Sacramento Area Flood Control Agency

Sacramento River East Levee, NEMDC, and Arcade Creek Levee Improvements

REQUEST FOR QUALIFICATIONS

Issued: July 3, 2013
Revised: July 10, 2013
Due Date: July 31, 2013, 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, 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

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 ENGINEERING 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 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) to address Civil and Geotechnical Engineering Design. SAFCA is interested in selecting up to two firms for the proposed work; with potentially one firm being selected for the NEMDC and Arcade Creek levees, and another firm for the Sacramento River East Levee. The selected firms will provide the services listed in Section D. CONSULTANT SERVICES. Therefore, firms shall submit a team SOQ that includes information about each team member.

Program management, surveying, grant management, right of way (ROW) support, U.S. Army Corps of Engineers (USACE) Section 408 permission, erosion evaluation, and hydraulics are not included in this RFQ, and will be conducted by other consultants that will be a part of the team.

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 teams. 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 levee design,
- Demonstrated ability to work with the USACE, Central Valley Flood Protection Board (CVFPB), and California Department of Water Resources to design levee improvements that meet USACE and State of California Urban Levee Design Criteria (ULDC),
- Experience in designing projects that are conscious of how to achieve the objectives in the most cost efficient manner,
- Experience of senior technical resources and proposed allocation of time to the project, and
- Experience in designing projects in a constrained urban setting.

The selected consultant team(s) 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 September 2013 to approximately September 2017. Additional support will likely be needed during construction. However, this support will be scoped at a later date.
B. BACKGROUND INFORMATION

SAFCA retained a consultant team to provide Federal Emergency Management Act (FEMA) certification for the levees that protect Sacramento, excluding Natomas, as well as identify what additional actions are necessary to meet the ULDC for the same levees. 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 may not meet FEMA criteria. The levees that are determined not to 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: July 3, 2013
- RFQ revised: July 10, 2013
- SOQs due: July 31, 2013 5:00 pm
- Selection Panel interviews: August 5, 2013
- Selection of Consultant: August 9, 2013
- SAFCA Board of Directors Action: August 15, 2013
- Notice to proceed: September 1, 2013 (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 design oversight and coordination
   - Coordinate regularly with SAFCA staff, program management, and other consultant team members
• 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 plan

2. Perform engineering design of levee improvements
   • Based on hydraulic modeling results provided by SAFCA, produce plans and specifications for construction of features
   • Provide additional engineering support as needed to complete the task

3. Provide FEMA certification for embankment and foundation stability of the levees in the geographic scope of this RFQ

4. Prepare CVFPB Encroachment Permit application

The consultant team(s) selected shall have a project manager with a minimum of 10 years of experience in Project Management and Civil Engineering Design.

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, July 31, 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 July 17, 2013 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, and hourly rates) shall be submitted to:

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

RE: SACRAMENTO RIVER EAST LEVEE, NEMDC, AND ARCADE CREEK LEVEE IMPROVEMENTS 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 the project through project completion, 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 design levee improvements for the lowest possible cost and assignment of senior technical experts to the project team. 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(s) 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.
Figure 1 - Preliminary Seepage and Stability Analysis Results

Legend
- Levee Meets Seepage and Stability Criteria
- Levee Does Not Meet Seepage and Stability Criteria

Note: Additional levees not meeting criteria due to vegetation and encroachments are not shown.
ATTACHMENT 1

STATEMENT OF QUALIFICATION RATING FORM
Sacramento River East Levee, NEMDC, and Arcade Creek Levee Improvements

Proposer: ________________________________
Selection Committee Member: ________________________________
Date of Review: ________________________________

Score X Weight = Rating

Expertise in levee design 0.3
Experience in designing cost efficient projects 0.3
Experience in working in constrained urban settings 0.1
Experience of senior technical resources and proposed allocation of time 0.3

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