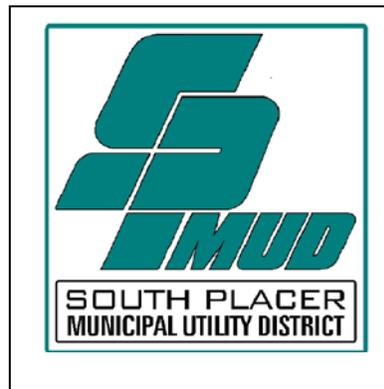


**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
REQUEST FOR QUALIFICATIONS PROPOSAL**

For

OPEB ACTUARIAL VALUATION



**South Placer Municipal Utility District
5807 Springview Drive
Rocklin, CA 95677
916-786-8555**

Statement of Qualifications Deadline is 4:00 p.m., August 31, 2017

A. INTRODUCTION

The South Placer Municipal Utility District is seeking a statement of qualifications proposal (SOQ) from individuals or firms to provide the District with professional services for a complete Actuarial Valuation of other Post-Employment Benefits (OPEB) liabilities as per applicable Governmental Accounting Standards Board (GASB) and actuarial requirements.

B. STATEMENT OF QUALIFICATION REQUIREMENTS AND EVALUATION

Please refer to **Appendix A** "Statement of Qualifications Requirements".

C. SUBMITTAL INFORMATION

One (1) electronic copy (emailed) of the SOQ shall be submitted and addressed as follows:

Statement of Qualifications for OPEB Actuarial Valuation
Administrative Services
jbelanger@spmud.ca.gov

Mailed submittals will also be received as follows:
Statement of Qualifications for OPEB Actuarial Valuation
Administrative Services
South Placer Municipal Utility District
5807 Springview Drive
Rocklin, CA 95677

The SOQ for the OPEB Actuarial Valuation will be received at the Administrative Services office by 4:00 p.m., August 31, 2017.

The Statement of Qualifications and, possibly, subsequent interviews of short-listed firms will be used to select a consultant for the project. The District, at its discretion, may forego the interview process and select from the SOQ only. The SOQs will be evaluated and ranked according to the criteria provided in Appendix A. The Agreement that will be utilized for these services is provided in **Appendix B "Sample Agreement"**.

All questions relating to this SOQ must be addressed in writing (E-mail is acceptable) to Joanna Belanger, Administrative Services Manager (jbelanger@spmud.ca.gov), South Placer Municipal Utility District, 5807 Springview Drive, Rocklin, CA 95677 by 4:00 p.m. on August 31, 2017. Responses to questions will be posted in an Addendum to this SOQ on the District's website www.spmud.ca.gov under the "RFPs/Bids" tab.

D. BACKGROUND AND PROJECT DESCRIPTION

The District provides continuation of medical benefits to its retired employees, which can create both Explicit & Implicit subsidy liabilities. The last OPEB valuation for the South Placer Municipal Utility District was prepared as of July 1, 2015. The primary purpose of the actuarial

valuation report is to develop the value of future OPEB expected to be provided by the District, and the current OPEB liability and the annual OPEB expense to be reported in the Districts financial statements for the fiscal years ending June 30, 2018 and June 30, 2019. The report is required to be submitted to the California Employers' Retiree Benefit Trust (CERBT) to satisfy filing requirements for the trust, under the GASB standards for accounting of employer post-employment benefits other than pensions. This valuation is prepared every three years and is used to determine the District's annual required OPEB contributions and any UAAL (Unfunded Actuarial Accrued Liability).

F. DISTRICT'S RIGHTS, OPTIONS, AND POLICIES

1. The District reserves the right to decide that one SOQ is more responsive than all others.
2. The District reserves the right to declare a SOQ as non-responsive if it fails to clearly and/or completely respond to all questions and requirements of this SOQ.
3. The District reserves the right to eliminate the interview portion of the selection process.
4. The District reserves the right to modify any portion, postpone or cancel this SOQ, at any time, and/or reject any and all submissions without indicating any reason. No SOQ documents will be returned.
5. The District reserves the right to reject individual team members, firms, consultants and/or request substitution(s).
6. No compensation is offered for any of the work related to this selection process. The submissions are entirely voluntary. All original documents including electronic files become the property of the District.
7. Materials contained in all SOQs will be considered proprietary until the selection process has been completed. Following the selection, however, the contract scope of work may be amended by the District and negotiated based upon needs, ideas and suggestions provided from any source.

G. CONTRACT CONDITIONS

The selection process will provide a ranking for all submissions from most qualified to less qualified. District will enter into negotiations with the individual/firm determined to be most qualified. If conclusive negotiations cannot be readily achieved, the District reserves the right to terminate negotiations and initiate negotiations with the next ranked individual/firm until an agreement can be secured to complete the work.

The prospective individual/firm is advised that should this SOQ result in a recommendation for award of an agreement, the agreement will not be in force until it is approved and fully executed by the District. All products used or developed in the execution of any agreement resulting from this SOQ will remain in the public domain at the completion of the agreement.

A sample of the proposed agreement is attached herein as Appendix B. The individual/firm shall adhere to the provisions of this contract. The individual/firm shall advise the District, in the proposal transmittal letter, of any provision which they have alternative wording or any provision which they cannot accept.

Contract award as a result of this SOQ will be made without discrimination based on race, color, religion, age, sex, disability or national origin.

APPENDIX A

STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS OPEB ACTUARIAL VALUATION

The following guidelines are provided for standardizing the preparation and submission of Statements of Qualifications (SOQ) by all individuals/firms. The intent is to assist in the preparation of their submissions and to assist the District by simplifying the review process providing standards for comparison of submissions.

Statements submitted in response to this SOQ shall include a complete response to the requirements in this section in the order presented. Statements should be a straightforward delineation of the Respondent's capability to satisfy the intent and requirements of this SOQ, and should not contain redundancies and conflicting statements.

The electronic version shall be in a format readable by commonly available software, such as Adobe Acrobat and Microsoft Word.

SOQs shall contain the following information in the order listed.

A. Introductory Letter:

The introductory (or transmittal) letter shall be addressed to:

Joanna Belanger
Administrative Services Manager
South Placer Municipal Utility District
5807 Springview Drive
Rocklin, CA 95677

The letter shall include the individual/firms contact name, mailing address, telephone number, facsimile number, and email address. The District will communicate selection actions via e-mail.

Briefly summarize the individual/firms unique understanding of the key subject and other relevant information.

The letter shall also indicate any conflicts or non-acceptability of the terms and conditions of the District's standard agreement (Appendix B). Proposed deviations and modifications to the contract agreement shall be noted and supporting reasons provided. Changes to the agreement will not be considered by the District once the selection has been completed.

The letter shall state that the individual/firm shall comply with all Federal and State requirements as may be applicable and are prepared to demonstrate that compliance to the District's satisfaction prior to contract execution.

The letter shall be signed by a principal of the firm authorized to legally bind the firm.

B. Experience and Qualifications:

Describe at least three similar OPEB Actuarial Valuations undertaken during the past five (5) years. Projects must illustrate the quality and past performance of the individual/firm. Provide contact names and current telephone numbers for each project.

Identify key staff that will work on the project, and describe their roles. Include a brief description of their relevant qualifications and background. If any subcontractors are proposed, identify them, and include an organization chart. Precise presentation of this material is strongly recommended.

Information and references in support of the individual/firm's qualifications may include graphs, charts, photographs, resumes, references, etc., at the consultant's discretion.

C. Conflict of Interest Statement:

The Individual/Firm shall disclose any financial, business or other relationship with the District that may have an impact upon the outcome of the agreement.

D. Statement of Qualifications (SOQ) Conditions

The respondent to this SOQ shall indicate in writing their understanding and acceptance of the following conditions:

Any SOQ received prior to the time and date specified above may be withdrawn or modified by written request of the submitter. To be considered, however, the modified SOQ must be received prior to the time and deadline date specified.

Unsigned SOQs or those signed by an individual not authorized to bind the prospective Individual/firm will be rejected.

This SOQ does not commit the District to award an agreement or to contract for services.

E. Billable Hours Schedule:

A billable hourly rate schedule shall be submitted with the SOQ package. The rate schedule shall reflect all anticipated categories of professional services that will be utilized for this project.

APPENDIX B

SAMPLE PROFESSIONAL SERVICES CONTRACT

	SOUTH PLACER MUNICIPAL UTILITY DISTRICT	PROFESSIONAL AGREEMENT FORM
PROJECT:	DATE ISSUED:	
Provide Professional Services for the project known as:		
FOR: South Placer Municipal Utility District, 5807 Springview Drive ~ Rocklin, CA 95677 PROJECT MANAGER: Joanna Belanger, (916) 786-8555 Ext. 111; E-Mail jbelanger@spmud.ca.gov		
PROPOSAL:		
The undersigned agrees to complete the work specified in strict conformance with the above identified document within the time specified in calendar years after the receipt of Notice to Proceed, for the following amount not to exceed: \$		
Amount in words: _____ dollars and _____ cents.		
This includes all applicable taxes and fees. The required insurance, as described in the (attached) <u>South Placer Municipal Utility District (SPMUD) Standard Terms and Conditions</u> is current.		
Comments and Exceptions: Incorporated in this contract are: (1) Scope of Professional Services submitted by		
Name and Address of Bidder:	Signature of Person Authorized to Sign	
_____	_____	
Phone No.: _____	Signer's Name and Title (Type or Print)	
FAX No.: _____	_____	
E-Mail: _____	_____	
NOTICE OF AWARD (This Section for District Use Only)		DATE ISSUED:
The above bid is accepted (Check One):		
<input type="checkbox"/> You are directed to proceed with the work upon receipt of this award		
<input type="checkbox"/> Notice to Proceed will be issued upon receipt of applicable bonds, insurance and other required submittals, if any		
By: _____	Title: _____	
NOTICE TO PROCEED		DATE ISSUED:

By: _____

Title: _____

NOTICE OF COMPLETION

DATE ISSUED:

I hereby certify that the above contract has been completed and accepted by the District.

By: _____

Title: _____

GENERAL PROVISIONS

1. **SCOPE OF SERVICES:** Contractor shall do all work, attend all meetings, and carry out all activities necessary to complete all services described on sheet 1 of this document. This Contract and its exhibits, attached or incorporated by reference, shall be known as the "Contract Documents." The Contractor enters into this contract as an independent contractor and not as an employee of the District.
2. **TIME OF PERFORMANCE:** The services are to commence upon execution and receipt of this Contract, and shall be completed in a prompt and timely manner in accordance with the conditions of the Contract.
3. **COMPENSATION:** Payment will be made upon completion of agreed upon portions of the work, or at the completion of services for the total amount of the terms of engagement.
4. **TERMINATION:** This Contract may be terminated, without cause, at any time by the District upon ten days written notice. Contractor shall be compensated for all services provided for in the Contract to that date. District shall be entitled to all work created pursuant to the Contract.
5. **CHANGES:** District or Contractor may request changes to the scope of services to be performed. Such changes must be authorized in advance by the District in writing. Mutually agreed to changes shall be incorporated in written amendments to this Contract.
6. **PROPERTY OF THE DISTRICT:** It is mutually agreed that all work done or materials prepared under this Contract shall become the property of the District.
7. **WARRANTY:** Contractor warrants that it has the expertise or has experts available to perform the services set forth in this Contract in a manner consistent with accepted standards of its profession. It warrants that it will perform said services in a legal manner in conformance with all applicable laws and guidelines.
8. **CERTIFICATE OF COMPLIANCE WITH LABOR CODE 3700:** Section 3700 of the Labor Code requires every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of that code, and the Contractor will comply with such provisions before commencing with any work of this Contract.
9. **INTEREST IN CONTRACT:** Contractor covenants that neither it nor any of its employees has an interest in this Contract which would conflict in any manner or degree with the performance of its services hereunder.

10. **NEGLIGENCE:** Contractor shall be responsible for performing the work in a safe and skillful manner consistent with generally accepted standards, and shall be liable for its own negligence and the negligent acts of its employees. District shall have no right of control over the manner in which the work is done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to any of Contractor's employees.
11. **INDEMNITY:** Contractor shall indemnify, defend, and hold harmless the District, its officers, officials, agents and employees from and against any and all claims, costs, losses and expenses arising out of or in connection with the performance of work or failure to comply with the obligations contained in the Contract Documents, except such loss or damage which was caused by the active negligence or willful misconduct of the District.
12. **INSURANCE:** Contractor shall not commence with any work before obtaining, and shall maintain in force at all times during the term of this Contract, the policies of insurance as specified by the District and incorporated herein by this reference.
13. **PREVAILING WAGE:** To the extent that the prevailing wage, as defined by the California Director of Industrial Relations or any state agency with jurisdiction, is applicable to the scope of work to be performed hereunder, the AE shall pay not less than the said specified rates to all employees and contractors as such may be required under state law, and defend and indemnify SPMUD from and against any and all claims arising out of any failure to pay the prevailing wage, if such is required.

14. **MISCELLANEOUS PROVISIONS:**

- A. Contractor shall designate a Project Manager, as its representative in all matters relating to the Contract. The project manager shall remain in such capacity unless and until he is removed at the request of the District or replaced with the written permission of the District.
- B. Contractor shall not engage in unlawful employment discrimination.
- C. This Contract and its exhibits constitute the entire agreement between the parties relative to the services herein and no modifications shall be effective unless and until such modification is in writing and signed by both parties.
- D. Contractor shall maintain and make available to District accurate records of all its costs and receipts with respect to any work under this Contract for six months after the final payment under this Contract.