
Sacramento Area Flood Control Agency

Unionhouse Creek Channel Improvements

REQUEST FOR QUALIFICATIONS

Issued: October 28, 2011
Due Date: November 14, 2011, 5:00 pm deadline
Submit to: Sacramento Area Flood Control Agency
1007 7th Street, 7th Floor
Sacramento, CA 95814

For Additional Information Contact:
Pete Ghelfi
1007 7th Street, 7th Floor
Sacramento, California 95814
(916) 874-8733
E-Mail: ghelfip@saccounty.net

TABLE OF CONTENTS

SECTION

- A. General Information
- B. Background Information
- C. Schedule
- D. Consultant Services
- E. SOQs for Professional Services - Submittal Requirements
- F. Consultant Contract and Insurance Requirements
- G. Miscellaneous

ATTACHMENTS

- Attachment 1 – Statement of Qualifications Rating Form
- Attachment 2 – Consultant Contract and Insurance Requirements

REQUEST FOR QUALIFICATIONS
FOR
UNIONHOUSE CREEK CONSULTATION SERVICES

A. GENERAL INFORMATION

Purpose

This Request for Qualifications (RFQ) is being issued to interested consultants who wish to be considered for selection to provide services to the Sacramento Area Flood Control Agency (SAFCA) for engineering, environmental, and construction management services related to improving Unionhouse Creek from Franklin Boulevard to Bruceville Road.

Interested consultants may submit a Statement of Qualifications (SOQ) to address the following areas of expertise: Project Management, Engineering Design, Environmental Services, and Construction Management Services associated with channel improvements. SAFCA is interested in selecting two or more firms working together as a team that are able to provide the services listed in Section D. CONSULTANT SERVICES. Therefore firms shall submit a team SOQ that includes information about each team member.

SAFCA reserves the right to issue additional RFQ(s) for the performance of any or all of these services during the service period specified below. SAFCA may select qualified consultants that submit SOQs in response to this RFQ, and/or any subsequent RFQ, to perform all, some or any of the consulting services required by SAFCA.

All SOQs shall be submitted in accordance with the format and information listed in section E. SOQs FOR PROFESSIONAL SERVICES – SUBMITTAL REQUIREMENTS.

Selection Process

After the submittal deadline has passed, a selection committee comprised of representatives from SAFCA and the City of Sacramento (City) will review and rate each of the consultant(s) based on the SOQs received for subject areas listed in Section D. Consultant Services and interviews, if the selection committee decides to conduct interviews (See Attachment 1, SOQ Rating Form).

SAFCA may enter into negotiations for a Professional Services Agreement(s) with the top ranked consultant team. If negotiations are not successful in reaching agreement, SAFCA may enter into negotiations with the next-ranked team.

Evaluation factors will include expertise and knowledge of the consultant team; experience in Project Management; experience in Engineering Design, including Hydrology/Hydraulic modeling; experience in Environmental Services, including documentation formulation; and experience in Construction Management. The selected consultant team shall have the appropriate resources to conduct work as outlined in the Agreement under the Scope of Services including, but not limited to, availability to provide services on short notice.

The issuance of this RFQ shall not be interpreted as, and does not constitute, a representation by SAFCA that any specific consultant or consultants will be retained to perform any of the services described herein, and a consultant shall not acquire any right or entitlement to be retained for such purpose by virtue of submitting a SOQ in response to this RFQ.

Service Period

The period during which the consultant services described herein will be performed will extend from approximately December 2011 to approximately October 2012. However, certain services may need to be completed after this time period.

B. BACKGROUND INFORMATION

Unionhouse Creek is a highly modified urban creek within the City of Sacramento. The Unionhouse Creek watershed size is approximately 2200 acres and drains from east to west in a gradual manner until it meets with Morrison Creek at the Union Pacific Railroad tracks. Approximately 0.9 miles upstream from its confluence with Morrison Creek, Unionhouse Creek passes under Franklin Boulevard. Unionhouse Creek is a trapezoid channel with fairly steep side slopes, bottom lined for ease of maintenance and extends eastward for approximately 1.6 miles before the confluence of Strawberry Creek with Unionhouse Creek. The proposed project would improve the conveyance of flood flows through the 1.6 miles of channel and contain the FEMA 100-year flood within its banks. The project consists of widening the channel by approximately 8-feet on the southern (left) bank from Franklin Blvd to Center Parkway, relocating a 6 cfs City of Sacramento drainage pump station, and adding concrete lining to the channel upstream of Center Parkway to the confluence with Strawberry Creek.

Interested consultants are invited to submit their qualifications in accordance with the requirements of this Request for Qualifications. All Statements of Qualifications

shall be submitted in accordance with the format and information listed in section E.
SOQS FOR PROFESSIONAL SERVICES – SUBMITTAL REQUIREMENTS.

C. SCHEDULE

Request for Qualifications issued	October 28, 2011
SOQs due	November 14, 2011 5:00 pm
Selection Panel review	November 28, 2011 (approximate)
Selection of Consultant	December 5, 2011
SAFCA Board of Directors Action	December 15, 2011
Notice to proceed	January 2, 2012 (approximate)

It is important that the firm(s) selected be able to respond quickly during agreement negotiations and initiate work as soon as possible after the agreement(s) has been fully executed.

D. CONSULTANT SERVICES

The consultant team selected on the basis of this SOQ process will meet with SAFCA staff to identify the specific tasks and schedule to be included in the scope of services and cost estimate for the following subject areas.

1. Perform Project Management and Coordination
 - Coordinate regularly with SAFCA staff
 - Submit draft schedule/work plan to be reviewed SAFCA to ensure final product meets SAFCA's expectations
2. Perform Engineering Design of Channel Improvements
 - Based on hydraulic modeling results provided by the City of Sacramento, produce plans for construction of features
 - Relocate existing pump station from its current location to future location agreed to by the City of Sacramento and Regional Transit
 - Produce sufficient documentation as early as possible for a CLOMR on Unionhouse Creek to be developed by others
 - Once Project is complete, produce "as-built" drawings for a LOMR submittal by the City
 - Provide additional engineering support as needed to complete the task
3. Perform Environmental Services including documentation to support the project
 - Develop an appropriate CEQA document for construction including any mitigation if needed
 - Conduct public meetings as required
4. Perform Construction Management
 - Provide construction management services to implement the construction

The consultant team selected shall have a project manager with a minimum of 10 years of experience in Project Management and Civil Engineering Design; the Environmental Services team shall have a minimum of 10 years

experience in the California Environmental Quality Act work; and the Construction Management team shall have 5 years experience in construction management on similar projects. The construction management firm shall be a different firm than the civil Engineering Design firm.

E. SOQs FOR PROFESSIONAL SERVICES – SUBMITTAL REQUIREMENTS

Consultants interested in responding to this RFQ shall submit in writing a SOQ providing all the information requested below for Section D. CONSULTANT SERVICES areas of interest. The Consultant's SOQ will be considered complete if all requested information is provided.

To be considered, SOQs must be delivered by 5:00 p.m. PST, November 14, 2011. Should you have any questions regarding this RFQ, please submit them in writing or by e-mail to Pete Ghelfi at SAFCA's address or to ghelfip@sacounty.net no later than November 8, 2011 at 4:00 pm. Responses will be posted on the SAFCA website.

Four (4) copies of the SOQ (limit 8 single sided pages, not including resumes, sample work products, hourly rates) shall be submitted to:

Sacramento Area Flood Control Agency
1007 7th Street, 7th Floor
Sacramento, CA 95814
Attention: Pete Ghelfi

RE: UNIONHOUSE CREEK CONSULTATION SERVICES

Please provide and present the following information in the order listed, in a clear and concise format:

1. Consultant(s) Name
2. Corporate office(s) and local address, city, state, zip code, phone number, fax number
3. SOQ contact person, address, phone number
4. Consultant firm(s) history, background, ownership (brief)
5. Identify the office location or locations where the work will be accomplished by the consultant and any subconsultants
6. Indicate areas of interest, as listed in Section D, Consultant Services

7. Briefly describe project team
8. Provide information identifying key members of consultant/project team who will be assigned to project through completion of the project and their availability. The identification and utilization of specific key personnel through the life of the project are important factors in SAFCA's consideration and selection of a consultant/project team. Any changes in identified key personnel after the award of the agreement must be approved by SAFCA in writing before the change is made.
9. Summarize expertise and qualifications of key project team members to provide services described in Section D above, indicating subject areas of interest. For key team members, include two client references with addresses and telephone numbers, and publications if any. Indicate the roles of project team candidates in the projects listed. Sample work products may be attached to the SOQ, if desired.
10. Provide resumes with applicable experience of key individuals
11. Provide hourly rates for key staff
12. Consultant shall provide a disclosure stating any conflicts of interest. These may include any actual, apparent, direct or potential conflicts of interest that may exist with respect to the firm, employees or other persons relative to the provided service.
13. Consultant shall limit an SOQ length to no more than 8 single sided pages not including resumes, sample work products, and hourly rates.

F. CONSULTANT CONTRACT AND INSURANCE REQUIREMENTS

A copy of SAFCA's Consultant Contract and Insurance Requirements that selected consultant(s) will be required to enter into is provided as Attachment 2. Please note that any consultant selected will be required to comply with the standard provisions set forth in Attachment 2.

The selected consultant will need to provide insurance certificate(s) for Commercial General Liability, Automobile Liability, Workers' Compensation and Employer's Liability, and Professional Liability Insurance for this project as set forth in Exhibit C to the Consultant Contract. Endorsement(s) signed by an authorized representative of the insurance carrier will also be needed for Commercial General Liability and Automobile Liability insurance, with language included in the endorsement(s) that SAFCA and the City of Sacramento, their officials, employees and volunteers shall be covered as additional insured.

G. MISCELLANEOUS

All material submitted shall become the property of the SAFCA, may be reviewed and evaluated as part of this RFQ process by any persons at the discretion of the SAFCA, and may be publicly disclosed as required by law.

SAFCA reserves the right to reject any and all SOQs.