



**Indian Valley Community Services District**  
*Providing services for our community health, well-being, and prosperity*

## REQUEST FOR PROPOSALS (RFP)

### Owner's Project Manager Services

Public Safety Center Project — Phases II & III

|                           |                                                           |
|---------------------------|-----------------------------------------------------------|
| <b>Issued By:</b>         | Indian Valley Community Services District, Greenville, CA |
| <b>Issue Date:</b>        | October 9, 2026                                           |
| <b>RFP Reference No.:</b> | 2026-01-PM                                                |
| <b>Proposal Due Date:</b> | 11/09/2026, 4:00 PM Pacific Time                          |

### 1. Introduction

Indian Valley Community Services District ("District" or "IVCSD"), located in Plumas County, California, is soliciting proposals from qualified firms for the Public Safety Center project, currently advancing into Phase II (Complete Site Work) and Phase III (Building Construction).

Phase I (grading, highway encroachment, and stormwater pollution prevention) has already been completed under a separate contract and is not part of this solicitation. This RFP is limited to the scope described in Phases II and III below.

### 2. District Background

IVCSD delivers water, sewer, fire protection, lighting, and parks and recreation services to the Indian Valley community. The Public Safety Center will serve as a hub for emergency response coordination, public safety training, and community outreach, housing the IVCSD Fire Department and supporting regional emergency service partners.

### 3. Project Budget — Phases II & III

Engineer's estimates for the remaining phases are shown below. These figures are provided for reference; proposers are not required to match them.

| Phase                                         | Estimated Cost                           |
|-----------------------------------------------|------------------------------------------|
| Phase II — Complete Site Work                 | \$888,000 (engineer's estimate)          |
| Phase III — Building Construction             | \$4,740,000 (engineer's estimate)        |
| <b>Combined Estimate, Phases II &amp; III</b> | <b>\$5,628,000 (engineer's estimate)</b> |

### 4. Scope of Work

The selected Project Manager will represent the District's interests across both remaining phases:

1. Phase II Oversight (Site Work) — coordinate completion of paving, water, sewer, electrical utilities, erosion control, and landscaping; review contractor pay applications and change orders.

Board of Directors: Wanda Carpenter | Joshua Dunnington | Roger Cherry | Andy Meyers | Dan Kearns

General Manager: Jamie Little

P.O. Box 160, Greenville, CA 95947 | 127 Crescent Street, Suite #1, Greenville, CA 95947  
530-284-7224 | [jlittle@indianvalleycsd.com](mailto:jlittle@indianvalleycsd.com)



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2. Phase III Oversight (Building) — oversee construction of the Safety Center structure, including concrete work, the metal building/apparatus bay, framing, roofing, doors and windows, interior finishes, kitchen, plumbing, mechanical, and electrical systems.
3. Review remaining architectural/engineering deliverables for completeness, code compliance, and coordination between Phase II and Phase III scopes.
4. Provide professional project management and construction procurement support services to assist the District in preparing the procurement documents for the construction of the new public safety center facility project in Greenville, CA (the “Project”). The Consultant’s services shall include development, coordination, review, and finalization of the Instructions to Bidders and other front-end contract specifications and procurement requirements necessary for the Owner to solicit competitive bids for construction of the Project.
5. Schedule Management — maintain a master schedule spanning Phase II through Phase III completion and closeout, tracking progress against milestones.
6. Budget & Cost Control — track costs against the engineer's estimates above, review invoices and change orders, and report cost status to the General Manager and Board.
7. Record Management – maintain relevant records, including but not limited to, those used for board consideration and decision making, expenditures, finance and budget, communications, agreements, contracts, cartographic products, design plans, and permits. Ensure each project milestone is recorded and all records indexed.
8. Brief Board of Directors – provide relevant and critical briefings and materials to Board of Directors for consideration and decision making.
9. Meetings – attend and participate in, including but not limited to, weekly, monthly, and quarterly regular and special board meetings, cross-agency meetings, internal coordination meetings, local, state, and federal meetings, and other meetings.
10. Bidding & Procurement Support — assist the District in soliciting, evaluating, and recommending award of the Phase II and Phase III general contractor(s).
11. Construction Phase Administration — coordinate among the design team, general contractor, and District staff; run regular progress meetings; monitor quality and safety.
12. Regulatory Compliance — monitor compliance with OSHA standards, ADA accessibility, and applicable California Building Code and fire/life-safety requirements.
13. Stakeholder Communication — provide regular written status reports to the General Manager and Board of Directors, and coordinate with the IVCSD Fire Department and regional partners as needed.
14. Closeout — manage punch list completion, commissioning, as-built documentation, and warranty transition for both phases.

## 5. Proposal Requirements

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- Cover Letter summarizing the firm's qualifications and interest in the project.
- Firm Profile with relevant experience managing public agency or municipal facility projects, particularly public safety facilities.
- Project Approach detailing the firm's methodology for schedule control, budget management, and quality assurance across a multi-phase project.
- Key Personnel with resumes for the proposed Project Manager and any support staff, including relevant certifications (e.g., PMP, CCM).
- Fee Proposal, including hourly rates or a fixed-fee structure and a proposed payment schedule.
- References from at least three comparable public agency projects, including contact information.

## 6. Evaluation Criteria

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| Criterion                                                                     | Weight |
|-------------------------------------------------------------------------------|--------|
| Relevant experience and past performance on comparable public agency projects | 30%    |
| Technical approach to schedule, budget, and quality management                | 25%    |
| Cost / fee competitiveness                                                    | 20%    |
| Proposed timeline and staffing availability                                   | 15%    |
| References and client feedback                                                | 10%    |

### 7. Submission Instructions

- Format: PDF, maximum 25 pages excluding resumes and appendices.
- Delivery: Email to [kcarpenter@indianvalleycsd.com](mailto:kcarpenter@indianvalleycsd.com), or mail hard copy to Indian Valley Community Services District, P.O. Box 160, Greenville, CA 95947.
- Deadline: 11/30/2026, 4:00 PM Pacific Time. Late submissions will not be considered.

### Questions & Clarifications

All inquiries regarding this RFP must be submitted in writing to:

**Katherine Carpenter**

Indian Valley Community Services District  
kcarpenter@indianvalleycsd.com | 530-284-7224  
P.O. Box 160, Greenville, CA 95947

Written questions must be received no later than 11/16/2026. Responses will be posted publicly and provided to all firms that receive this RFP.

### DIR & Prevailing Wage Compliance

This is a California public works project. The selected Project Manager shall assist the District in monitoring compliance with the following throughout Phases II and III:

- Confirming the awarded contractor and all subcontractors of every tier hold an active Department of Industrial Relations (DIR) Public Works Contractor Registration (PWCR) number before bid submission, per California Labor Code §1725.5.
- Assisting the District in filing a PWC-100 project registration with DIR, as required for public works projects exceeding \$25,000.
- Monitoring submission of certified payroll records (CPRs), generally via DIR's electronic certified payroll reporting (eCPR) system, per Labor Code §1776.
- Monitoring compliance with prevailing wage rate determinations (Labor Code §1770 et seq.) and apprenticeship utilization requirements (Labor Code §1777.5).
- Flagging to the District and legal counsel whether federal prevailing wage requirements (Davis-Bacon Act) apply, in the event any portion of Phase II or III funding is federally sourced.

### Terms & Conditions

Board of Directors: Wanda Carpenter | Joshua Dunnington | Roger Cherry | Andy Meyers | Dan Kearns

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- The District is not obligated to accept the lowest-cost proposal.
- The District may interview finalists, waive informalities, and negotiate final contract terms.
- The District reserves the right to reject any or all proposals and to cancel this RFP at any time prior to contract execution.
- All proposal contents become public records upon submission, consistent with the California Public Records Act.
- Any contract resulting from this RFP is subject to applicable California public contracting requirements and, where applicable, prevailing wage requirements under the California Labor Code.

### Standard Requirements

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The successful Consultant shall:

- Agree to accept the standard contract terms and conditions provided by IVCSD.
- Comply with the vendor requirements outlined in U.S. General Services Administration (GSA) guidance.
- Register as a vendor with SAM.gov.
- Comply with IVCSD's standard insurance requirements.
- Comply with all applicable federal, state, and local laws throughout the term of the Agreement.
- Provide certified payroll and/or labor compliance documentation if required by funding or contract conditions.

### Additional Proposal Requirements (Project Manager Only)

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In addition to the requirements above, the proposing firm must:

- Acknowledge in its proposal an understanding that any services and expenditures incurred must comply with applicable federal procurement principles to be eligible for FEMA reimbursement.
- Possess and maintain a valid California Class C Driver's License.
- Declare that no undue influence or pressure, including coercion, confidential financial arrangement, or financial inducement, is used against or in concert with any officer or employee of the District in connection with the award of the contract. No officer or employee of the District will receive compensation, directly or indirectly, from the respondent, or from any officer, employee, or agent of the respondent, in connection with the award of the contract executed as a result of this RFP. Violation of this section shall be a material breach of the contract entitling the District to void the contract and seek any and all remedies available by law or in equity.
- Declare no professional or personal financial interest that could be a possible conflict of interest in representing the District, and further disclose any arrangements to derive additional compensation from various investment and reinvestment products, if applicable. The District may reject a proposal from any firm that, in the District's opinion, would present a conflict of interest if awarded a contract.
- Provide a not-to-exceed amount as part of the cost proposal.
- Maintain transparent cost tracking and compliance with Title 2 of the Code of Federal Regulations (CFR) Part 200's procurement standards, with accurate documentation to support audit-readiness and grant cost recovery.