

REQUEST FOR QUALIFICATIONS

The Sacramento River West Side Levee District, Knights Landing Ridge Drainage District, Reclamation District No. 108 and Reclamation District 787 (Districts) are seeking a Statement of Qualifications from consultants experienced in Engineering/consulting support for Levee Districts. The Districts desire to have one or more qualified Consulting firms under contract to assist the Districts with general District engineer support, review and/or design of capital improvement projects, evaluation of effects of development on district facilities, emergency response support, environmental permitting and grant support. Each District may separately use this solicitation to select Consulting firms for their respective District.

Three hard copies and one electronic copy of the Statement of Qualifications clearly identified must be received by the Districts no later than June 3, 2019. **Submittals delivered or received after the deadline will not be considered.**

Mailing Address

Meegan Nagy
Deputy Manager
PO Box 50
Grimes, CA 95950
Re: Consulting Support RFQ

Physical Address

Meegan Nagy
Deputy Manager
975 Wilson Bend Road
Grimes, CA 95950
Re: Consulting Support RFQ

Questions about this Request for Qualifications should be directed in writing to the Deputy Manager, Meegan Nagy, at mnagy@rd108.org. The Districts reserve the right to reject any and all Statement of Qualifications.

Background

Sacramento River West Side Levee District

Sacramento River West Side Levee District is an independent Special District formed by an act of the State legislature in 1915. Its function is to provide flood control services for over 100,000 acres of rural/agricultural land in northern Yolo/southern Colusa Counties. Its primary function is the operation and maintenance of the 50 miles of Sacramento River levees from Colusa to Knights Landing protecting the District. The District has a five-member Board of Commissioners elected by the property owners in the District. The Levee District has, since its formation, operated in conjunction with Reclamation District No. 108.

Knights Landing Ridge Drainage District

The Knights Landing Ridge Drainage District was formed by a special act of the State Legislature, which was approved on April 30, 1913. Its function is to provide drainage and flood control services for about 72,000 acres of rural/agricultural land in northern Yolo/southern Colusa Counties. Its primary function is the operation and maintenance of the 13 miles of Knights Landing Ridge Cut Levees. The District has a five-member Board of Commissioners elected by the property owners in the District. The Drainage District has, since its formation, operated in conjunction with Reclamation District No. 108.

Reclamation District No. 108

Reclamation District No. 108 (RD 108) was formed in 1870 under the Reclamation District Law of 1868 for the purpose of forming a district to build levees and “reclaim” land subject to periodic overflow from neighboring rivers and water bodies. Its function is to provide irrigation, drainage and flood control services for about 48,000 acres of rural/agricultural land in northern Yolo/southern Colusa Counties. Its primary flood control function is the operation and maintenance of the 20 miles of Colusa Basin Drain Levees from Jacob’s point upstream. The District has a five-member Board of Trustees elected by the property owners in the District. The District works in coordination with the Sacramento River Westside Levee District and the Knights Landing Ridge Drainage District to maintain over 90 miles of levees. The also works in coordination with the Dunnigan Water District in northern Yolo County. It comprises of more than 10,000 acres of cropland and has a Service Contract with the Bureau of Reclamation of 19,000 AF annually. The crop types range from permanent crop types such as orchards and vineyards, to annual crops such as tomatoes and vine seeds. The district was formed in 1956 and is governed by a board of five directors.

Reclamation District 787

Reclamation District No. 787 (RD 787) was formed under the general reclamation district laws of 1908 for the purposes of providing drainage and reclamation of the lands within its boundary. RD 787 is located in the northeastern portion of Yolo County, west of the town of Knights Landing and adjacent to the Sacramento River. The District covers approximately 8,950 acres, most of which is irrigated agricultural land and maintains 4.1 miles of levees.

Based on the Statement of Qualifications, the Districts will choose the most qualified consultant or consultants for each District and negotiate a scope of services and fee for individual tasks assigned to the firm(s).

Scope of Services

The Districts require services from professionals experienced in the development and delivery of flood risk reduction projects across a wide spectrum of disciplines. Specifically, the Districts are seeking support from Civil Engineers/Project Managers to support general flood control District engineering and repair projects; Hydraulic engineers, environmental and cultural resources professionals; geotechnical engineers; surveyors; construction management professionals and real estate professionals.

The selected firm(s) shall provide support services in one or more of the following service areas (1) Project Management & Civil Engineering (2) Surveying (3) Hydrology and

Hydraulic Engineering, (4) Geology and Geotechnical Engineering, (5) Environmental Planning, Permitting and Cultural Resource Support, (6) Construction Management, and (7) Real Estate Support (Appraisal and Acquisition). The details of each service area are provided below and are described as typical requirements to deliver the Projects.

Responding firms should submit individually for the service areas which fall under their areas of expertise and not as part of a larger team made up of multiple firms. The Districts reserve the right to contract in one, all or any combination of the individual service areas on a task order and/or project basis following the selection of the most qualified firm(s).

The selected firm(s) shall manage assigned projects, carefully control costs and resources, complete assigned work on schedule, and partner closely with other consultants and the District's Deputy Manager, Superintendent and General Manager.

The selected firm(s) shall assign one Project Manager who will act as the District's primary contact and will be entirely responsible for the consultant's timely and cost-effective work.

Support Services include:

1. Project Management & Civil Engineering

Selected firm will serve as the flood control District Engineer. Civil engineering review & design task orders may include design of borrow sites, flood channel realignments, setback levee alignments, water control structures, seepage and stability remediation, bank protection and erosion control, haul route configuration, utility relocations, access roads and ramps, GIS, cost estimating, engineering support during construction, submittal review, documentation pre- and post-construction, and other related engineering support services. Civil Engineering services may also include emergency response planning, multi-benefit project development and general flood control project planning. Project Management may include grant management, System Wide Improvement Framework management, and Section 408/ encroachment permitting management.

2. Surveying

Survey task orders may include project site survey controls and benchmarking, construction surveying and staking, boundary surveys, levee control and surveys, land and bathymetry surveys, mapping, survey data management, developing maps, GIS database development, surveying in support of real estate acquisition and appraisal, and other related support services.

3. Hydrology and Hydraulic Engineering

Hydrology and hydraulics engineering task orders may include hydrology studies, riverine hydraulic analysis, hydraulic design, water surface profile development, erosion analysis, wind-wave modeling, sediment transport modeling, geomorphology, multi benefit project development and other related engineering and support services.

4. Geology and Geotechnical Engineering

Geology and geotechnical engineering task orders may include reviewing and/or executing soil sampling and testing, soil classification, soil design, borrow site testing, seepage and stability analysis, erosion analysis, retaining walls design, engineering support during construction, submittal review, documentation pre- and post-construction and other related

engineering and soils testing support services. Services may also include emergency response support.

5. Environmental Planning and Permitting & Cultural Resource Support

Environmental planning and permitting task orders may include mitigation evaluation and compliance, preparation of CEQA and NEPA documentation and review, fish and wildlife regulatory agency consultation and support (e.g. USFWS, NMFS, CDFW), fish and wildlife site surveys, environmental permitting and permit compliance during construction.

Cultural resources task orders may include pre-construction reviews, support related to tribal coordination, consultation and communication, field monitoring prior to and during construction, SHPO and Federal agency coordination, compliance with protocols established as part of the feasibility study, supplemental cultural records search and evaluation, and related cultural resource support.

6. Construction Management

Construction Management Services to be provided will support the Districts in performing the construction management duties required to implement various projects. This includes the following: providing technical assistance to the Districts and its consultants during bidding processes; conducting pre-construction conferences; acting as construction project coordinator and the point of contact for all communications with contractors; performing construction management administrative activities, including correspondence, document control, and review of contractor payment requests; performing field inspection and monitoring activities to ensure quality of work by contractors is in compliance with applicable permit requirements, codes, specifications, and contract drawings; providing assistance with reviews and management of addendums, change orders, and design clarifications; reviewing and monitoring construction schedules; preparing reports documenting the progress of construction; and providing final inspection services and project closeout activities, including preparation of the final construction project reports.

7. Real Estate Support (Appraisal and Acquisition)

Real estate support service task orders may include the valuation, appraisal, and acquisition support of permanent fee title, temporary and permanent easements, rights-of-entry support, and temporary and permanent damages. Work may include, but is not limited to, researching title reports, landowner engagement, acquiring parcel descriptions, preparing right-of-way documents, reviewing legal descriptions, developing written offers, offer negotiation and recommendations, and other related real estate support.

Anticipated Near-term Tasks

- Flood Damage Repair Design Support: District levees were damaged due to the 2017 and 2019 flood events. Flood damage will likely occur in future flood events. The selected firm or firms will support the Districts through the US Army Corps of Engineers (Corps) PL 84-99 repairs, State led repairs and any locally led repairs. This may include design by the selected firm or review of designs developed by others.

- Multi-year O&M and capital improvement planning: The Districts have submitted system wide improvement frameworks (SWIF) through the State to the Corps. The selected firm(s) will assist in finalizing the SWIF, annual progress reports, work plans and other activities to finalize, and implement the SWIF.
- Grant Application Support: The Districts would like to pursue any available grants for procurement of equipment, materials, levee improvements and other activities that may become available. The selected firm(s) may assist in the identification of any grant programs and assist with the development of application packages. The selected firms may also manage the grants.
- Project Design and Permitting: The District will periodically design, permit and construct capital improvement projects.

Evaluation and Selection

The Statements of Qualifications will be evaluated by the District's management team which may include one or more members of the Board of Commissioners/Trustees. The evaluation criteria shall include, but not be limited to:

- Experience of the firm in providing similar services to other Reclamation and Flood Control Districts
- Firms location to and knowledge of the Districts and their facilities
- Consideration in the Statement of Qualifications for the unique characteristics and circumstances associated with the District's Facilities as described above

The Districts may select a consultant based on the evaluation criteria described above or may invite the top-rated consultants (no more than 3 for each service area) to participate in a brief interview at the District. If the Districts are unable to negotiate a fee structure with the consultant identified as the most qualified, the Districts may choose to negotiate with the next most qualified consultant and continue until successful in negotiating a fee structure acceptable to the Districts. The Districts may also choose not to enter into negotiations with any of the consultants.

Proposal Content

1. Cover Letter

Section 1 shall be a maximum two-page Cover Letter and introduction, and shall include the name and address of the organization submitting the proposal, together with the name, address and telephone number of the contact person who will be authorized to make representations for the organization, the Firm's federal tax ID number, which Districts the firm is interested in and the service areas for which the firm has expertise. The cover letter shall include a statement that the proposal is valid for 60 days after receipt.

2. Table of Contents

- Section 2 shall be a detailed Table of Contents and shall include an outline of the submittal, identified by sequential page number and by section reference number and section title as described herein.
3. Contractor Capabilities and Experience
Section 3 shall be a maximum of two pages per service area (not including resumes) entitled "Contractor Capabilities and Experience". This section shall include a description of the proposing Firm's resources, experience, and capabilities for successfully developing and completing tasks within the proposed service areas and experience in the Central Valley of California.
 4. Resumes
Section 4 shall contain resumes of the staff to be assigned. Each resume shall not exceed 2 pages.
 5. Rates
Hourly rates of staff shall be provided.

General

1. Any questions related to this RFQ are to be directed in writing to the District's contact person, Meegan Nagy at mnagy@rd108.org.
2. All questions and responses related to the RFQ will be posted on the Reclamation District No. 108's Contracts information webpage to ensure that all respondents receive the same information. No questions will be accepted or answered after May 27, 2019. Any questions and responses will be compiled and returned to firm no later than May 29, 2019.
3. Any and all costs including travel, if required, associated with the development and delivery of the RFQ to the Districts is the full responsibility of the Firm(s) with no reimbursement due by the Districts.
4. All work performed for the Districts, including all documents associated with the projects, shall become the exclusive property of the respective authorities.
5. All information and materials submitted to the Districts in response to this RFQ may be reproduced by the Districts for the purpose of providing copies to authorized personnel involved in the evaluation of the Proposals but shall be exempt from public inspection under the California Public Records Act until such time as Contracts are awarded. Contract awards are a matter of public record. Once a Contract is executed, Proposals submitted in response to this RFQ are subject to public disclosure as required by law. Your submission of a Proposal is considered your consent to the District's disclosure of the Proposal. The Districts shall not be liable for disclosure of information or records related to this Solicitation.
6. The Firm(s) agrees to file tax returns and pay all applicable taxes including possessory use taxes that may be levied as a result of use as managed by the selected Firm(s).
7. The Firm(s) shall indemnify and hold harmless the District's volunteers and employees from liability of any nature or kind due to the use of any copyrighted or uncopied composition, trade secret, patented or unpatented invention, article, service or appliance furnished or used as a result of this solicitation and any potential subsequent purchase order or contract.
8. The selected consultant(s) will need to provide insurance certificate(s) for Commercial General Liability, Automobile Liability, Workers' Compensation and Employer's Liability, and Professional Liability.

9. The opening of proposals in response to this RFQ is not subject to attendance by the general public. This restriction is necessitated by the fact that the contract award is subject to negotiations, and it would be unfair for competing companies to know the prices quoted by one another.
10. The successful Firm(s) must be prepared to begin work promptly following execution of the contract.
11. Firm(s) are reminded that it is their responsibility to:
 - a. Read carefully all of the contents of this entire RFQ.
 - b. Ask for clarification in writing before submission due dates.
 - c. Address all requirements and follow all procedures of this RFQ.
 - d. Immediately inform the RFQ Contact Person of any problems with this RFQ solicitation.
 - e. Submit all responses by the required dates and times.

Reserved Rights

1. Issuance of this RFQ in no way constitutes a commitment by the Districts to award a contract. If the Districts determine it is in the best interest to do so, no Firm(s) may be selected and no contract may be executed.
2. Upon acceptable pricing negotiations and contract award, the Firm(s) shall be required to execute a contract with the Districts. The Districts may modify the contractual requirements of the contract prior to execution of a contract for services.
3. The Districts reserve the right to request additional information from Firms that have submitted proposals in response to this RFQ and to enter into negotiations with more than one Firm.
4. The District reserves the right to reject any or all Proposals received if the Districts determine that it is in the District's best interest to do so. Further, the Districts may cancel or amend this RFQ at any time and may submit similar solicitations in the future.
5. The Districts may reject any Proposal that does not meet all of the mandatory requirements of this RFQ, is conditional or is incomplete.
6. The Districts may request clarification of any submitted information and may request additional information on any or all responses provided and may waive minor inconsistencies deemed to be irrelevant.
7. The Districts may enter into negotiations with one or more firms.
8. The Districts may award more than one contract if it is in the best interest of the Districts.

Proposal Withdrawal, Errors and Protests

The withdrawal of any Proposal must be made in writing prior to the required submission date and time and must be signed by an authorized representative of the Firm. An error in the Proposal Submission may cause the rejection of that Proposal. However, the Firm may submit a new or modified Proposal prior to the Proposal submission date and time. Firms that submitted a Proposal but were unsuccessful in the attempt to obtain a contract may request, in writing, a debriefing from the District contact listed above. Firms that have received a debriefing, but continue to feel aggrieved in connection with the solicitation or award of a contract may submit a protest to Meegan Nagy, Deputy Manager, PO Box 50,

Grimes CA. 95950. All protests must be made in writing, signed by an individual authorized to sign the submitted proposal and must contain a statement of the reason(s) for the protest citing the law, rule, regulation or procedure on which the protest is based. Potential Firm capabilities, proposal characteristics and / or pricing features that were not included in the Firm's Proposal shall not be introduced during the protest process. To be considered, the protest must be submitted within seven (7) working days following the debriefing.

Timing and Schedule

The following timing and schedule are estimated and are subject to change.

May 27, 2019 – Final day for submittal of questions regarding the RFQ that will be responded to.

May 29, 2019 – Responses to questions will be provided no later than this day.

June 3, 2019 - All responses to this RFQ must be submitted on or before 3:00 p.m.

June 3 – 10, 2019 – Selection committee will conduct the Level I review that will consist of evaluating the proposals for the purpose of establishing the most qualified firms. The Selection committee may decide on a recommendation for awarding the contract upon completion of the Level I review.

June 11-19, 2019 – If needed, the Selection Committee will conduct the Level II review. The Level II review will be conducted to select the finalist from a small pool of candidates. This level may include a request for a presentation from the finalists, proposal fact finding and negotiation of contract terms and conditions.

June 20/26, 2017 – Contract award dates.