
Sacramento Area Flood Control Agency

North Sacramento Streams
and Sacramento River East
Levee Environmental
Consultation Services

REQUEST FOR QUALIFICATIONS

Issued: October 1, 2013
Due Date: October 25, 2013, 3:00 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, CA 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

FIGURE

Figure 1 – Preliminary Seepage and Stability Analysis Results

ATTACHMENTS

Attachment 1 – Statement of Qualifications Rating Form

Attachment 2 – Consultant Contract and Insurance Requirements

REQUEST FOR QUALIFICATIONS

FOR

NORTH SACRAMENTO STREAMS AND SACRAMENTO RIVER EAST LEVEE ENVIRONMENTAL 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 National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) compliance and permitting services related to improving levees on the Natomas East Main Drainage Canal (NEMDC), Arcade Creek, and on the Sacramento River East Levee from the American River to Freeport.

Interested consultants may submit a Statement of Qualifications (SOQ) for NEPA and CEQA compliance as well as permitting services. The selected team will 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 others as appropriate, will review and rate each of the consultant(s) based on the SOQs received for subject areas listed in Section D. Consultant's will be rated according to Attachment 1, SOQ Rating Form. Interviews may be held at the discretion of the selection committee.

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 for the consultant teams will include the following:

- Experience in development of NEPA and CEQA documents;
- Experience in development and processing of permit applications with local, State, and Federal resource agencies;
- Demonstrated ability to work with the State and Federal resource agencies including, but not limited to, U.S. Army Corps of Engineers, California Department of Fish and Wildlife, U.S. Fish and Wildlife Service, National Marine Fisheries Service, U.S. Environmental Protection Agency; and
- Ability to provide high quality deliverables and service cost efficiently.

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 2013 to approximately June 2017.

B. BACKGROUND INFORMATION

SAFCA retained a consultant team to provide Federal Emergency Management Act (FEMA) certification for the levees that protect Sacramento, excluding Natomas. This certification team has identified levee reaches that do not meet FEMA's 100-year requirements for embankment and foundation stability and erosion for portions of the levees on the east side of the NEMDC, Arcade Creek north and south, and on the Sacramento River East Levee. Figure 1 shows the project reach, the levees within the scope of the certification effort, and the levees that do not meet FEMA criteria. The levees that do not meet FEMA certification criteria represent the geographic limits of work for this RFQ.

Interested consultants are invited to submit their qualifications in accordance with the requirements of this RFQ. All SOQs shall be submitted in accordance with the format and information listed in Section E. SOQS FOR PROFESSIONAL SERVICES – SUBMITTAL REQUIREMENTS.

C. SCHEDULE

RFQs issued	October 1, 2013
SOQs due	October 25, 2013 3:00 p.m.
Selection Panel review	October 28, 2013 (approximate)
Selection of Consultant	October 29, 2013
SAFCA Board of Directors action	November 21, 2013
Notice to proceed	December 2, 2013 (approximate)

It is important that the firm(s) selected are 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. Collect necessary field data and existing information to support technical analysis to determine impacts of the project alternatives;
2. Prepare draft and final environmental (NEPA/CEQA) disclosure/compliance documents and conduct necessary supporting technical analysis and prepare documents;
3. Prepare necessary permit applications and supporting documents including mitigation and conservation strategy elements. Process permit application;

4. Prepare public information documents and conduct public meetings in support of the project and environmental disclosure process;
5. Maintain the project record;
6. Attend project meetings and provide input to project planning and implementation strategy;
7. Submit draft schedule/work plan to be reviewed by SAFCA and program management to ensure final product meets SAFCA's expectations and for integration into the overall project schedule and work.

The consultant team selected shall have a project manager with experience in the above activities and will be responsible for ensuring high quality deliverables and service.

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 within 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 3:00 p.m. PST, October 25, 2013. 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@saccounty.net no later than October 16, 2013, at 4:00 p.m. 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: NORTH SACRAMENTO STREAMS AND SACRAMENTO RIVER EAST
LEVEE ENVIRONMENTAL 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, e-mail
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. Of particular interest will be demonstrated ability to perform environmental compliance and permitting for the lowest possible cost while ensuring high quality deliverables and service. 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

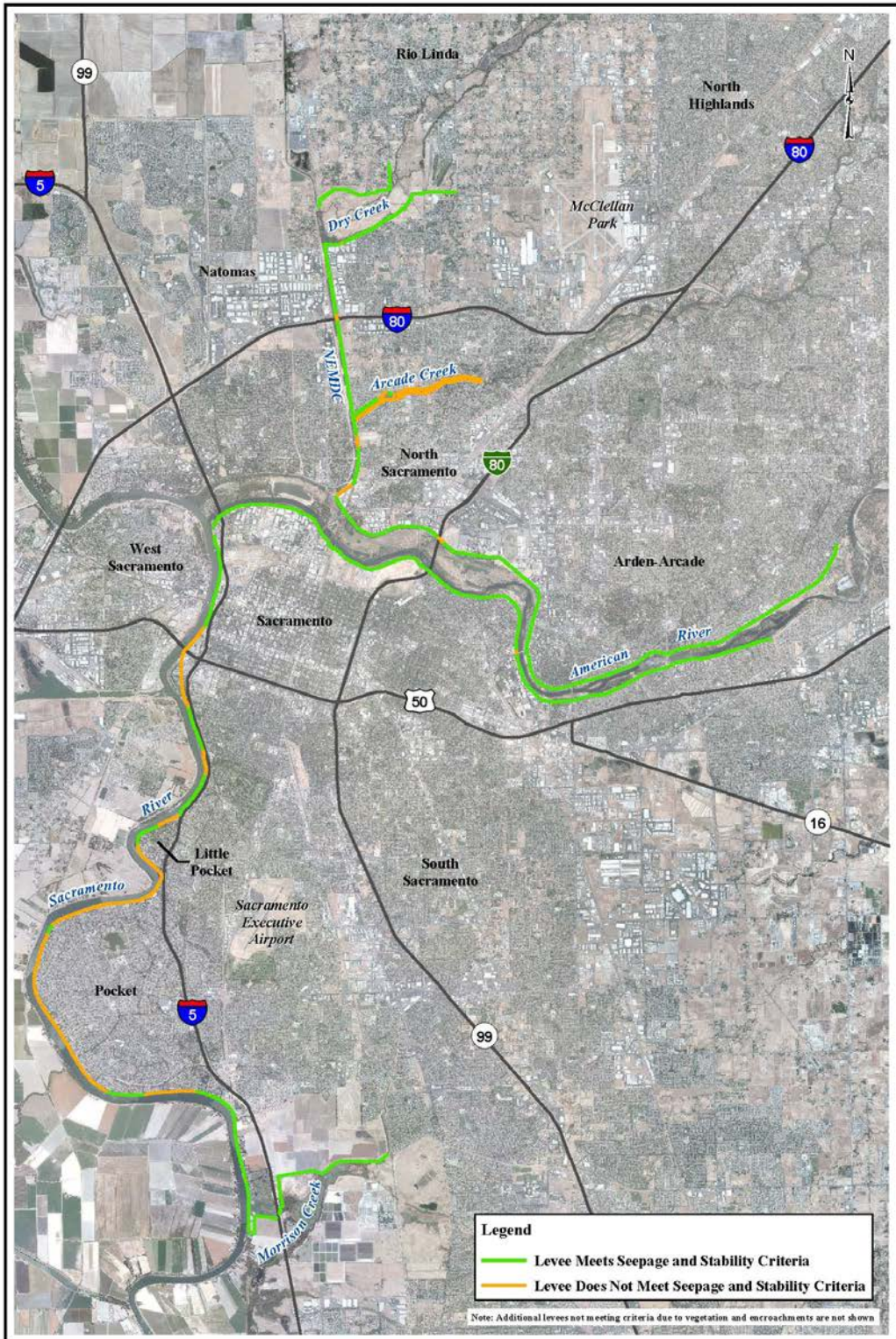
A copy of SAFCA's Consultant Contract and Insurance Requirements that selected consultant(s) will be required to enter into is provided as Attachment 2. Please note that any consultant selected will be required to comply with the standard provisions set forth in Attachment 2.

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

SAFCA reserves the right to reject any and all SOQs.



MBK ENGINEERS
 1771 Tribute Road, Suite A
 Sacramento, California 95815-4401
 (916) 456-4400

SAFCA Levee Certification

Figure 1 - Preliminary Seepage and Stability Analysis Results

0 7,000
 Scale in Feet

Date Servd: 3/10/2013 10:16:21 AM
 Pch: R. M897 - SAFCA Certification 03/10/2013 Figure 1 - Preliminary Seepage and Stability Analysis Results.mxd

ATTACHMENT 1

STATEMENT OF QUALIFICATIONS RATING FORM

North Sacramento Streams and Sacramento River East Levee Environmental
Consultation Services

Proposer: _____

Selection Committee Member: _____

Date of Review: _____

- Expertise in development of environmental (NEPA/CEQA) disclosure/compliance documents _____ X 0.25 = _____
Score Weight Rating

- Experience in development and processing of permit applications with local, State, and Federal resource agencies _____ X 0.25 = _____
Score Weight Rating

- Demonstrated ability to work with the State and Federal resource agencies including, but not limited to, US Army Corps of Engineers, California Department of Fish and Wildlife, U.S. Fish and Wildlife Service, National Marine Fisheries Service _____ X 0.25 = _____
Score Weight Rating

- Ability to provide high quality deliverables and service cost efficiently _____ X 0.25 = _____
Score Weight Rating

Total Points _____

Please evaluate the proposals using the following cumulative point system (maximum of 5.00 points):

Scoring

Outstanding	=	5
Very Good	=	4
Good	=	3
Average	=	2
Poor	=	1
Not Addressed or Unacceptable	=	0

Additional review factors include:

- References
- Interviews – If the Selection Committee determines to include interviews in the selection process