



**Bear Valley**  
Electric Service, Inc.  
A Subsidiary of American States Water Company

**Request for Proposal (RFP) for  
Wildfire Mitigation Plan (WMP)  
Technical Support and Compliance Preparation Services**

**Issue Date: November 9, 2020**

**Due Date: December 4, 2020 by 3:00 pm PT**

## Wildfire Mitigation Plan Technical Support and Compliance Preparation Services

**1. Introduction.** Bear Valley Electric Service (BVES), Inc. is seeking proposals from qualified consulting firms experienced in wildfire mitigation planning and California regulatory compliance for electrical distribution systems to provide technical support services to assist BVES in Wildfire Mitigation Planning efforts and reporting as described in this Request for Proposal.

**2. Bear Valley Electric Service Inc.** BVES is a small electric utility, located in the mountain resort community of Big Bear Lake, California, that provides service to approximately 24,360 customers in a 32-square mile service area. BVES owns and operates 86.8 miles of 34.5 kV overhead sub-transmission, 2.7 miles of 34.5 kV underground sub-transmission, 488.6 miles of overhead distribution, 86.4 miles of underground distribution, 13 sub-stations and a natural gas-fueled 8.4 MW peaking generation facility. The total linear circuit miles of overhead sub-transmission (34.5 kV) and distribution (4 kV) in the BVES service area are 211 miles.

The BVES service area is rural and mountainous and is located in the San Bernardino Mountains of Southern California, 80 miles east of Los Angeles. BVES's entire service area is under the jurisdictional responsibility of the City of Big Bear Lake or the County of San Bernardino (unincorporated areas). The San Bernardino Mountains and forests are managed by the United States Forest Service, California Environmental Protection Agency, and the California Department of Fish and Wildlife. The BVES Main Office is located at 42020 Garstin Dr., Big Bear Lake, CA 92315. Appendix B provides an overview brief of BVES.

BVES, Inc. is an investor owned utility (IOU) and is regulated by the CPUC. American States Water Company (ticker symbol: AWR) is the parent company of BVES, Inc.

**3. Background and Purpose.** The state of California (CA) and the California Public Utilities Commission (Commission or CPUC) mandated in Order Instituting Rulemaking (OIR) 18-10-007 that the electric utilities develop Wildfire Mitigation Plans (WMPs) pursuant to Senate Bill (SB) 901. Phase 2 of the OIR updated requirements to include enhancements and additional requirements pursuant to Assembly Bill (AB) 1054, AB 111, and the findings from the CPUC's determination of 2019 WMP approvals. Wildfire Safety Division (WSD) Resolution WSD-001 provides guidelines that investor-owned utilities (IOUs) are to follow when preparing WMPs. Resolution WSD-002 provides overall guidance on the 2020 Wildfire Mitigation Plans (WMPs) submitted by the electrical corporations the Commission regulates. Draft Resolution WSD-011 provides additional guidance for 2021 WMP updates and periodic reporting.

BVES's primary goal in issuing this RFP is to enter a contract with a qualified consulting firm to assist BVES with updating its WMP, preparing periodic WMP reports, and complying with CPUC and WSD WMP requirements with respect to WMPs.

## Wildfire Mitigation Plan Technical Support and Compliance Preparation Services

This RFP is part of a competitive procurement process, which is intended to serve the best interests of BVES's customers. It also provides a fair opportunity for multiple consultants to be considered for the project. For the purpose of this RFP, the term "Bidder," "Contractor," "Vendor," and "Consultant" shall be used interchangeably. The term "Sub-Contractor" shall refer to any entity that the Contractor may engage contractually, directly or indirectly, to perform any portion of the proposed scope of work.

Unless the context otherwise requires, the following definitions shall apply to this RFP and subsequent Contract:

**Authorized Representative:** The single point of contact authorized to make project decisions within the scope of the contract.

**Contractor:** Company that is contractually engaged by BVES to perform the Scope of Work.

**Final Draft:** Final draft of the WMP related work product that the Consultant is tasked by BVES in preparing per the Scope of Work.

**Notice to Proceed:** Formal written notification from BVES to Consultant specifying the date on which the Consultant may commence project Work.

**Scope of Work:** Describes the specific deliverables and services required of the Consultant to be provided for the project to be completed.

**Services or Work:** All or any portion of activities and/or tasks required to be performed by the Consultant to accomplish the Scope of Work.

**Subcontractor:** Company(ies) that are contractually engaged by the Consultant to perform portions of the project Work. Consultant is always fully responsible and liable for its Subcontractor.

The BVES Authorized Representative for this project is the BVES Utility Manager.

BVES intends to proceed with this RFP using the following schedule, which is subject to change:

<b><u>RFP Event</u></b>	<b><u>Date</u></b>
Issue RFP in PlanetBids	November 12, 2020
Receive Bidder questions	November 18, 2020
Respond to Bidder questions	November 23, 2020
Receive Bids in PlanetBids	December 4, 2020 NLT 3:00 pm
Select Best Value Proposal	December 11, 2020
Execute Contract & Notice to Proceed issued*	December 18, 2020

\*If BVES and Consultant are unable to execute contract by target date, BVES reserves the right to cease negotiations with Consultant and proceed with negotiating with the next best value Bidder.

## Wildfire Mitigation Plan Technical Support and Compliance Preparation Services

**4. Scope of Work.** The scope of work is for the Consultant to provide technical assistance and support services as directed by BVES's Authorized Representative related to compliance with Wildfire Mitigation Plan requirements as issued by the CPUC and WSD as well as any additional applicable federal, state, county, city, or other agency requirements. Consultant staff and/or sub-contractors must be experienced, capable, and qualified, if applicable, to perform all aspects of WMP updates, reporting, and other activities related to WMP administrative compliance.

4.1. Notice to Proceed: Upon execution of the contract, and BVES's verification of Consultant's insurance, BVES shall issue a written Notice to Proceed for Consultant to commence the scope of work as described in this Section.

4.2. Qualification and Level of Effort: Consultant shall furnish all the necessary project management; supervision; technical, engineering, regulatory, analytical, GIS, and administrative support and assistance to safely, properly and promptly achieve the required scope of work. Consultant shall at all times be fully qualified and capable of performing or causing to be performed the requested services and work. Consultant shall employ sufficient personnel qualified by reason of education, training and experience to discharge the services agreed to be performed by Consultant.

4.3. Score of Services: Specifically, the BVES Authorized Representative may direct the Consultant to provide technical assistance and support services in:

4.3.1. Preparing BVES's WMP filing for 2021 (due March 5, 2021).

4.3.2. Preparing other future BVES's WMP filings as required by CPUC and/or WSD.

4.3.3. Preparing periodic and other compliance reports for BVES related to WMP to WSD.

4.3.4. Supporting BVES participation at WMP related workshops and meetings. Consultant made be requested to attend and represent BVES.

4.3.5. Preparing responses to comments on BVES filings related to WMP by the CPUC, WSD and other parties to the proceedings.

4.3.6. Preparing responses to Data Requests on BVES filings related to WMP by the CPUC, WSD and other parties to the proceedings.

4.3.7. Preparing responses to draft resolutions, proposed decisions, and other CPUC and/or WSD documents related to WMP by the CPUC, WSD and other parties to the proceedings.

4.3.8. Preparing and/or reviewing testimony related to WMP proceedings, projects and programs.

4.3.9. Preparing GIS data submissions to the WSD in compliance with WSD requirements for WMPs.

4.3.10. Preparing data submissions to the WSD in compliance with WSD requirements for WMPs.

## Wildfire Mitigation Plan Technical Support and Compliance Preparation Services

4.3.11. Developing models and evaluating internal and external industry data to assist in determining ignition probability, drivers of ignition probability, and wildfire risk exposure in accordance with CPUC proceedings and WSD guidance.

4.3.12. Assisting BVES in selecting and evaluating projects and programs for its WMP.

4.3.13. Conducting community outreach related to WMP.

4.3.14. Providing other WMP related matter as agreed to by BVES Authorized Representative and consultant.

4.4. Work Coordination: Consultant is expected to work closely with BVES Staff and may need to make visits and/or conference calls with BVES Staff. These should be authorized and coordinated through the BVES Authorized Representative.

4.4.1. When the BVES's Authorized Representative assigns Consultant to perform tasks as identified in this Section, Consultant and BVES Authorized Representative shall agree at a minimum to the following in writing (Consultant should prepare written agreement after discussion with BVES Authorized Representative):

- Specific deliverable(s) expected of the Consultant for the specific task.
- Specific support necessary from BVES for Consultant to develop deliverable(s) with due dates for the support.
- Schedule to complete each specific deliverable. The schedule should include specific dates for completion of final draft and final deliverable(s).
- If the deliverable(s) must be filed with or submitted to the CPUC or WSD, it shall be clarified whether BVES or Consultant will make the filing or submittal.

4.4.2. Consultant shall designate an individual as the Project Manager for the requested services. Consultant's Project Manager shall be Consultant's single point of contact for the requested services and capable of making project decisions. The BVES Authorized Representative shall be BVES's single point of contact for the project. Consultant's Project Manager shall at a minimum:

4.4.2.1. Provide at least weekly progress reports of the project to the appointed BVES Authorized Representative. The progress report should be conducted by in-person meeting or phone call and in all cases include a written report that includes the latest project schedule, any changes to the schedule, planning and design status, material list, updated crew scheduling and a brief summary of the project progress including any issues of concern that may affect the deliverables and/or schedule.

4.4.2.2. Maintain the project schedule up to date and inform BVES when specific milestones on the schedule are completed. The schedule shall be updated and forwarded to BVES with the periodic progress report.

4.4.2.3. Obtain BVES Authorized Representative's permission to adjust project milestone due dates.

4.4.2.4. Propose Contract Change Orders as needed in writing to the BVES Authorized Representative. Change Orders must be approved in writing before starting the new work or services.

4.5. **Subcontractors:** Consultant shall inform BVES Authorized Representative of any Subcontractors engaged to accomplish the requested services and work. The intent to utilize subcontractors should be part of the Consultant's bid proposal.

4.5.1. Consultant shall select Subcontractors as applicable of good capability and reputation that are properly skilled, trained, qualified, certified and/or licensed.

4.5.2. Consultant is always responsible and liable for the Subcontractors it engages for the work and services.

4.5.3. Subcontractors shall obligate to the terms & conditions of the contract between Consultant and BVES.

4.5.4. BVES, at its sole discretion, reserves the right to bar a subcontractor from working on the project if BVES evaluates the subcontractor is not suitable for the Work.

**5. Bid Format.** In order to evaluate the bids consistently, BVES requests that bid proposals be prepared using the following content outline and organization:

5.1. **Identification of Respondent:** In this section, respondents should include

5.1.1. Firm name and address.

5.1.2. Primary contact name and phone number.

5.1.3. Description of firm.

5.1.4. Description of consultant's approach to accomplish the services.

5.1.5. Proposed project team resumes.

5.2. **Project References:** The respondent must provide description of experience in performing projects similar in scope and project references. Please list specific California Wildfire Mitigation Planning and/or regulatory experience.

5.3. **Proposed Price:** Bidders must provide bid on a time and expense basis. Bidders should provide billing rates for all likely services expected to be performed in the course of executing the scope of work including any escalation factors. Bidder should include mark up, if any, on expenses and/or subcontracted services. Contract is expected to be a 3-year contract with option to renew for 2-years; therefore, bidder should provide any periodic escalation factors to billing rates (include percent escalation, periodicity, and expected month new rates are effective)

5.4. **2021 WMP Update Development Estimated Price:** BVES must update its current WMP mitigation plan by March 5, 2021 in accordance with Resolution WSD-011 (Draft) and other applicable WSD Resolutions and guidance (WSD-001, WSD-002, etc.). Bidder should provide BVES its best *estimate* on price to develop the 2021 WMP update filing. When providing this estimate, bidder should identify assumptions in developing the bid (e.g., travel expenses, number of billable project hours, plan production costs, etc.). Bidder should indicate their intended level of effort for each milestone on their

## Wildfire Mitigation Plan Technical Support and Compliance Preparation Services

proposed schedule. In the estimate, do not include an estimate for additional services that may be requested by BVES per Section 4. These will be billed per the bidder's billing rates in the contract. These documents including BVES's proposed 2020 WMP, are publically available documents, and can be provided to bidder by BVES upon request.

5.5. Term: BVES anticipates the contract term will be for three years with option to extend for two years to provide the services as discussed in Section 4.

5.6. Qualification Application. The respondent shall submit, with the bid proposal, a **fully completed Bear Valley Electric Service, Inc. Company Qualification Application (for Contractors, Consultants and Vendors) including requested attachments** (e.g., Contractor licenses, business certifications, applicable insurance certificates, workers compensation certificate, etc.). Additionally, the Bidder shall submit a completed IRS Form W-9 (Rev. December 2011). These documents shall be available in PlanetBids.

5.7. Terms & Conditions. **Respondent should review and accept BVES's Terms and Conditions (AGREEMENT FOR CONSULTING SERVICES) provided in PlanetBids with this RFP by an affirmative statement in the bid proposal. Any exceptions or modifications that Bidder proposes should be clearly noted by the Bidder in the bid submission.**

BVES reserves the right to contact individual Bidders for purposes of clarifying proposal terms or requesting additional information.

## 6. Bid Submittal Requirements.

6.1. All bid proposals are to be submitted via PlanetBids by 3:00 p.m. PT, December 4, 2020 to BVES. If you are having issues with PlanetBids, please contact Brenda Sears, Senior Account Analyst & Contract Administrator, at Tel: 909.866.4678 x31 or Email: [Brenda.Sears@bves.com](mailto:Brenda.Sears@bves.com) or Michelle Sayegh, Senior Account Analyst & Contract Administrator, at 909.866.4678 x132 [Michelle.Sayegh@bvesinc.com](mailto:Michelle.Sayegh@bvesinc.com).

6.2. Any questions regarding this RFP should be sent in writing via PlanetBids on or before 5:00 p.m. PT on November 18, 2020. Answers to submitted questions will be responded to electronically to all bidders by close of business on November 23, 2020.

**7. Evaluation of Responses.** Responses shall be evaluated on at least the following criteria:

- 7.1. Bidder's detailed explanation of project execution and schedule (2021 WMP update).
- 7.2. References/experience pertaining to these types of projects.
- 7.3. Capacity/capability to perform the requested services.
- 7.4. Resumes and experience of proposed key project staff (e.g., Project Manager).
- 7.5. Certifications and qualifications of proposed project staff.
- 7.6. Price for the requested work and services.

## Wildfire Mitigation Plan Technical Support and Compliance Preparation Services

- 7.7. Qualification application items (financials, insurance, health and safety, legal, etc.).
- 7.8. Ability for BVES and Bidder to reach reasonable agreement on Terms & Conditions. **Bidder's should clearly articulate any proposed changes to the Terms & Conditions.**
- 7.9. **Bidder's compliance with the RFP submittal requirements.**

BVES reserves the right to consider other criteria in the selection process. BVES may develop a short list of Bidders with proposals that meet all or substantially all of the proposal requirements set forth in this RFP. The short list does not represent acceptance of a proposal or obligation to accept any proposal.

**8. Reservation of Rights.** BVES reserves the right at any time, in its sole discretion, to abandon or modify this RFP process, to change the basis for evaluation of proposals, to terminate further participation in this process by any party, to accept any proposal, to enter into any definitive agreement with respect thereto, to evaluate the qualifications of any Bidder or the terms and conditions of any proposal, and to reject any or all proposals, all without notice and without assigning any reasons, and without liability to BVES, its parent company or any of its subsidiaries, affiliates or representatives. BVES shall have no obligation to consider any proposal, and shall not reimburse Bidders for their expenses under any circumstances, regardless of whether the RFP process proceeds to a successful conclusion or is abandoned, modified or otherwise affected.

Furthermore, BVES reserves the right to negotiate with any proposers to amend/clarify any bid proposal, issue solicitations for information to any party, or vary the timetable without notice to any/all parties.

**9. Vendor Code of Conduct.** Our Vendor Code of Conduct ("Code") is available in PlanetBids and Bidders shall review this document as they shall be expected to comply with the Code. The Code is based on the Company's core values:

- Integrity – Building trust through honest communication and doing what is right.
- Teamwork – Maximizing efficiency through collaboration and individual strengths.
- Respect – Valuing diversity and treating all stakeholders with fairness.
- Excellence in Service – Striving for excellence and quality in everything we do.
- Accountability – Taking ownership of one's actions.

**BID PROPOSALS MUST BE RECEIVED IN PLANETBIDS BY 3:00 PM PACIFIC TIME MONDAY, December 4, 2020.**