the intention is to contract with an individual or business entity that will also provide their knowledge and expertise in order to produce a quality alfalfa crop which will benefit both parties.

Upon conclusion of the Request for Proposals (RFP) process, the District plans to select a Proposer to conduct the custom haying operation at the District's Diamond Valley Ranch. The successful Proposer will then enter into the Contract after award by the District's Board of Directors.

2.1 Goals and Requirements

The successful Proposer will be expected to implement and execute the submitted Haying Plan, as well as honor and uphold all the requirements in the Contract.

2.2 Description of the Irrigated Alfalfa Fields

Approximately 70 acres of irrigated alfalfa is comprised of three separate fields as illustrated in Attachment A.

2.3 Water Availability and Water Quality

The alfalfa fields are irrigated via a center pivot irrigation system and have a constant source of water. The fields are irrigated with fresh water which is diverted from the West Fork of the Carson River during the initial portion of the irrigation season, and then irrigated with recycled water generally beginning in early June after the Federal Watermaster puts the Carson River on seasonal rotation between California and Nevada. The District's recycled water is filtered and disinfected secondary effluent which is exported from its wastewater treatment plant in South Lake Tahoe to Alpine County for agricultural reuse.

III. INSTRUCTIONS TO PROPOSERS

3.0 Proposal Requirements

Proposers must provide one (1) original and two (2) copies of their Proposal. All Proposals shall be typewritten and limited to no more than 10 pages in total. Any information that a Proposer claims is "confidential" or "proprietary" must be marked as such; see Section 4.3. Proposals must be signed by an authorized legal representative of the Proposer and submitted in a sealed

envelope in accordance with the Notice of Request for Proposals. Each Proposer shall submit the following information in their Proposal:

3.0.1. Statement of Proposer

The statement shall identify the name of the Proposer, contact information including physical mailing address, phone number, and email address. If the Proposer is a joint venture, partnership, corporation or other entity other than an individual, the Proposer shall include a description of its ownership structure, the names of the individual officers, partners, or joint ventures.

3.0.2. Experience and Operations

A concise written summary, in narrative form, of the Proposer's experience and operations shall be provided, at a minimum, for the last five (5) years. The summary should include the location, scope, and management of past and current haying operations, which may be supported by photographs, maps, and other documentation that provides evidence of the Proposer's custom haying experience and operations.

3.0.3. Proposed Haying Plan

Although the generation of revenue is important to the District, it is also important that the successful Proposer's Haying Plan show the establishment of a vested interest in the prosperousness of the District's alfalfa crop, as well as focuses on providing the District pertinent information and timely advice aimed at improving the District's farming operations and irrigation practices during the term of the Contract. A written Haying Plan shall be provided that describes how the Proposer intends to provide its service to the District, and the narrative should address the following:

- Staffing of the operation and responsiveness in harvesting the alfalfa
- Expertise and background to demonstrate the ability to provide recommendations aimed at improving the District's farming operations and irrigation practices
- Equipment to be utilized
- Hay storage considerations

3.0.4. Proposed Payment Process

A summary describing the methodology proposed for brokering the hay and Proposed Payment Process for paying the District.

3.1 Proposal Period

A Proposal's offer shall remain open and firm for a period of not less than sixty (60) calendar days from the Submittal Deadline and cannot be withdrawn after the Submittal Deadline.

3.2 Submittal Deadline

Proposal submittals must be physically received by the District by **5:00 p.m., March 29, 2019 (Submittal Deadline)**.

They can be hand-delivered or mailed to the following address:

**South Tahoe Public Utility District
c/o Jim Hilton
1275 Meadow Crest Drive
South Lake Tahoe, CA 96150**

3.3 Questions and Comments

Questions and comments regarding this Request for Proposals must be submitted in writing, either by mail or email, to Jim Hilton, Water Reuse Operations Manager, South Tahoe Public Utility District, 1275 Meadow Crest Drive, South Lake Tahoe, CA 96150, or emailed to jhilton@stpud.dst.ca.us and received no later than seven (7) days before the Submittal Deadline of March 29th. The Proposer's company name, address, phone, email address and contact person must be included with the questions or comments. Answers, if any, made by the District will be sent via email to all known Request for Proposal holders who have provided their email contact information to Jim Hilton, who can be reached via email or phone: (530) 543-6286.

3.4 Proposal Content

Proposals must include any proposed terms and conditions, including, without limitation, written documents supporting the Proposal. The omission of these documents may render a Proposal non-responsive. Proposals, which appear unrealistic in the terms of commitments, lack of experience or competence, or are indicative of failure to comprehend the complexity and risk of this Request for Proposal, may be rejected. Proposed terms that are objectionable, or not reasonable in the opinion of the District, may affect the rating of the Proposal or cause the Proposal to be rejected.

3.5 Proposal Costs

The District is not liable for any costs incurred by Proposers. Costs of developing the Proposals or any other such expenses incurred by the Proposer in responding to the Request for Proposals are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by the District.

IV. EVALUATION AND SELECTION

4.0 Evaluation Process

An evaluation committee will be formed by the District to evaluate and rank the Proposals based on the Evaluation Criteria described below and, if necessary, an interview with any Proposer.

The selection committee will determine the Successful Proposer, and then recommend award of the Contract to the District's Board of Directors. A Notification of Intent to Award will be sent to the Proposer selected. Award is contingent upon the successful negotiation of final Contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached.

Formal award of any Contract shall be at the sole discretion of the District's Board of Directors as discussed in more detail in the Additional Information section below. The Successful Proposer will be required to execute and deliver the Contract to the District within ten (10) days following award by the District's Board of Directors (expected on April 18, 2019). In the event a Successful Proposer fails to execute the Contract or otherwise comply with requirements of this Request for Proposals, the District may reject the successful Proposer and select the next best advantageous Proposal.

4.1 Evaluation Criteria

All Proposals will be evaluated in accordance with the following criteria:

1. Experience and operations
2. Haying Plan
3. Proposed Payment Process

Award will be made to the Proposer offering the most advantageous Proposal after consideration of all Evaluation Criteria. The District reserves the right to establish weight factors that will be applied to the Evaluation Criteria depending upon order of importance. Evaluation scores will not be released until consideration of award of a Proposal by the District Board of Directors. The District shall not be obligated to accept the highest priced Proposal, but will make an award in the best interests of the District after all Evaluation Criteria have been evaluated. An RFP Evaluation Scoresheet is included herein as **Attachment B** for reference. The District reserves the right to reject any and all Proposals, waive or correct any minor irregularities in a Proposal, request further information, terminate failed negotiations, and to eliminate or reject a Proposal as non-responsive.

4.2 Proposal Rejection

The District reserves the right to reject any or all Proposals, or any part of a Proposal for any reason. The District reserves the right to reject the Proposal of any Proposer who previously failed to perform adequately for the District or any other similar operation. The District expressly reserves the right to reject the Proposal of any Proposer who is in default on the payment of taxes, licenses, or monies due the District.

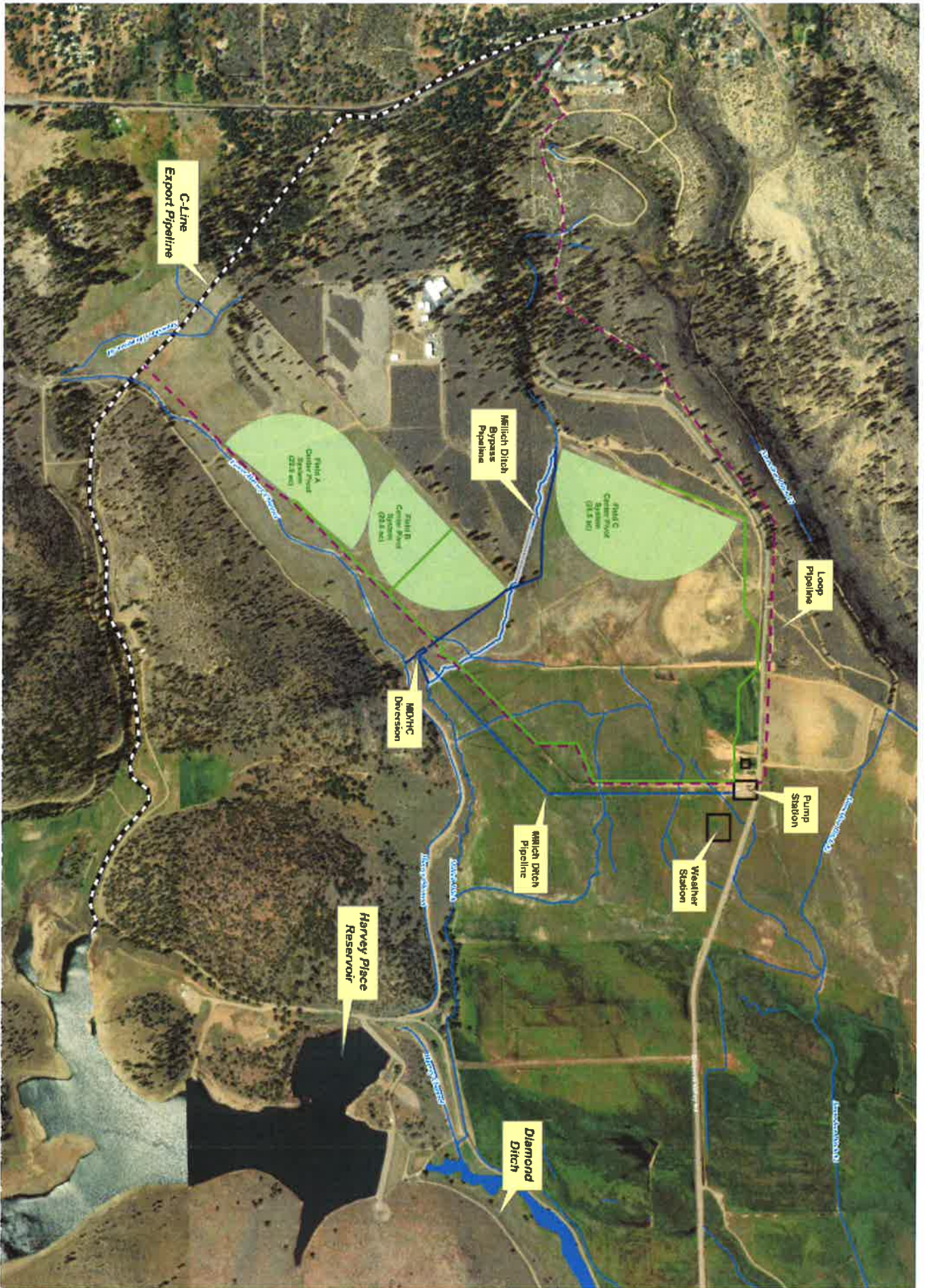
4.3 Additional Information

Notwithstanding anything to the contrary herein, this is a Request for Proposals only. By submitting a Proposal the Proposer waives all rights against the District and its agents, employees, and representatives relative to the RFP process and the costs of submitting a Proposal. No officer or employee of the District has authority to represent the District in entering into a Contract unless and until a majority of the District's Board of Directors has awarded the Contract to the selected Proposer.

Proposers also understand and agree that under the California Public Records Act (CPRA) (Gov. Code section 6250 et seq.) all records, information and materials submitted to the District in connection with this Request for Proposals will be available for public inspection immediately after the Contract has been awarded. Reference is made to the CRPA for additional information regarding required disclosures. If a Proposer believes that certain information is exempt from public disclosure, Proposers may mark that information as CONFIDENTIAL or PROPRIETARY. The District will endeavor to notify a Proposer if such information is requested as part of a Public Records Act request. The Proposer, not the District, will be solely responsible for obtaining a protective order or other relief from a court of law to prevent the disclosure of such records under the CPRA. The District shall not be liable for the disclosure of any information marked CONFIDENTIAL or PROPRIETARY.

Attachment A

Alfalfa Fields



Attachment B

RFP Evaluation Scoresheet

RFP EVALUATION SCORESHEET
Diamond Valley Ranch Hay Harvesting
South Tahoe Public Utility District

Proposer: _____
 Reviewer: _____

RFP - Required Information and Scoring

Items 1 - 4 / Required Information Included / Pass or Fail	Max. Points /Item	Check if Included (Pass)
1. Statement of Proposer	P/F	<input type="checkbox"/>
2. Summary of Experience and Operations	P/F	<input type="checkbox"/>
3. Proposed Haying Plan	P/F	<input type="checkbox"/>
4. Proposed Payment Process	P/F	<input type="checkbox"/>
Item 5 / Experience and Operations / 25 Points Max.	25	SCORE
Proposer's experience and operations: summary of management of past and current haying operations which provides evidence of the proposer's hay harvesting experience and operations.		
Item 6 / Proposed Haying Plan / 50 Points Max.	50	SCORE
A written Haying Plan that describes how the proposer intends to provide its service to the District.		
Item 7 / Proposed Payment Process / 25 Points Max.	25	SCORE
Summary of the methodology proposed for brokering the hay and paying the District.		
TOTAL POINTS	100	