

	Offer and Acceptance		State of Arizona
	SOLICITATION NO.: ADSP016-00005912 Request for Qualifications: 2016 Annual Professional Services List		State Procurement Office 100 N. 15 th Ave. Suite 201 Phoenix, AZ 85007
	Offeror: Rural Community Assistance Corporation		PAGE 1 OF 1

OFFER

TO THE STATE OF ARIZONA:

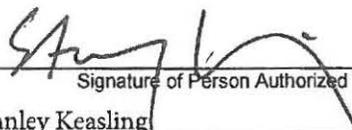
The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer. Signature also certifies Small Business status.

Rural Community Assistance Corporation
 Company Name

3120 Freeboard Drive Suite 201
 Address

West Sacramento, CA 95691
 City State Zip

skeasling@rcac.org
 Contact Email Address


 Signature of Person Authorized to Sign Offer

Stanley Keasling
 Printed Name

Chief Executive Officer
 Title

Phone: 916-447-9832 x. 1002

Fax: 916-447-2878

By signature in the Offer section above, the Offeror certifies:

1. The submission of the Offer did not involve collusion or other anticompetitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465.
3. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. The Offeror certifies that the above referenced organization IS/ X IS NOT a small business with less than 100 employees or has gross revenues of \$4 million or less.

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the State.

This Contract shall henceforth be referred to as Contract No. ADSP016-00005912

The effective date of the Contract is March 1, 2016

The Contractor is cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document or written notice to proceed.

State of Arizona
 Awarded this 29 day of February 2016


 Procurement Officer



ATTACHMENT I – General Qualifications
ANNUAL REQUEST FOR QUALIFICATIONS AND EXPERIENCE NO:
ADSP016-00005912

STATE PROCUREMENT OFFICE
Department of Administration
100 North 15th Avenue, Suite 201
Phoenix, Arizona 85007

(If a firm has branch offices, complete for each specific branch office seeking work.)

1. Annual Request for Qualifications

a. FIRM (OR BRANCH OFFICE) NAME:	Rural Community Assistance Corporation (RCAC)
b. FIRM (OR BRANCH OFFICE) STREET:	3120 Freeboard Drive, Suite 201
c. FIRM (OR BRANCH OFFICE) CITY:	West Sacramento
d. FIRM (OR BRANCH OFFICE) STATE:	CA
e. FIRM (OR BRANCH OFFICE) ZIP CODE:	95691
f. YEAR ESTABLISHED:	1978
(g1). OWNERSHIP - TYPE:	Corporation - 501 (c)(3) nonprofit organization
(g2) OWNERSHIP - SMALL BUSINESS STATUS:	RCAC is not a Small Business
h. POINT OF CONTACT NAME AND TITLE:	George Schlender, Director, Community & Environmental Services
i. POINT OF CONTACT TELEPHONE NUMBER:	(509) 921-9415
j. POINT OF CONTACT E-MAIL ADDRESS:	gschlender@rcac.org
k. NAME OF FIRM (If block 1a is a branch office):	



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2. EMPLOYEES BY DISCIPLINE

a. Discipline Title	b. Function: Primary (P) or Secondary (S)	c. No. of Employees - Firm	d. No. of Employees - Branch
Civil Engineer	S	4	
Environmental Scientist	P	3	
Geographic Information System Specialist	P	1	
Technician/Analyst	P	39	
Other: Administrative	P	12	
Total		59	



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3. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST YEAR

a. Approximate No. of Projects	b. Experience	c. Revenue Index Number <i>(see below)</i>
2	Area Master Planning	2
8	Codes; Standards; Ordinances	1
5	Community Facilities	3
4	Conservation and Resource Management	2
4	Construction Management	3
2	Energy / Water Auditing Savings	1
2	Energy Conservation; New Energy Sources	1
20	Infrastructure	4
5	Measurement / Verification / Conservation Water Consumption Savings	2
8	Sewage Collection, Treatment and Disposal	4
3	Solar Energy Utilization	1
4	Solid Wastes; Incineration; Landfill	2
4	Value Analysis; Life-Cycle Costing	2
6	Waste Water Treatment Facility	5
14	Water Supply; Treatment and Distribution	5
8	Water Well Rehabilitation; Water Well Work	5
1	Zoning; Land Use Studies	1

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

- | | |
|---|---|
| 1. Less than \$100,000 | 6. \$2 million to less than \$5 million |
| 2. \$100,000 to less than \$250,000 | 7. \$5 million to less than \$10 million |
| 3. \$250,000 to less than \$500,000 | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater |



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4. Resumes of Key Personnel Proposed for this Contract *(Complete one Section #4 for each key person.)*

a. NAME Olga Morales	b. ROLE IN THIS CONTRACT Environmental Scientist, Technician / Analyst	c. YEARS EXPERIENCE	
		1. TOTAL 23	2. WITH CURRENT FIRM 12
d. LOCATION <i>(City and State)</i> Field office- Las Cruces, NM// Business address- West Sacramento, CA			
e. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> MA, and BA Agricultural and Extension Education		f. PROFESSIONAL TRAINING - REGISTRATIONS Certifications- Sanitary Survey EPA, Ford Family Foundation Leadership, Hazard Communication Training and Basic Resource Conservation Recovery Act certified	
g. OTHER PROFESSIONAL QUALIFICATIONS <i>(Organizations, Awards, etc.)</i> Past chair, EPA National Drinking Water Advisory Council (NDWAC), Past co-chair EPA Climate Ready Water Utilities Work Group			

H. RELEVANT PROJECTS

1.	(1) TITLE AND LOCATION <i>(City and State)</i> North Tulare County Regional Project Multiple locations- Tulare County, California	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Contract Lead Provide expertise and experience to create a seven-community drinking water regionalization project. Facilitate community decision-making process to identify utility governance structure and perform affordability analysis. Contract: \$129,755	Professional Services Ongoing	Construction (if applicable) N/A
<input checked="" type="checkbox"/> Check if project performed with current firm			
2.	(1) TITLE AND LOCATION <i>(City and State)</i> Rural Disadvantaged Community Partnership Project – San Diego IRWMP, Multiple locations- San Diego County, California	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Contract Lead Identify infrastructure projects addressing critical water supply and water quality issues in low-income and tribal communities. Pre-development, engineering, funding coordination and project management on 12 projects. Projects include water reclamation, increased storage, treatment, environmental restoration and are energy efficient Contracts fees: \$5.9M (includes pass-through for partial construction costs).	Professional Services Ongoing	Construction (if applicable)
<input checked="" type="checkbox"/> Check if project performed with current firm			
3.	(1) TITLE AND LOCATION <i>(City and State)</i> Water Utility Regionalization, Dona Ana County, New Mexico	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Lead Assisted in all stages of the creation of the Lower Rio Grande Public Works Authority. Originally five mutual domestic water associations fully integrated into one water and wastewater system in 2009, subsequently additional systems have joined. Assisted with infrastructure planning, code, standards, ordinances, value analysis and in obtaining more than \$30 million in infrastructure funding. LRG addresses regulatory, compliance, and water right issues and infrastructure needs.	Professional Services Ongoing	Construction (if applicable)
<input checked="" type="checkbox"/> Check if project performed with current firm			



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a. NAME Deborah Patton	b. ROLE IN THIS CONTRACT Environmental Scientist , Technician / Analyst	c. YEARS EXPERIENCE	
		1. TOTAL 20	2. WITH CURRENT FIRM 7
d. LOCATION <i>(City and State)</i> Field office: Phoenix, Arizona / Business Address: West Sacramento, CA			
e. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> MS, Environmental Sciences/Education BS, Cultural Anthropology/Biology		f. PROFESSIONAL TRAINING - REGISTRATIONS	

g. OTHER PROFESSIONAL QUALIFICATIONS *(Organizations, Awards, etc.)* Adjunct professor, Ottawa University; Past Tribal Representative, National Water Quality Monitoring Council; Tribal National Think Tank for Climate Change and Tribal Impacts; Membership Committee and Development Committee, Association of Boards of Certification (ABC); National Administrator, Inter Tribal Council of Arizona; EPA National Approved Tribal Operator Certification Program; American Backflow Prevention Association; Multi Agency Tribal Infrastructure Committee; Tribal Technical Assistance Provider Committee (AZ); Rural Water Infrastructure Executive Committee

H. RELEVANT PROJECTS

1.	(1) TITLE AND LOCATION <i>(City and State)</i> Bisbee, Arizona	(2) YEAR COMPLETED	
		Professional Services Ongoing	Construction (if applicable)
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Lead San Luis Wastewater Treatment Facility. Approx. project cost: \$200,000. Conducted Vulnerability Assessment and Emergency Response Planning process and Level 2 Energy Audit. At request of EPA, conducted pilot Preparing for Extreme Weather Events: An Adaptation Planning Workshop, one of two national pilot sites.	<input checked="" type="checkbox"/> Check if project performed with current firm	
2.	(1) TITLE AND LOCATION <i>(City and State)</i> Globe, Arizona	(2) YEAR COMPLETED	
		Professional Services Ongoing	Construction (if applicable)
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Lead Alhambra Wastewater Improvement District (AWWID) Approx. project cost: \$500,000 Infrastructure pre-development work. Utility board and staff capacity building, liaison with funding entities and regulatory agencies, assist with funding application preparation	<input checked="" type="checkbox"/> Check if project performed with current firm	
3.	(1) TITLE AND LOCATION <i>(City and State)</i> Peek-A-Boo Co-op, Pomerene, Arizona	(2) YEAR COMPLETED	
		Professional Services Ongoing	Construction (if applicable)
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project Lead Completed system review of compliance issues, water quality parameters, possible treatment based on known technology (no system design) with recommendations for treatment options. The arsenic treatment report includes review of existing facilities, suggest new arsenic treatment technologies for the facility (ATF), provide an overview of the impact of water quality on arsenic removal, and other information for the removal of arsenic from the system water to achieve compliance. Contract: \$9,900.	<input checked="" type="checkbox"/> Check if project performed with current firm	



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4. Resumes of Key Personnel Proposed for this Contract *(Complete one Section #4 for each key person.)*

a. NAME Leon C. Schegg, P.E.	b. ROLE IN THIS CONTRACT Technician / Analyst, Civil Engineer	c. YEARS EXPERIENCE	
		1. TOTAL 35	2. WITH CURRENT FIRM 5
d. LOCATION <i>(City and State)</i> West Sacramento, CA			
e. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> Bachelor of Science, Civil Engineering		f. PROFESSIONAL TRAINING - REGISTRATIONS Licensed Professional Engineer in California (Civil), Water Distribution Operator Grade 2 and Water Treatment Plant Operator Grade 4 (California)	
g. OTHER PROFESSIONAL QUALIFICATIONS <i>(Organizations, Awards, etc.)</i> Member, Water Environment Federation, California Water Environment Association and Tahoe Truckee Engineers Association. Facilitator, Native American Water Masters Association (NAWMA)			

H. RELEVANT PROJECTS

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		Professional Services Ongoing	Construction (if applicable)
1.	Tribal Circuit Rider, California and Nevada	<input type="checkbox"/>	<input type="checkbox"/>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Technical Assistance provider. Builds small utility capacity by providing hands-on technical assistance and training to water and wastewater operators and utility administrators. Provides TA for master planning, codes and ordinances. Funded under an approx. \$1M annual contract	<input checked="" type="checkbox"/> Check if project performed with current firm	
2.	Indian Health Service TMF Assessment & Asset Inventory project, California	<input type="checkbox"/>	<input type="checkbox"/>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Program Lead Conduct and provide engineering oversight for 26 Technical, Managerial, Financial (TMF) Assessments for tribal drinking water and wastewater utilities. Provided report with Next Steps recommendations. Fees per project, total approx.. \$180,000	<input checked="" type="checkbox"/> Check if project performed with current firm	



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5. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present no more than five (5) projects. Complete one Section 5 for each project.)

a. TITLE AND LOCATION (City and State) City of Bisbee, AZ	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER City of Bisbee, AZ	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$200,000	e. TOTAL COST OF PROJECT
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f. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

RCAC's work for the City of Bisbee included Vulnerability Assessment and Emergency Response Planning (VA/ERP), organizing and facilitation of a national pilot for climate readiness for utilities that included the area in and around 200 miles of Bisbee.

RCAC staff assisted the San Luis Wastewater Treatment facility in Bisbee with the completion of a VA/ERP to help the City meet the terms and conditions of their USDA RD loan. Some of the group involved included: fire, police, gas, public works, private water companies, electric, telephone companies, US Forest Service, US Border Patrol, local hospitals, Chamber of Commerce, news and radio stations, AZ Dept. of Environmental Quality, USDA, local COGS, AZ WARN, University of AZ, National EPA Headquarters, non-profit organizations, and local business owners and citizens to participate in a two-day information pilot and a 2 day follow up that involved table-top exercise related to local emergencies.

Other RCAC work included a Level 2 Energy Audit the Bisbee, Arizona's Wastewater Treatment Facility in 2012, interfacing with the City Council to present regulatory updates, water related issues regarding drought and presenting to the Council on utility related issues as asked. The 7.2% reduction to the 15-year energy budget cost can be reduced from \$124,440 to \$115,480 per year in the 15th year, 2027. This new energy cost amount is a significant reduction of the current operating budget, and will compound to produce a 15-year savings of more than \$123,200. This savings will allow the community of Bisbee to plan for capital improvements, manage emergency events, and establish and maintain a long-term asset for the community.

By working with the Wastewater facility, RCAC has developed a working relationship with the City Council by assisting the Council and the Public Works Director in developing a relationship with the Arizona Department of Environmental Quality (ADEQ). RCAC was able to work with ADEQ to stop a compliance order from being issued to the Wastewater Facility due to the expiration of the National Pollution Discharge Elimination System (NPDES) and helping receive approval for a new NPDES permit.

Relevance Demonstrates expertise in energy audits, assisting communities to meet regulatory requirements and ability to facilitate successful community process to support decision making on environmental issues. Expertise assisting communities to identify and obtain infrastructure funding and how to meet funding requirements.



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5. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present no more than five (5) projects. Complete one Section 5 for each project.)

a. TITLE AND LOCATION <i>(City and State)</i> Gila County AZ	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

c .PROJECT OWNER Alhambra Wastewater Improvement District (AWWID)	d .ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$500,000	e. TOTAL COST OF PROJECT
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BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

RCAC's work with the Alhambra Wastewater Improvement District (AWWID) included board training, public informational meetings, Median Household Income Survey Door to Door, PER review from a non-engineer perspective to assist funding agencies, interfacing with the County regulatory agency, completing forms for funding and assisting the community with compliance issues impacting groundwater in the area.

The AWWID is located between Globe and the San Carlos Reservation, Arizona in Gila County. The residents of the mobile home park depend and rely upon on-site wastewater treatment (on-site septic systems) with two leach fields and one overflow field. Malfunctioning septic systems represent a threat to the environment and to human health. AWWID has a continuance order from the County to operate but must seek funding to physically hook up to the City of Globe WW Treatment Facility. The work will include the decommissioning of the existing on-site systems. Service laterals will be extended to vacant lots. AWWID needs assistance with funding applications, technical assistance to work with an engineering group and the County, and conduct a Median Household Income Survey.

A door-to-door MHI was completed for the District, meetings held with the Gila County officials to negotiate a regional plan to hook the District up to the City of Globe's sewer system and work with ADOT to allow for work around the highway. Board training was provided to cover fiduciary responsibility, open meeting laws, board duties, Robert's Rules and the basics of wastewater operation and water treatment to properly return water to use again. Ongoing work included review of the preliminary engineering review, working with the Engineer and funding agencies to complete the funding applications requesting \$500,000 to provide the collection system and decommission the current on-site failing system.

Relevance Demonstrates expertise in conducting MHI surveys, wastewater project planning and project development, review of engineering reports and assisting communities to meet regulatory requirements. Expertise assisting communities to identify and obtain infrastructure funding and to meet funding requirements



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5. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present no more than five (5) projects. Complete one Section 5 for each project.)

a. TITLE AND LOCATION <i>(City and State)</i> Tombstone, AZ	b. YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

c. PROJECT OWNER City of Tombstone, AZ	d. ORIGINAL BUDGET/NTE AMOUNT OF PROJECT \$200,000	e. TOTAL COST OF PROJECT
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BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and length of project)

RCAC conducted a Level II energy audit for the Tombstone, AZ wastewater treatment facility. RCAC performed an Energy Study and prepared a report that identified various energy improvements and operational changes which can be installed or implemented to improve overall energy efficiency. The report contains estimates of energy and cost savings that would result from the installation of the recommended energy conservation measures (ECMs). The savings calculations utilize assumptions, projections, and baselines that best represent the potential future energy or operational savings for the facilities. The report describes how utility tariffs were used to calculate savings for all ECMs and a recommended plan for installing or implementing the measures in the facility, including anticipated costs associated with the installation and implementation.

For the time period audited, the total energy costs for operating and maintaining the Facility amounts to \$17,125 per year

Relevance Demonstrates expertise in energy audits and working on environmental utility issues in low-income rural communities



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6. ADDITIONAL INFORMATION

a. PROVIDE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE NECESSARY TO DESCRIBE YOUR FIRMS QUALIFICATIONS. (ATTACH ADDITIONAL SHEETS AS NEEDED.)



About RCAC

For more than 35 years, RCAC has provided training and hands-on technical, managerial and financial assistance to rural communities in California to improve the quality of environmental utilities. The primary objective of RCAC’s Community and Environmental Department is to support disadvantaged rural utilities so that the communities they serve can stay or become vibrant, healthy and enduring places to live.

In addition to our environmental infrastructure work, RCAC program areas include affordable housing, community development finance, and economic and leadership development. RCAC is a certified Community Development Financial Institution (CDFI); a U.S. General Services Administration (GSA) environmental consulting and training services contract holder, Contract number GS-10F-0255X; and a IACET approved training provider.

Headquartered in West Sacramento, California, RCAC is the western affiliate of Rural Community Assistance Partnership (RCAP), a national network of six environmental technical assistance providers serving small rural communities. Across our western region, RCAC assists more than 500 communities each year to improve environmental and community health by developing sustainable water and waste-disposal facilities, increasing the capacity of local leaders and assisting communities to be in compliance with regulations. Most of the communities we assist are economically disadvantaged and have populations under 2,500; and many have significant minority populations.

Environmental Department Activities

RCAC works under the Drinking Water State Revolving Fund (SRF) in Arizona, California, Washington, Idaho, New Mexico and Hawaii to help small systems with technical, managerial and financial capacity building. These SRF funds also support RCAC’s programs to educate and train small water system operators, managers and boards. RCAC provides services to small, rural utilities under grants and contracts with the Environmental Protection Agency (EPA), Health and Human Services (HHS), Department of Agriculture (USDA) Indian Health Services (IHS), and other public and private funding sources.

RCAC has a unique relationship in Indian Country developed through more than 20 years delivering services to tribes via the EPA Region 9 Tribal Circuit Rider Program. Work with Arizona’s tribes includes operations and maintenance training, budget and rate setting, water conservation planning, operator certification, writing ordinances, capital project development, project management, and compliance with Federal Regulations. RCAC’s long-standing experience in Indian Country allows RCAC to understand tribes’ unique legal and structural status and to work with tribes to develop effective solutions to tribal water and wastewater utility needs.

RCAC is a nationally recognized leader in rural regionalization efforts, with a history of building successful, viable drinking water and wastewater utility regionalization projects. Regionalization can provide significant benefits by increasing efficient and reliable services, increase service delivery, and facilitate statutory and regulatory compliance. In order to ensure success, RCAC staff ensures that communities have access to resources to help them adjust their course as they navigate new structures and ensure that consistent follow-up is provided. RCAC is currently facilitating more than 20 regionalization projects and has assisted communities to obtain more than \$60 million in funding for regionalization project support.

RCAC participates on the Executive Committee of the Rural Water Infrastructure Collaborative, a multi-agency group that includes USDA, EPA, Water Infrastructure Finance Authority, Border Environmental Cooperative Commission, North American Development BANK, Arizona Department of Environmental Quality and the Arizona’s Governor’s Office of Energy, AZ Backflow Prevention Chapter and AWWA AZ Chapter.



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7. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

a. Percentage of Total Work Attributable to State, Federal and Municipal Government Work:	60%
b. Percentage of Total Work Attributable to Non-Government Work:	40%

8. AUTHORIZED REPRESENTATIVE. The foregoing is a statement of facts.

Signature: Stanley Keasling

Date: _____

Name: Stanley Keasling

Title: Chief Executive Officer