



## Notice to Qualified Firms

# Request for Qualifications for Little Egbert Tract Feasibility Study RFQ 2018-001

**Submittals Due: 4:00 p.m. on February 28<sup>th</sup>, 2018**

## 1. INTRODUCTION

The Sacramento Area Flood Control Agency (SAFCA) is seeking statements of qualifications (SOQs) from qualified firms interested in providing flood risk management and habitat restoration planning services. This request for qualifications (RFQ) describes the submittal instructions and schedule, background, scope of services, content of statement, and selection criteria.

## 2. SUBMITTAL INSTRUCTIONS AND SCHEDULE

Please submit SOQs and any associated materials by: **4:00 p.m. on February 28<sup>th</sup>, 2018**. SOQs shall be no longer than 20 single sided 8 ½” by 11” pages submitted as a single PDF file of 10 megabytes or less. **The 20-page limit inclusive of all pages** (cover letter, biographies, resumes, fee schedules, etc.). SOQ’s shall be submitted by email to:

Jennifer Heredia, Contract Technician  
[herediaj@saccounty.net](mailto:herediaj@saccounty.net)

Please cc: [safcmail@SacCounty.NET](mailto:safcmail@SacCounty.NET)

	<b>EVENT</b>	<b>DATE</b>	<b>TIME</b>
<b>1</b>	SAFCA Issues RFQ	2/21/18	
<b>2</b>	Deadline for Questions Submitted by Email	2/23/18	4:00 p.m.
<b>3</b>	SAFCA Issues Responses to Questions	2/26/18	4:00 p.m.
<b>4</b>	Deadline for Responding Firms to Submit SOQs	2/28/18	4:00 p.m.
<b>5</b>	Firm Interviews	3/2/18	
<b>6</b>	Board of Directors Contract Authorization	3/15/18	
<b>7</b>	Anticipated Contract Start Date	3/19/18	

SAFCA reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

## 3. BACKGROUND

SAFCA was formed in 1989 to address the Sacramento area’s vulnerability to catastrophic flooding. Since 2013, it has also collaborated to reduce flood risk in the Lower Sacramento – Delta North Region (Region) through the Regional Flood Management Plan (RFMP) Program established by the California Department of Water Resources (DWR) after adoption of the Central Valley Flood Protection Plan (CVFPP) in 2012. This partnership between SAFCA and other local flood management agencies in the Region resulted in publication of the *Lower Sacramento River*

/ *Delta North Regional Flood Management Plan* in July 2014 for consideration by DWR in preparation of the 2017 Update to the CVFPP. This plan can be found at the following website:

[http://www.cityofwestsacramento.org/city/depts/comdev/flood/resource\\_library.asp](http://www.cityofwestsacramento.org/city/depts/comdev/flood/resource_library.asp)

This partnership of local flood management agencies expanded this vision for regional flood risk management to a vision for multi-objective water resource management as described in the *Lower Sacramento / Delta North Region: Corridor Management Framework (CMF)* published in February 2015. A copy of the CMF can be made available upon request. The CMF was endorsed by the governing board of SAFCA and each of the partner agencies as guidance for advancing multi-objective water resource project delivery in the Yolo Bypass / Cache Slough Complex.

SAFCA, in partnership with several partner agencies and key stakeholders, is now seeking to advance one of the projects identified in the CMF through a project specific multi-objective feasibility study. The goal of the Little Egbert Feasibility Study is to identify a full range of future land use configurations, individually maximizing ecosystem, flood, and agriculture with defined capital and operating costs for each, then potentially optimal configurations that reasonably serve all three objectives. The feasibility study is expected to be delivered in two phases with an aggressive overall delivery schedule.

#### **4. SCOPE OF SERVICES**

SAFCA is interested in retaining the services of a firm with expertise in water resource planning studies to develop a multi-objective feasibility study for the Little Egbert Tract. The planning study will be executed in two phases. The first phase consists of (1) preparation and facilitation of a planning charrette to identify an initial array of alternatives, and, (2) preparation and delivery of a draft reconnaissance report. The second phase consists of (1) preparation and delivery of a draft feasibility report, and, (2) preparation and delivery of a final feasibility report.

A conceptual outline for the study is attached for reference regarding a potential study approach and content. The reconnaissance phase is expected to include a limited evaluation of Item Numbers 2 through 7 in the attached outline. The feasibility phase is expected to include a more thorough evaluation of Item Numbers 2 through 7 and the commensurate addition of Item Numbers 8 through 10.

#### **5. CONTENT OF STATEMENT**

Any firm interested in proposing to provide SAFCA with water resource planning services must submit a SOQs organized as outlined below. SOQs shall be as brief as possible while still containing all the requested information.

### Transmittal Letter

The SOQs must include a transmittal letter signed by an official authorized by the firm to solicit business and enter into contracts. The letter should include the name, address, email address, and phone number of the firm's primary contact person.

### Experience and Qualifications

The SOQs must demonstrate that the firm has the experience and qualifications necessary to advise SAFCA on water resource related planning and to successfully prepare a multi-objective feasibility study of the Little Egbert Tract. The SOQs should specifically contain the following information:

- A brief description of the firm including its history, size, location, geographic focus, and structure of ownership.
- A summary of the firm's overall experience and qualifications delivering water resource projects in the State of California. Include a brief description of at least three water resource projects with which your firm has been involved in the last five years. Describe your firm's role in each example.
- A summary of the firm's specific experience and qualifications preparing water resource planning studies for the State of California and other local agency clients in California's Central Valley. Include a brief description of at least two water resource studies with which your team has been involved in the last five years. Describe your team's role in each example. Identify the key personnel involved in each example.
- A list of the key staff (prime and subcontractors) that would work with SAFCA on the Little Egbert Feasibility Study and their experience providing relevant services (attach bios or resumes as appropriate).
- A copy of the prime contractor and any proposed subcontractor's current year fee schedules.

### Licensure

SAFCA requires the responding firms to submit evidence of proper licensure with their SOQs.

### Legal Issues and Potential Conflict of Interest

The SOQs must provide the following information:

- Any pending investigations of the firm and any enforcement, settlements, or disciplinary actions taken within the past five years by any regulatory body.
- Disclosure of current contracts involving the Little Egbert Tract, the associated Reclamation District (RD 536), or the existing landowner(s) of property located within the Little Egbert Tract.

References

The SOQs must identify two different clients associated with the five examples requested above as references. Include the name and contact information of an appropriate individual with each client.

**6. SELECTION CRITERIA**

SAFCA will select a most qualified firm with which to negotiate a contract. SAFCA reserves the right to request interviews with all or a subset of the responding firms if further elicitation of responses to enable a more complete evaluation of otherwise closely-ranked submittals. Scoring criteria and weighting are listed below:

- **Firm’s Background/Organizational History**        X 0.20 =         
Score Weight Rating
- **Firm’s Credentials/Experience**        X 0.40 =         
Score Weight Rating
- **Proposed Personnel and Subconsultants**        X 0.40 =         
Score Weight Rating

Total Points           

The SOQs will be evaluated using the following cumulative point system (maximum of 5.00 points):

<u>Scoring</u>		
Outstanding	=	5
Very Good	=	4
Good	=	3
Average	=	2
Poor	=	1
Not Addressed or Unacceptable	=	0

Additional review factors include:

- References
- Interviews –The Selection Committee may determine to include interviews in the selection process

**7. OTHER INFORMATION**

SAFCA reserves the right to reject any SOQs received for any reason, to negotiate a contract with any qualified firm, or to cancel the process. All SOQs and material submitted to SAFCA will become the property of SAFCA. SAFCA is not liable for any costs incurred by a firm in the preparation and submittal of its statement.

## **8. CONTRACT INFORMATION**

### Contract Duration

SAFCA intends to enter into a contract with an initial term of one (1) year, with the option to extend the term for up to two additional one year terms but may also enter into a contract for the full three year term from the outset.

### Contract Approval

The RFQ and the consultant selection processes do not obligate SAFCA and do not create rights, interests, or claims of entitlement in the apparent best evaluated Responding Firm or any potential consultant or sub-consultant. Contract award and SAFCA obligations pursuant thereto shall commence only after the contract is signed by the authorized representative of the best evaluated Responding Firm and SAFCA to establish a legally binding contract.

### Contract Payments

Contract payments shall be made in accordance with the terms and conditions of the final contract.

No payment shall be made until the contract is approved and invoices for services provided are submitted and approved as required by SAFCA. Under no conditions shall SAFCA be liable for payment of any type associated with the contract or responsible for any services provided by the Selected Firm, even services provided in good faith and even if the Selected Firm is orally directed to proceed with the delivery of services, if it occurs before the contract start date specified by the contract or before contract approval by SAFCA.

### Contract Monitoring

The Selected Firm shall be responsible for the completion of all services set out in the contract. All services are subject to review, evaluation, and acceptance by SAFCA. SAFCA may employ all reasonable means to ensure that the services are progressing and being performed in compliance with the contract. At reasonable times, SAFCA may inspect those areas of the Selected Firm's place of business that are related to the performance of the contract. If SAFCA requires such an inspection, the Selected Firm shall provide reasonable access and assistance.

### Contract Amendment

During the course of this contract, SAFCA may request the Selected Firm to perform additional services for which the Selected Firm would be compensated. Those services shall be within the general scope of this RFQ. In such instances, SAFCA shall provide the Selected Firm a written description of the additional services, and the Selected Firm shall submit a time

schedule for accomplishing the additional services and a price for the additional services based on the rates included in the Selected Firm's Fee Schedule included with its SOQs. If SAFCA and the Selected Firm reach an agreement regarding the services and associated compensation, said agreement shall become effective by means of a contract amendment. Any such amendment requiring additional services must be mutually agreed upon by the parties and signed by the Selected Firm and SAFCA. The Selected Firm shall not commence additional services until SAFCA has issued a written contract amendment and secured all required approvals.

#### Insurance

The apparent successful Responding Firm will be required to provide proof of adequate worker's compensation and public liability insurance coverage before entering into a contract. Additionally, SAFCA may, at its sole discretion, require the apparent successful Respondent to provide proof of adequate professional malpractice liability or other forms of insurance. Failure to provide evidence of such insurance coverage is a material breach and grounds for termination of the contract negotiations. Any insurance required by SAFCA shall be in form and substance acceptable to SAFCA.

### **9. STANDARD CONTRACT DOCUMENTS**

The selected firm will be required to execute a Professional Services Contract with SAFCA in the form attached hereto as Attachment 9.1. The attached Standard Professional Services Contract contains blank lines that shall be replaced with appropriate information in the final contract/agreement. The Standard Professional Services Contract shows the standard terms and conditions and areas that may be negotiated with each consultant. SAFCA's standard Cost Reimbursement Guidelines and Consultant Insurance Requirements are attached hereto as Attachment 9.2 and 9.3, respectively.