



TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (TVCS D) INVITATION TO PARTICIPATE IN REQUEST FOR PROPOSAL

The Tomales Village Community Services District (TVCS D) is soliciting proposals from qualified professional firms or individuals licensed in the State of California to provide services and operations for the sewer system and Tomales Community Park for a period of 3 to 5 years with mandatory annual reviews. The required services are:

- Administrative Management/General Management Services
- Financial Management Services
- Operations & Maintenance Services

Services are more fully described in the Scope of Work set forth in the RFP's posted at www.tomalescsd.ca.gov.

TVCS D is a government agency dedicated to operating and maintaining the local wastewater treatment system for the village of Tomales, in the northwest corner of Marin County. The district also maintains and operates our local Tomales Community Park. The unincorporated village of Tomales is located in northwest Marin County, California. Founded in 1850, the village has a steady population of about 200. Within its boundaries are two churches, two schools, the regional school district headquarters, and numerous small businesses. Agricultural lands, much of it protected from development by Marin Agricultural Land Trust, surround the town.

Respondents or their representatives with an interest in working with the TVCS D must refrain from contacting any public officials, or their employees, either directly or indirectly.

Respondents are required to submit two (2) printed copies and one (1) electronic copy of sealed proposal by no later than 4:00 p.m. on the Proposal Due Date to the address and email below.

Bill Bonini, Board President, Tomales Village Community Services District
P.O. Box 92, Tomales, CA 94971
Email: <mailto:wmabonini@yahoo.com>
Phone: (707) 878-2271

The letter of introduction and interest required with the RFP must contain an original, handwritten signature of an authorized representative of respondent. Responding firms will not be allowed to make any changes or corrections after proposal packages are submitted.

The envelope and subject of the response must be marked: "XXXXXXXXX Services." **Proposals received after the Due Date will not be opened or considered.**

Questions about RFP's must be in writing or via email to the address provided. The deadline for submitting questions regarding this RFP is below. All responses to questions, including any significant changes and/or modifications, will be posted to TVCSD's website (www.tomalescsd.ca.gov) as an Addendum.

RFP Timeline	Financial Management	Administrative Management	Operations & Maintenance
Optional Walk-Through	Upon Request	Upon Request	Upon Request
Request for Clarification due	October 31, 2014	October 31, 2014	March 26, 2015
Responses to Questions	November 17, 2014	November 17, 2014	April 19, 2015
Proposal Due Date	November 24, 2014	November 24, 2014	May 3, 2015
Short List Published	December 8, 2014	December 8, 2014	May 17, 2015
Bidder Interviews Begin	December 15, 2014	December 15, 2014	May 24, 2015
Contractor Selection	January 12, 2015	January 12, 2015	June 14, 2015
District Awards Contract	January 19, 2015	January 19, 2015	June 21, 2015

Firms must be prepared to meet with the TVCSD representatives to discuss any portion of their qualification package before a decision is made concerning responses to this RFP. Respondents will be responsible for any costs associated with, or incurred in, preparing or responding to the RFP. All submitted responses will be retained as property of the TVCSD and will not be returned.

RFP's contain, in general terms, the overall objectives of the TVCSD in obtaining the services of a contractor. While an attempt has been made to describe the general expectations of the TVCSD and the anticipated work to be performed, the TVCSD and the successful firm will need to define a more specific scope of work and fee schedule as part of the negotiation process.

TVCSD reserves the right to reject any or all Proposals, to waive all technicalities and to select the firm that the Board determines to best meet the needs of TVCSD for this contract.