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Sacramento Area Flood Control Agency

Levee Accreditation Project

Construction Management Services

**REQUEST FOR QUALIFICATIONS**

**Issued:** August 21, 2015  
**Due Date:** September 18, 2015, 3:00 pm  
**Submit to:** Sacramento Area Flood Control Agency  
1007 7th Street, 7th Floor  
Sacramento, CA 95814

For Additional Information Contact:  
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**REQUEST FOR QUALIFICATIONS  
FOR  
LEVEE ACCREDITATION PROJECT  
CONSTRUCTION MANAGEMENT SERVICES**

**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 – SAFCA Levee Accreditation Project

**ATTACHMENTS**

Attachment 1 – Statement of Qualifications Rating Form

Attachment 2 – Consultant Contract and Insurance Requirements

**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**LEEVE ACCREDITATION PROJECT**  
**CONSTRUCTION MANAGEMENT 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 construction management services related to improving levees that provide protection to the City of Sacramento, including those on the Sacramento River from the American River to the Town of Freeport, Arcade Creek, and the Natomas East Main Drainage Canal (NEMDC).

Interested consultants are invited to submit a Statement of Qualifications (SOQ) for construction management services associated with levee improvement and the services listed in Section D. CONSULTANT SERVICES. All SOQs shall be submitted in accordance with the format and information listed in Section E. SOQs FOR PROFESSIONAL SERVICES – SUBMITTAL REQUIREMENTS.

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 consultant services required by SAFCA.

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 an SOQ in response to this RFQ.

**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. Consultants 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) (Agreement) 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 performing construction management for levee improvement projects;
- Experience working on levees regulated by the Central Valley Flood Protection Board (CVFPB) and the U.S. Army Corps of Engineers (USACE);
- Qualifications, experience, and client service of key personnel; 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.

### **Service Period**

The period during which the consultant services described herein will be performed will extend from approximately September 2015 to approximately June 2020.

## **B. BACKGROUND INFORMATION**

SAFCA is pursuing Federal Emergency Management Agency (FEMA) accreditation and meeting the State's Urban Level of Flood Protection (ULOP) criteria for the levees along the Lower American and Sacramento rivers and their tributaries in the North Sacramento area. The accreditation will include the levees along the NEMDC (east side), Arcade Creek, Robla Creek, Dry Creek, Lower American River, Lower Sacramento River (east side from downtown Sacramento to Freeport) and Beach Lake. Upon evaluation, there are up to six (6) miles of the Sacramento River East Levee including Pocket and Little Pocket areas, four (4) miles of the levees along the north and south banks of Arcade Creek, and 2,800 feet of the levee along the east side of NEMDC that do not meet embankment and foundation stability requirements. Up to 3,000 feet of erosion sites on the Sacramento River East Levee need to be repaired or monitored, and several high-hazard encroachments need to be addressed for accreditation.

**Figure 1** shows the identified project reaches where improvements are required to meet Federal and State criteria. The levees that will be constructed by SAFCA generally represent the geographic limits of work for this RFQ.

### **C. SCHEDULE**

RFQ issued	August 21, 2015
SOQs due	Sept 18 , 2015 3:00 p.m.
Selection Panel review	Sept 23 thru 25, 2015 (approximate)
Selection of Consultant	Sept 29, 2015
SAFCA Board of Directors action	October 15, 2015
Notice to proceed	November 1, 2015 (approximate)

It is important that the consultant team(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. Services to be provided will support SAFCA in performing the construction management duties required to implement the project improvements. The following is a general task list of services to be provided by the consultant team(s):

1. Establish a Project Management Plan for services consistent with Federal and State requirements for construction management services and procedures. The plan shall be developed to complement ongoing outreach efforts and in coordination with SAFCA staff and outreach consultants.
2. Establish a Quality Assurance/Quality Control Plan for services consistent with Federal and State requirements for construction management services and procedures.
3. Provide technical assistance to SAFCA and its consultants during the bidding process of the initial construction packages and provide award recommendations as requested.
4. Conduct a pre-construction conference.
5. Act as construction project coordinator and the point of contact for all communications with the contractor, affected public agencies, and design engineer.
6. Perform construction management administrative activities, including correspondence, document control, and review of contractor payment requests.

7. Perform field inspection and monitoring activities to ensure quality of work by Contractor is in compliance with applicable permit requirements, codes, specifications, and contract drawings.
8. Monitor environmental compliance by Contractor.
9. Provide assistance with reviews and management of addendums, change orders, and design clarifications.
10. Review and monitor construction schedule.
11. Prepare reports documenting the progress of construction. Reports will include photographs and other supporting information and documentation collected during construction.
12. Coordinate regular progress meetings with SAFCA, other team members involved in quality assurance and quality control, key staff from regulatory agencies, and key staff from utilities during all phases of construction.
13. Schedule, manage, and document field and laboratory testing services.
14. Monitor Contractor's as-built drawings; and track, log, and redline changes indicating that the project was built according to the contract documents, approved addendums and change orders, and design revisions.
15. Provide coordination and review of predetermined haul routes, Contractor's detour signage, and staging plans with local agencies.
16. Provide final inspection services and project closeout activities, including preparation of the final construction project report.
17. Prepare construction documentation reports for submission by SAFCA to the California Department of Water Resources (DWR), CVFPB, the American River Flood Control District (ARFCD), and USACE.
18. Provide SAFCA with all construction documents.

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. The construction management firm shall be a different firm than the civil engineering design firms.

Consultants costs associated with the services provided will be reimbursed on a time-and-materials basis.

## **E. SOQs FOR PROFESSIONAL SERVICES – SUBMITTAL REQUIREMENTS**

Consultants interested in responding to this RFQ shall submit in writing an 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. PDT, Sept 18, 2015. 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 Sept 11, 2015, at 4:00 p.m. Responses will be posted on the SAFCA website.

Four (4) copies of the SOQ shall be submitted to:

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

RE: LEVEE ACCREDITATION PROJECT CONSTRUCTION  
MANAGEMENT SERVICES

Please provide and present the following information in the order listed, in a clear and concise format (limited to eight single-sided pages *(does not include cover page)*, not including resumes, sample work products, and hourly rates):

1. Consultant(s) name.
2. Corporate office(s) and local address, city, state, zip code, phone number, and fax number.
3. SOQ contact person, address, phone number, and e-mail.
4. Consultant firm(s) history, background, and ownership (brief).
5. Identify the office location or locations where the work will be accomplished by the consultant and any sub-consultants.
6. Indicate areas of interest, as listed in Section D, Consultant Services.
7. Briefly describe consultant/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 right of way appraisals and acquisitions 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 applicable. Indicate the roles of consultant/project team members 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 SOQ length to no more than eight single-sided pages (*does not include cover page*), 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(s) will need to provide insurance certificate(s) for Commercial General Liability, Automobile Liability, Worker's Compensation and Employer's Liability, and Professional Liability 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 insureds.

## **G. MISCELLANEOUS**

All material submitted in response to this RFQ 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.



Figure 1. SAFCA Levee Accreditation Project Map

**ATTACHMENT 1**

**STATEMENT OF QUALIFICATIONS RATING FORM**  
North Sacramento and Sacramento River East Levee  
Right of Way Appraisal and Acquisition Services

Proposer: \_\_\_\_\_

Selection Committee Member: \_\_\_\_\_

Date of Review: \_\_\_\_\_

- |  |  |
|--|--|
| • Qualifications, experience, and client service of key personnel  | <u>      </u> X <u>0.25</u> = <u>      </u><br>Score    Weight    Rating |
| • Experience in performing construction management for levee improvement projects  | <u>      </u> X <u>0.25</u> = <u>      </u><br>Score    Weight    Rating |
| • Experience working on levees regulated by the Central Valley Flood Protection Board and the U.S. Army Corps of Engineers | <u>      </u> X <u>0.25</u> = <u>      </u><br>Score    Weight    Rating |
| • Ability to provide high quality deliverables and service cost-efficiently  | <u>      </u> X <u>0.25</u> = <u>      </u><br>Score    Weight    Rating |
|  | Total Points <u>          </u>   |

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