

SANTA MARIA VALLEY WATER CONSERVATION DISTRICT

REQUEST FOR QUALIFICATIONS

FOR ON-CALL CIVIL ENGINEERING, ENVIRONMENTAL, AND SURVEY PROFESSIONAL SERVICES

RFP ISSUE DATE: November 6, 2024

Deadline to submit proposals: **November 22, 2024, by 5:00 p.m.**

Contact Person:

Carol Thomas-Keefer
Interim General Manager
Santa Maria Valley Water Conservation District
cthomaskeefer@rgs.ca.gov
(650) 587-7300 ext 17

Introduction

The Santa Maria Valley Water Conservation District (District) is an Independent Special District and is responsible for implementing flood control infrastructure projects, such as channel capacity and culvert crossing improvements. Occasionally, the agency needs to supplement its staff with the additional expertise and resources from specialized consultants. To this end, District seeks competitive proposals for professional services by issuing a Request for Qualifications (RFQ).

The District may contract with on-call consultant for civil engineering (with emphasis on hydrology and hydraulics, and flood control infrastructures), environmental, and right of way professional services for various local projects. District expects to contract with a selected, qualified firm for a period of five years.

This solicitation is not for specific projects, but for specific services. The services are to be rendered for the duration of the contract term. This RFQ does not commit the District to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The District does not guarantee a specific number or dollar amount of projects will be contracted with the selected consultant.

Need for Professional Services

A. Agency Seeking Services

The Santa Maria Valley Water Conservation District (District) is an Independent Special District and is responsible for implementing flood control infrastructure projects, such as channel capacity and culvert crossing improvements. Occasionally, the agency needs to supplement its staff with the additional expertise and resources from specialized consultant. To this end, District seeks competitive proposals for professional services by issuing a Request for Qualifications (RFQ).

The District may contract with on-call consultant for civil engineering (with emphasis on hydrology and hydraulics, and flood control infrastructures), environmental, and right of way professional services for various local projects. District expects to contract with three prime consulting firms for a period of five years.

This solicitation is not for specific projects, but for specific services. The services are to be rendered for the duration of the contract term. This RFQ does not commit the District to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The District does not guarantee a specific number or dollar amount of projects will be contracted with the selected consultant.

With this RFQ, District seeks a qualified consultant or team of consultants who can provide civil engineering, environmental, and right of way services for various flood control projects. These projects may include but are not limited to:

1. Channel capacity improvements
2. Grading plans and road improvements
3. Floodway Pilot Channel Design
4. Levee modifications/improvements
5. Underground pipe system modifications
6. Creek restoration
7. Major sediment removal
8. Dam/reservoir modifications
9. Reservoir Capacity Surveys and preparation of updated Sediment and Capacity Reports
10. Special Projects
11. FEMA Applications, processing and FEMA funding management
12. Damage Assessment Reports
13. Preparation of updates to the Twitchell Project Manual

The response to this solicitation shall be in the form of a Statement of Qualifications (SOQ).

It is the responsibility of a Consultant to be familiar with all of the specifications, terms and conditions of the RFQ—including those contained in addenda. By the submission of an SOQ, the Consultant certifies, that if awarded a contract, it will make no claim against the District based upon ignorance of conditions or misunderstanding of the requirements.

Any questions regarding this RFQ shall be submitted in writing **via email** to the contact person listed below by the date & time specified as the Deadline for Questions on the Schedule of Events:

Carol Thomas-Keefer
Interim General Manager
Santa Maria Valley Water Conservation District
cthomaskeefe@rgs.ca.gov
(650) 587-7300 ext 17

District reserves the right to amend this RFQ or the criteria for consultant selection in any manner, to cancel this RFQ, or to reject any one or all proposals at its discretion, thus not awarding a contract to any firm.

The most current supporting information and addenda for this RFQ can be obtained from the contact above. It shall be the Consultant's responsibility to check the District's website, SMVWCD.ORG, to obtain any addenda that may be issued.

B. Services Needed

With this RFQ, District seeks on-call professional services from consultant or teams of consultants who can provide civil engineering (with emphasis on hydrology and hydraulics, and flood control infrastructures), environmental and survey services in order to deliver flood control capital improvement projects within the District Boundaries as well as Santa Barbara and San Luis Obispo Counties.

District expects to contract with one qualified firm on an on-call basis. Task Orders will be issued for specific projects. Prior to the assignment of any project, the District will request the pre-qualified consultant to provide a proposal including budget and schedule for the scope of services for that specific project. The selected firm will be expected to perform tasks in stages as outlined below.

Firms responding to this RFQ are encouraged to demonstrate their understanding and capabilities of performing the various tasks as outlined in each stage as part of their response to this RFQ. Qualified firms (or teams) must have demonstrated prior and on-going knowledge and experience working with Federal Emergency Management Agency, U.S. Army Corps of Engineers, and U.S. Bureau of Reclamation.

Stage 1: Scope Development with Design Alternatives, Preliminary Design of the Selected Option, Identify Potential for State or Federal Grant Applications, and Appropriate Environmental Determination/Documentation

Stage 2: Final Design/PS&E Preparation and Advertising and Bid Support

Stage 3: Construction Support

It should be noted that selected consultant may only be asked to perform certain tasks within each stage. Some projects may have certain tasks that have previously been completed (for example, topographic surveys) and will be made available to the selected consultant for design. Work by consultant will commence following a Notice to Proceed issued by District. Regardless of how the work ultimately proceeds, the SOQ is to include all three stages of work.

Stage 1: Detailed Scoping, and Preliminary Design

During this stage, the consultant will provide detailed scoping including alternative design options, identify the preferred design option and perform preliminary design of the preferred alternative. This is expected to include, but not be limited to, project management tasks, performing boundary and topographic surveys, performing assessments, studies, additional hydraulic analysis as needed, obtaining utility information from various utility companies, coordination with other public agencies, and recommending alternative improvements for PS&E development, and performing public outreach.

a. Project Management

The consultant will be responsible for project management activities including: scheduling, reporting, coordination meetings, record keeping and quality assurance.

SCHEDULING: The consultant will be expected to develop and maintain a critical path master project schedule broken down by individual tasks and will incorporate a sub-schedule for each critical project element, such as survey, studies, reports, environmental & right of way assessments, alternatives, etc. Milestones, major deliverables, and percent complete for each task will be included on the schedule. The master schedule will include all known and anticipated logic ties and constraints between project elements. The sub-consultant schedules will be integrated into the master schedule so that they correspond to the work and division of responsibilities. The master project schedule will be submitted to District for review and approval. The approved schedule will then be used to establish deadlines for receiving comments and decision making. The project schedule must be kept up-to-date and submitted to District with the monthly progress report.

REPORTING: The consultant will be expected to prepare monthly progress reports to be delivered with the monthly invoice. The progress report will discuss work items that have been completed during the previous reporting period, relative progress compared to the project budget and schedule, work to be performed during the coming period, and developing issues that may affect scope, schedule, or budget. The consultant must submit the report using an District approved outline.

MEETINGS: The consultant will be expected to organize and conduct meetings among its team members and with District staff when necessary to ensure that progress is mutually understood and that issues are discussed in a timely manner. The Consultant will develop and distribute agenda and meeting minutes. District staff will review and approve meeting minutes prior to distribution.

RECORD KEEPING: The consultant, including sub-consultants, will be expected to maintain Project files in accordance with Caltrans' Uniform Filing System or another filing system approved by District. The consultant shall maintain files that include all correspondence, documentation and

data resulting from or related to the Consultant's services, including but not limited to test results, survey files, engineering computations, working drawings, meeting minutes, memos, and transmittals. Consultant shall compile and maintain project files commencing upon the Notice to Proceed incorporating writings, documentation and data as generated, and continuing through completion and acceptance of the services, including required deliverables. The consultant shall make all files available upon request. The consultant shall submit all original files to District by 30 calendar days following a request to do so, or 30 calendar days following consultants' completion of, and District's acceptance of, all services and deliverables required for the project, whichever is earlier.

QUALITY ASSURANCE: The consultant will be expected to develop a QA/QC Manual and Project Management Guide to be approved by the District. It will be used to perform quality assurance/quality control (QA/QC) reviews to assure control of quality during development of the design services. Deliverables may be checked by project staff and receive quality reviews before being released to anyone outside the team. Sub-consultants will perform similar reviews before submittal of documents to Consultant for further processing to the District. QA/QC will be a scheduled and budgeted task within the development of each deliverable. In addition to normal, ongoing routine checking and review, milestone and final reviews of plans, estimates, and reports will be conducted to assure consistent quality and accuracy. Preparation of design calculations, design criteria, technical studies, reports, and cost estimates will conform to the procedures and guidelines established in the approved QA/QC Manual. Project Engineers will review and initial all Consultant produced originals as a record of routine checking and quality control measures taken in review of design calculations.

The project management tasks described above, as well as any others proposed by the consultant and approved by District, will logically continue into the subsequent project stages, should the subsequent project stages proceed as anticipated.

b. Assessments, Studies, and Recommendations for Improvement

The Consultant is expected to assess existing project site conditions, perform pertinent studies and additional hydraulic analysis as needed, develop detailed scope/design alternatives and make recommendations of the preferred alternative for improvement. The Consultant shall research and review existing data, utility information, reports, plans and other information regarding the project site and its conditions. The consultant will inform the District if additional information, assessments and studies are believed to be necessary. Existing data, from which critical decisions are to be made, should be verified by the consultant. The consultant must rely on its own independent assessments and investigations and not on information provided by District. Proceeding with new assessments and studies must be first approved by District.

ENVIRONMENTAL ASSESSMENT: Consultant will conduct an environmental evaluation to identify potential impacts and issues related to cultural resources, biological resources, hazardous waste, hydrology/floodplains, scenic/visual resources, clean water, construction noise and air quality, and other related impacts as appropriate.

Note: Pursuant to California Labor Code, California Prevailing Wage Rates are required to be paid for covered classifications, such as soils testing.

c. Boundary and Topographic Surveys

Using District specified Datum & Coordinate System, the consultants' California Licensed Land Surveyor (Surveyor) shall prepare and submit to the Engineer for review and approval a complete set of "Topographic Plan Drawings" that delineates all existing visible utilities features, roadway, drainage and flood control improvement features as well as any additional features needed to perform final design of the selected improvement to a level of accuracy sufficient to design the project.

The consultant is expected to research and collect data from District and County records for use in establishing and mapping features and boundaries. Easements and other property encumbrances must also be researched and included on the survey map. Supplemental Field topographic surveys will be performed to supplement topographic mapping in areas that are deemed necessary by the consultant. This will entail surveying areas that have incomplete or insufficient data where additional field condition verification is needed to complete relevant design data information

Mapping shall delineate all existing drainage, flood control and roadway improvement features, including but not limited to, existing channel embankment grades and grade breaks, channel flow line elevations, elevations associated with concrete transition structures (including apron, headwall, and warped wingwalls, culvert sizes, manholes and drain inlets, railroad track top rail elevations, all types of signing (provide MUTCD sign designation), striping (provide Caltrans striping designation), monuments, reflectors, markers, delineators, guardrails, and all other types of markings, curb, gutter, sidewalk, ramps, driveways, median strip, edge of pavement, fences along property line, signs, trees (including diameter at breast height (DBH)), shrubs, bushes, guard/wood post rails, traffic signals, traffic loops, utility poles, pavement markings, property and easement lines, and utility structures.

The scaled plan drawings must be stamped and signed by a Land Surveyor licensed in the State of California. The drawings shall be created using most current AutoCAD Civil 3D and District drawing standards, templates, and alpha codes for the insertion of all blocks, layer control, planimetric, features and fault lines. All monuments, monument lines, benchmarks and control points used, are to be shown on the map. Note: Pursuant to California Labor Code, California Prevailing Wage Rates are required to be paid for covered classifications, such as field surveyors.

d. Public Outreach

The consultant is expected to develop and implement a project communication/public outreach plan, if required. Conduct public meetings to solicit input on the project and its objectives. The meetings will allow members of the public to provide input on the proposed project throughout the scoping and design stages. The meetings will be facilitated in such a way as to maximize the opportunity for input by attendees. In addition to the residents, the process will also include outreach to businesses, affected agencies, utilities, and other stakeholder groups. Consultant will be responsible for preparing the PowerPoint presentation, exhibits & renderings, handouts, and meeting minutes. Consultant may be requested to develop the meeting notices/mailouts.

e. Preliminary Right of Way Engineering

The consultant is expected to identify all right of way needs for the proposed alternatives and prepare preliminary right of way map and cost estimates.

f. Environmental Clearance

The consultant is expected to take a lead role in securing environmental clearance. Upon selection of the preferred alternative for the next Stage (2), the consultant shall initiate the environmental approval process. Preparation of the CEQA document and any necessary supporting studies and reports for CEQA approval will be the responsibility of the Consultant.

Stage 2: Final Design/PS&E

During Stage 2, the Consultants' expected services may include, but are not limited to: project management, public outreach, environmental documentation and permit acquisition, right-of-way engineering and acquisition, field verified utility mapping, final design, preparation of the project plans, specifications, and estimate (PS&E) and construction bid process support as further described below.

a. Project Management

The consultant is expected to continue the project management tasks initiated in Stage 1

b. Public Outreach

The consultant is expected to continue the public outreach efforts as described in Stage 1.

c. Environmental Permits

The consultant is expected to secure all regulatory permits required for the implementation of the project.

d. Survey and Right-of-way Engineering

The consultant is expected to perform analysis and develop technical reports pertaining to right-of-way (ROW) engineering. The Consultant will research and collect data from County records for use in establishing the existing ROW and/or easements. Tasks may include defining future ROW and easement requirements, performing boundary surveys and developing legal boundary descriptions, assisting with ROW acquisition. This work may include performing appraisals and preparing ROW documents such as permits to enter, encroachment permits, temporary construction easements, permanent easements, property acquisition in fee, ROW plats, maps, and descriptions; notice to owners, and ROW certifications.

e. Utility Coordination and Field Verify Utility Mapping

The consultant is expected to work with the public utilities and the District to coordinate any adjustment, relocation, or repair of existing public utility facilities for the project. Consultant must field verify the horizontal and vertical location of utilities that may potentially be impacted by planned improvements. Utility base maps received from various utility companies and any available pothole information will be made available by District. Consultant shall obtain any missing or outdated utility information from the various utility companies.

Consultant shall provide field verification of utilities, (e.g., manhole inverts, catch basin inverts, etc.) and acquisition of additional utility record drawings and or/utility data from various agencies if deemed necessary. The depth of selected critical utilities shall be field verified if record drawings of the utilities are not available or if there are perceived utility conflicts. The Consultant shall identify the need for pothole work and perform investigative pothole work upon approval from the District. The Consultant will be responsible for acquiring all permits, paying all related fees and traffic control approvals for potholing, if additional potholing is determined to be required.

Note: Pursuant to California Labor Code, California Prevailing Wage Rates are required to be paid for covered classifications, such as pothole work.

f. Final Design

The consultant is responsible for making sure that their design is performed in accordance with current regulations, and the latest editions/updates of applicable standards and guidelines, which may include but are not limited to the following:

- Santa Barbara County Hydrology and Hydraulics Guidelines
- U.S. Army Corps of Engineers Design Manual
- FEMA Engineering Principles and Practices
- Caltrans Standard Plans and Specifications
- Caltrans Highway Design Manual
- California MUTCD
- AASHTO “Green Book” – A Policy on Geometric Design of Highways and Street
- AASHTO – Roadside Design Guide
- Americans with Disabilities Act Accessibility Guidelines
- California Access Compliance Reference Manual

g. Preparation of PS&E – Plans

Contract plans shall be prepared using most current AutoCAD Civil 3D and in accordance with the District’s CADD User’s Manual – Section 13 Agency and Consultant CADD Procedures. The AutoCAD files must be submitted with the 70%, 90% and final contract bid documents. Final plans must be wet signed by the consultant’s California licensed professional in responsible charge.

Unless otherwise required by the task order, project plan sheets will be submitted at three levels of completion (typically 70%, 90% and 100%), in accordance with an approved schedule of deliverables that meets the design completion schedule for the project. Review submittals shall be made electronically, in 22”x34” PDF. Design progress shall continue during review period. Plan for one page turn review meeting (2 hours) with the District for each progress submittal.

h. Preparation of PS&E – Specifications

Project specification sections shall conform to District's specification format and complement the contents of the special conditions used by District in the contract documents. Specifications will use the latest Caltrans Standard Specifications unless otherwise noted. The technical project specification shall be prepared in MS Word format. The MS Word files will be submitted with each submission round. For the final specification submittal, consultant will provide signature sheets for the special provisions that they wrote.

i. Preparation of PS&E – Estimate

Quantity and construction cost estimates shall be prepared and submitted for all levels (e.g. 70%, 90%, etc.) of review.

Detailed cost estimates shall be prepared using the District format, MS Excel spreadsheet, which includes all bid items described within the specifications. The estimate shall use the same nomenclature and units of pay as indicated in the specifications. The estimate shall reflect current bid prices based on similar projects and the engineer's own judgment. Copies of previous bid results used for estimating shall be submitted along with the final cost estimate.

j. Control of Quality

The consultant is expected to follow their firm's QA/QC procedure throughout the project delivery stages.

k. Construction Bid Support

The consultant will assist District with preparing necessary information to properly solicit competitive construction bids and to support a recommendation to the Board of Directors to award the projects. The consultant is expected to assist in responding to contractor requests for information and prepare bid addenda as necessary. Any need to clarify or resolve discrepancies, errors, and/or omissions in the PS&E must be done at no additional cost to the District. Responses to RFI must be made in writing within two workdays of receipt.

Stage 3: Design Related Construction Support

During this stage, the consultant is expected to provide engineering support during projects' construction phase, including, but not limited to field visits, project meetings (as needed), and the administration of submittals and responding to requests for information (RFIs).

a. Project Meetings & Field Visits

During the construction phase, consultant is expected to attend the pre-construction conference for their design projects as well as attend meetings when requested to quickly resolve design related issues.

b. Submittal and RFI Administration

The consultant will review and provide guidance to the District on the approval of submittals by the contractor. The consultant will also be responsible for responding to a contractor's RFI. Any

need to clarify or resolve discrepancies, errors, and/or omissions in the PS&E must be done at no additional cost to the District. Responses to submittals and RFIs must be made within two days of receipt (unless it is of an emergency nature, which may require an immediate response). Project delay costs resulting from not responding to a submittal or a RFI in a timely manner will be borne by the Consultant.

D. Schedule of Services

At the end of this RFQ process, District will select at least one on-call consultant for contract award. Task Orders will be issued for specific projects. Prior to the assignment of any projects, the District will request the pre-qualified on-call consultant to provide proposal including budget and schedule for the scope of services for specific projects. Upon agreement of the scope, budget and schedule, the consultant can begin Stage 1 work following the issuance of Notice to Proceed by the District.

Submittal of SOQ

Interested consultants should submit their SOQ, including relevant experience, understanding of tasks associated with project stages as stated herein, list of references, and rate sheet. **SOQs should be sent via email to Carol Thomas-Keefer, Interim General Manager, at cthomaskeefer@rgs.ca.gov by no later than 5:00 p.m. on November 22, 2024.**

Any questions relating to this RFQ should be directed to the above-referenced contact person by no later than Friday, November 15, 2024. Responses will be posted on the District's website – SMVWCD.ORG – and may be provided directly to all consultants receiving this RFQ.