



REQUEST FOR PROPOSAL

FOR

**SOUTHPORT LEVEE PROJECT
FLOODPLAIN RESTORATION
DESIGN AND PERMITTING SERVICES**

(June 9, 2017)

Proposals must be received at the address below by **5:00 p.m. on Friday, June 30, 2017**. Electronic, faxed or late proposals will not be considered.

Attention: Mr. Greg Fabun
Flood Program Manager
West Sacramento Area Flood Control Agency
1110 West Capitol Avenue, 2nd Floor
West Sacramento, California 95691

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WEST SACRAMENTO AREA FLOOD CONTROL AGENCY

REQUEST FOR PROPOSAL FOR FLOODPLAIN RESTORATION DESIGN AND PERMITTING SERVICES SOUTHPORT LEVEE IMPROVEMENT PROJECT

I. INTRODUCTION

The West Sacramento Area Flood Control Agency (WSAFCA) implemented the Southport Sacramento River Early Implementation Project (Project) along the Sacramento River right levee between levee mile 2.2 and 7.8 to increase the level of protection along the project reach to that associated with the 0.5% annual chance exceedance flood event (i.e. the 200-yr event). One key component of the Project is the restoration of an offset area that will be created through the construction of a setback levee. The offset area will vary drastically from the existing grade once construction of the setback levee is complete and portions of the existing levee are removed. Restoration of the area will provide enhanced habitat to a broad range of species as well as other recreation opportunities for the surrounding community.

WSAFCA invites qualified, interested firms to submit proposals for professional floodplain restoration design and permitting services for the offset area described above. These professional services are anticipated to include (1) design of floodplain restoration features within the Project footprint, including supporting analyses and field reconnaissance, and (2) preparation and submittal of relevant permits for construction. In addition to the design and permitting expertise required to complete these tasks, proposing firms must demonstrate strong competency in project management and planning processes. Recent and relevant floodplain restoration project experience in the Central Valley of California is preferred.

II. BACKGROUND

WSAFCA is a Joint Powers Authority (JPA) created in 1994 through a Joint Exercise of Powers Agreement by the City, Reclamation District (RD) 900, and RD 537. WSAFCA was established to coordinate and finance the planning and construction of flood protection facilities within the boundaries of the JPA. WSAFCA was formed primarily in response to authorization of the flood protection repairs recommended in the Sacramento Metropolitan Area General Reevaluation Report. WSAFCA formed an assessment district in 1995 to fund the local cost share of these repairs.

WSAFCA created the West Sacramento Levee Improvement Program (WSLIP), with the core objectives being to:

- Construct needed levee improvements on a timeline that allows WSAFCA to reduce flood risk as quickly as possible
- Construct improvements that are politically, socially, economically, and environmentally acceptable
- Provide recreation and open space elements for the City when compatible with flood improvement actions
- Preserve and enhance riparian and other native habitats
- Ensure continuing Federal assistance for levee repairs and maintenance

The WSLIP seeks to meet all of the USACE's and State's current levee design criteria. All levee improvement projects are expected to provide at least a 200-year level of protection and be complete before 2025. This work will be carried out through a combination of projects led by WSAFCA and the USACE.

The Project is a key component of the WSLIP and consists of strengthen-in-place levee improvements, construction of a setback levee and offset areas, construction of cutoff wall and seepage berm and erosion repair. A contract for the construction of the Project's flood risk management features was awarded in November 2016. This construction is scheduled for completion by the end of 2018. Two offset areas will be constructed as part of this contract consisting of a 100-acre South Offset Area and 16 acre North Offset Area. Both are located between the Sacramento River and the new setback levee. These offset areas will include benches of varying elevation, generally draining from the toe of the setback levee to the Sacramento River. Heterogeneity features will be constructed throughout. Riprap, jute netting, and coir mat will be installed within the offset areas, as needed. Upon completion of the setback levee, the existing levee will be breached in three locations to allow for the Sacramento River to flow into and out of the two offset areas.

Additional information associated with the WSAFCA flood program is available at:

<http://www.cityofwestsacramento.org/city/flood/default.asp>

Additional information associated with the USACE GRR is available at:

<http://www.spk.usace.army.mil/Missions/CivilWorks/WestSacramento.aspx>

III. SCOPE OF SERVICES

WSAFCA desires services from a consultant experienced in the planning, design and permitting of restoration projects in the California Central Valley. The selected consultant is expected to successfully manage the project, carefully control costs and resources, and complete assigned work on schedule. The consultant shall assign a project manager who will act as WSAFCA's primary contact and will be entirely responsible for the consultant's work (including subconsultant work as applicable).

This professional services contract generally anticipates the selected Consultant undertaking the following tasks:

TASK 1. PROJECT MANAGEMENT

The Consultant shall manage the project in all aspects to maintain project schedule and budget. Monthly progress reports will be prepared and submitted to WSAFCA. Monthly progress reports will address: progress of work; project schedule; information/decisions required to maintain the project schedule and complete deliverables; problems encountered that may affect the schedule, budget, or work products; and anticipated work, action items, and review of activities for the following month. Invoices shall list expenditures for the invoice period, total expenditures to date, and remaining budget by task.

The Consultant shall be responsible for facilitating and documenting regular coordination meetings with WSAFCA staff, consultants, and other government agencies with jurisdiction over the Project. .

TASK 2. DATA COLLECTION AND ANALYSIS OF EXISTING CONDITIONS

The Consultant shall perform all field work and research needed to adequately assess the existing conditions of the site and obtain the required information and data to support restoration design. At a minimum, this task will include the following:

- Collect and review data related to existing site conditions with regards to hydrology, soils, sediment transport, existing vegetation, and all other data that is necessary to inform the design process.
- Collect and review relevant information regarding the Southport Levee Construction contract, environmental documents, permits secured for levee construction, and conceptual restoration designs previously developed by WSAFCA consultants for the project area.
- Develop a site plan using a topographic basemap of the project area provided by WSAFCA based on final grades resulting from construction of the Project.

TASK 3. RESTORATION DESIGN

The Consultant shall design the necessary habitat improvements as needed to meet the project's required mitigation and advanced mitigation goals and objectives, develop design documents suitable for bidding and construction, and prepare a construction cost estimate. Design plans shall include the following:

- Existing Conditions Plan;
- Proposed Site Plan, including any grading required;
- Proposed Setback Area Cross-Sections with target habitat identified;
- Revegetation Plan;
- Construction and Revegetation Details;
- Construction Sequence, Erosion and Pollution Control Notes, and Revegetation Notes;
- Any other information required to adequately depict the design.

This task will include the following deliverables:

- 65% Conceptual Design – Address comments received on conceptual design and develop additional plans, opinion of probable construction costs (OPCC) and specifications as required.
- 90% Design – Address comments received on 65% design.
- 100% Design – Address comments received on 90% design and finalize design documents 100% Design Submittal will serve as the Ready to Advertise submittal for bidding purposes.

TASK 4. ACQUIRE REQUIRED PERMITS FOR CONSTRUCTION

The Consultant shall develop an overall Permitting Plan for the Project outlining the existing environmental permits and clearances obtained for the levee project and confirmation of their coverage of the proposed restoration work, as well as a summary of permits that will be obtained to support the restoration contract. This task will include the following:

- Analyze environmental permits and documents obtained for the levee construction project to confirm if sufficient coverage is provided for the proposed restoration work. This would include the following:
 - NEPA/CEQA Documentation and Clearance
 - Endangered Species Act Consultation
 - Section 106
 - USACE Section 404 Certification and Section 408 Alteration Permit

- Secure additional permits and clearance for the restoration project, to include the following:
 - Central Valley Flood Protection Board Permit
 - Section 1600 - California Fish and Wildlife Streambed Alteration Permit
 - RWQCB Section 401 Certification

IV. PROPOSAL GUIDELINES

The submitted proposal should address the following information in the order listed:

1. Introductory Letter
2. Consultant Team Organization
3. Qualifications and Experience of Key Team Members
4. Project Management
5. Quality Management
6. Scope of Services and Schedule for Delivery
7. Contract Exceptions
8. Insurance Requirements
9. ***SEALED*** Cost Proposal and Fee Schedule

Submit **five (5) hardcopy sets** of bound proposals in generally an 8 ½” by 11” format. Bound proposals shall be limited to **20** single sided pages (or 10 double sided pages). Cover sheets, dividers, and resumes are not included in the page count. If 11” by 17” format pages are required, each 11” by 17” page shall count as two pages.

RECOMMENDED DETAIL

1. Introductory Letter

This letter should be on company letterhead and addressed to the Flood Program Manager with a statement of the consultant's basic understanding of WSAFCA's Project needs.

It should contain the names, business address and telephone numbers of the firm's officers, directors and associates along with the names and addresses of any parent or subsidiary of the company. The information should describe the nature of the work

and the line of authority of these individuals as they relate to this project. If appropriate, include the name, office address and telephone number of the team's primary point of contact.

2. Consultant Team Organization

The Consultant should provide an organizational chart and brief description of the anticipated role for itself and each subconsultant. The organizational chart should identify by name all key team members including but not limited to: project manager; permitting specialists; key technical staff; and senior environmental resource specialist. All team members listed shall be assigned to the project and responsible for and actively represent their respective technical discipline. Consultant should also provide a clear description of authority within the organization.

3. Qualifications and Experience of Key Team Members

The Consultant shall identify the project manager and other key team members and their responsibilities. Include the expected amount of involvement for each key team member. Describe the key team members' experience with similar restoration projects. Include resumes of key team members to be assigned to the project. Resumes should include information on specific projects the individual has been involved with, clearly showing experience relevant to the project.

4. Project Management

The Consultant should outline their approach to project management including oversight of scope, budget, and schedule. The Project Manager assigned to the project should outline their approach to the management of staff, subconsultants, the client, and other government agencies with jurisdiction over natural resources and flood infrastructure as appropriate to the scope of services.

5. Quality Management

The Consultant should outline their approach to quality management including anticipated processes for both quality control and quality assurance. The Project Manager assigned to the project should outline their approach to the quality management of staff and subconsultant work products as well as managing the review process with the client and other government agencies and project stakeholders.

6. Scope of Services and Schedule for Delivery

The Consultant shall outline their suggested approach to delivering the tasks described above in the RFP. This suggested approach shall include the types of technical expertise important to the successful delivery of similar restoration designs. A proposed project schedule shall also be included.

7. Contract Exceptions

The Consultant should address the acceptability of the terms and conditions for the City standard Contract for Services contained in Appendix A. Any proposed deviations and modifications to the agreement should be noted, with reasons given. Proposed contract changes will require approval by the WSAFCA Attorney.

Please note that WSAFCA will not pay Prime Contractor markup for Subconsultant work under the contract resulting from this RFP.

8. Insurance Requirements

The prospective consultant shall provide a summary of the firm's current insurance coverage for comprehensive, general liability, professional liability, automotive liability and worker's compensation insurance. Indicate the limits of coverage on each policy. WSAFCA-required endorsements and minimum coverage limits must be provided at time of contract execution. The firm that is selected must be able to meet WSAFCA's minimum insurance requirements (see Appendix B).

9. Cost Proposal and Fee Schedule

The cost proposal should include a detailed work breakdown structure and all costs for which the Consultant expects to be compensated, including all materials furnished and services provided. The quoted price shall constitute full and complete compensation for the services and materials provided as outlined above. Consultant (and subconsultant) staff fee schedule(s) should clearly indicate effective dates, applicable escalation clauses, and miscellaneous billable costs, in addition to hourly rates. **The cost proposal (five copies) shall be submitted in a separate, sealed envelope.**

V. SELECTION PROCESS AND SCHEDULE

WSAFCA will convene a selection committee to evaluate the written proposals and rank them in accordance with the Selection Criteria described in Section VI. An oral presentation of up to the three (3) most qualified proposals may be required by the selection committee. If determined necessary, interviews will be held at the West Sacramento City Hall. The final ranking will be based on a combination of the written proposal and oral presentation. WSAFCA will then negotiate a contract which is reasonable and mutually agreeable to WSAFCA and the highest ranked firm. If there are unresolved issues and negotiations are unsuccessful with the top ranked firm, negotiations with that firm will be formally terminated, and WSAFCA may attempt to negotiate an agreement with the next highest ranked firm. Aside from contacting up to the three most qualified firms for interviews and the selected firm to negotiate a contract, the rankings will be kept confidential.

Award of the selected Consultant's contract will be subject to WSAFCA Board approval.

Tentative Schedule:

RFP Issued	June 9, 2017
Cutoff for Requests for Information	June 21, 2017
Consultant Proposals Due	June 30, 2017
Proposal Evaluation	July 5-7, 2017
Consultant Interviews & Selection	July 10-11, 2017
Contract Negotiations	July 12-19, 2017
Contract Award	July 20, 2017

VI. SELECTION CRITERIA

The Consultant selected for this project shall demonstrate recent and relevant technical experience conducting floodplain restoration design and permitting in the Central Valley of California.

Selection will be based upon the following factors, weighted (%) for importance as indicated:

- a) Experience of technical staff assigned to this project with conducting similar floodplain restoration projects in the Central Valley. Experience of same technical staff working with one another on similar studies and evaluations. (40%)
- b) Qualifications of Project Manager and experience conducting floodplain restoration design and permitting. Experience successfully leading teams under challenging and complex circumstances and aggressive project schedules. (30%)
- c) Demonstrated ability to deliver similar restoration design projects on schedule. (10%)
- d) Client references from past projects. (10%)
- e) Consultant team's experience working effectively with Central Valley Flood Control Agencies and other local, State and Federal governmental agency staff. (10%)

VII. INQUIRIES

Questions about this Request for Proposal should be made in writing and e-mailed to gregf@cityofwestsacramento.org or sent by mail to the address below. All questions must be submitted by 5:00 P.M. on June 21, 2017. If appropriate, responses will be posted on the City of West Sacramento website with this RFP no later than 5:00 P.M. on June 28, 2017.

VIII. SUBMITTAL DEADLINE

The City must receive **five (5) sets** of proposals from interested firms no later than **5:00 P.M. on Friday, June 30, 2017**. Submitted as follows:

Attention: Mr. Greg Fabun
Flood Program Manager
West Sacramento Area Flood Control Agency
1110 West Capitol Avenue, 2nd Floor
West Sacramento, CA 95691