

**REQUEST FOR PROPOSALS
FOR
PROFESSIONAL SERVICES**

**ALAMO CREEK BANK STABILIZATION AND
FLOOD MANAGEMENT PILOT PROJECT**

ZONE 7 WATER AGENCY



ATTN: Andy Chamberlain
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Issued: January 31, 2023

<http://www.zone7water.com/business/construction-business-opportunities>

Questions or comments are due by 3:00 P.M. on Wednesday, February 22, 2023
Proposals are due by 3:00 P.M. on Wednesday, March 8, 2023



I. INTENT

Alameda County Flood Control and Water Conservation District, Zone 7, dba Zone 7 Water Agency (hereinafter referred to as “Zone 7”) is requesting proposals for a qualified engineering / environmental consultant team to prepare engineering design, environmental planning and compliance documents, and design support during construction for the Alamo Creek Bank Stabilization and Flood Management Pilot Project (“Project”). The consultant team will provide services on an as-needed basis as further described in Section III, Preliminary Scope of Work. Zone 7 expects to award a contract to the most qualified consultant team, and further expects that the selected team will see the Project through construction and provide support throughout the Project life-cycle.

II. DESCRIPTION OF THE AGENCY

1. ZONE 7 WATER AGENCY

Zone 7 is one of ten active zones of the Alameda County Flood Control and Water Conservation District, and is a special district established by State legislature in 1949. Zone 7 Water Agency was established by popular vote of the residents of the Livermore-Amador Valley in 1957 under an amendment to the District Act.

Zone 7 provides drinking water to about 280,000 customers within a service area of approximately 425 square miles in eastern Alameda and Contra Costa Counties. Drinking water is supplied to four retailers: California Water Service Company, City of Livermore, City of Pleasanton and Dublin San Ramon Services District.

Zone 7 also manages the stormwater flows into the Livermore-Amador Valley area within the major drainage ways of the Valley floor. Of the 120 miles of drainage ways within the Valley, Zone 7 owns and maintains approximately 37 miles of both improved and unimproved flood protection channels.

Zone 7 staff is charged with promoting environmental stewardship; ensuring compliance with relevant environmental laws and regulations; establishing consistency in environmental compliance; and consolidating activities where possible to conduct environmental activities in an effective and efficient manner.

Zone 7 is in the process of updating its master plan for flood protection with the implementation of the Flood Management Plan, which focuses on establishing updated Agency flood management guidance as well as development and implementation of a proactive stakeholder outreach program. The proposed project is a test pilot project for the Flood Management Plan.

Zone 7 is seeking a consultant team to assist in the preparation of the required



engineering design and associated environmental compliance documents based on conceptual project plans associated with an approved grant funding award.

2. PROJECT OVERVIEW

Zone 7 seeks to address chronic channel toe erosion in a 2,000 linear feet stretch of Alamo Creek in Dublin, California, and to incorporate both green and gray. To this end, Zone 7 applied for funding to the California Department of Water Resources’ (DWR) *Floodplain Management, Protection, and Risk Awareness (FMPRA) Grant Program* and was awarded a grant in 2022 to implement the Project. A copy of the grant submittal, including the conceptual Project approach, is included as **Attachment A**.

The Project is located on Alamo Creek, in the City of Dublin, immediately downstream of a large concrete structure that was designed to hold the grade where South San Ramon Creek joins Alamo Creek. The high velocity convergence of these two water bodies creates extreme turbulence and erosive power as flows move downstream along the (now) trapezoidal engineered section of Alamo Creek, causing toe erosion and downcutting. Combined with the steep slopes (approximately 2:1), this entire section of engineered trapezoidal channel experiences recurring bank instability, erosion, downcutting and associated sediment transport which is exacerbated during larger winter storms.

Zone 7 is proactively seeking approaches to address the turbulence, lateral bank erosion, and incision experienced throughout the reach that:

- promote aquatic and riparian habitat enhancement where possible;
- reduce flood risk to adjacent and downstream communities;
- reduce costly future, reactive fixes; and
- serve as a pilot project that informs Zone 7’s Flood Management Plan for wider use throughout Zone 7’s system.

The table below shows the anticipated target completion timelines for key design, permitting, and construction milestones. This schedule assumes coordination with environmental regulators to ensure timely application and approval of relevant permits.

Milestone	Project Completion Date	
	Early	Late
Select Design Consultant(s)	April 2023	N/A
Execute Design Services Agreement	May 2023	N/A
Complete Plans, Specifications, and Engineer’s Estimate	November 2023	March 2024
Complete CEQA and Permit Applications	December 2023	April 2024
Complete Bidding and Award Construction	Spring 2024	Fall 2024
Complete Construction	Fall 2024	Summer 2025
Project Closeout	Spring 2025	Fall 2025



III. PRELIMINARY SCOPE OF WORK

A preliminary scope of work, included below, has been developed to assist the Proposer in gaining an understanding of Zone 7's goals and objectives as they relate to the Alamo Creek Bank Stabilization and Flood Management Pilot Project ("Project"). The preliminary scope of work does not prescribe a detailed approach for the Proposer to use. The Proposer should demonstrate their expertise by presenting a recommended approach to meet Zone 7's goals and objectives and to compete with, and distinguish itself from, other Proposers. The contract scope of work will be developed based on the selected proposal.

The qualified Proposer shall provide the following services for the Project to support completion of Task 2 (Environmental Compliance and Design) and Task 3 (Construction) outlined in Appendix B to Attachment A:

1. **Planning.** Provide planning services for Project, including but not limited to project scheduling, field reconnaissance, review of existing files and plans, hydraulic analyses, obtaining any additional data and information necessary for design, and preparation of Basis of Design Report.
2. **Geomorphology and Hydrology Studies.** Provide technical geomorphological and/or hydrologic services in support of flood protection, restoration, or other in-stream work required for the Project. Activities may include evaluating channel morphology, sediment management, or roughness coefficients.
3. **Design.** Provide civil engineering design services for the Project, including but not limited to topographic surveying, geotechnical analyses, development of Plans, Specifications, and Estimates (PS&E) and AutoCAD drawings, preparation of specialized specifications which will be incorporated into Zone 7 standard specifications, attendance of design review meetings, preparation of meeting minutes and incorporation of review comments into final design, preparation of construction bidding sheet and cost estimates. Design submittals shall include copies of 10%, 30%, 60%, 90% and 100% design. Submit "as-built" Record Drawings within 45 days of close of construction identifying and explaining any deviations from the 100% design for submittal to permitting agencies.
4. **CEQA Compliance and Documentation.** Develop a Project planning approach and CEQA compliance schedule for Zone 7 review and comment. Prepare CEQA compliance document (e.g., IS/MND or similar) for the Project, including all necessary special studies and other material. Prepare responses to comments, and final documentation. Include artistic renderings of the proposed project for use in CEQA documentation and other outreach materials. Include preparation and facilitation of one public workshop / meeting with both the CEQA lead and



engineering design lead to be present. Assume an admin draft, screencheck draft and final draft for all deliverables (Draft and Final CEQA document), and 12 bound paper copies of the public draft CEQA document as well as 2 bound copies of the final CEQA document. Public noticing will be done by Zone 7.

5. **Biological Resources Studies.** Provide biological resources studies to support design and environmental work required by the Project. Tasks may include targeted habitat surveys (e.g., CRLF, CTS, WPT, fisheries, nesting birds, etc.) and tree surveys, etc. in support of project permits or project design, and strategic natural resource planning for restoration and mitigation. Note the scope does not include pre-construction biological surveys or biological monitoring during construction; these services will be provided under separate contract.
6. **Environmental Permitting and Regulatory Compliance.** Develop a Project permitting approach and permitting schedule for Zone 7 review and comment. Prepare permit applications for the Project, including all necessary special reports and resource studies (e.g., biological and cultural reports, delineations, mitigation plans). Respond to regulatory agency staff questions on the application materials, and secure all needed environmental permits and approvals in consultation with Zone 7 staff. Include two special meetings with regulatory agencies for both the permitting lead and the engineering design lead to be present. Note the Project may result in mitigation needs either onsite or offsite, requiring special surveys and/or plans. Assume an admin draft, screen check draft and final draft for all deliverables.
7. **Engineering Support during Bid Phase.** Following preparation of the final design documents, assist Zone 7 staff throughout the bid phase of the Project, including but not limited to conducting pre-bid meeting and tour of project site, responses to technical questions about the contract requirements from prospective bidders, preparation of addenda to contract specifications and drawings, review and evaluation of bids, and providing conformed specifications and drawings based on all addenda issued.
8. **Engineering Support during Construction.** Construction management, site inspection, and environmental monitoring will primarily be provided by Zone 7 staff and/or third-party services. A partnering approach to construction will be used. Provide engineering support services to Zone 7 on an as-needed basis throughout construction of the Project, including but not limited to review of submittals, responding to request for information (RFIs), providing and issuing design clarifications, reviewing change orders, performing site observation visits, and preparation of Project Record Drawings upon project completion.



IV. CALENDAR OF EVENTS

Below are the major events planned to occur during the selection process in order to identify a consulting team. Please note that this schedule is subject to change.

Event	Scheduled Date
RFP Issue Date	January 31, 2023
Questions Due	February 22, 2023 at 3 pm
Issue Addendum (if needed)	February 27, 2023
Proposals Due	March 8, 2023 at 3 pm
Panel Interviews	TBD in March
Notice of Intent to Award	April 20, 2023
Execute Consultant Contract	May 3, 2023

V. INSTRUCTIONS TO PROPOSERS

1. EXAMINATION OF PROPOSAL DOCUMENTS

By submitting a proposal, the Proposer represents that it has thoroughly examined and become familiar with the work required under this Request for Proposals (RFP) and is capable of performing timely and quality work to the level of Zone 7's expectations and achievement of its objectives. Furthermore, Proposer agrees with and ensures compliance, if selected, with the terms and conditions of the Sample Professional Services Agreement (**Attachment B**). Changes to this Agreement will not be allowed.

2. ADDENDA / CLARIFICATIONS

Written questions or comments regarding this RFP must be addressed to **Andy Chamberlain** at achamberlain@zone7water.com no later than **3:00 P.M. on Wednesday, February 22, 2023**. Responses from Zone 7 will be posted at Zone 7's website at <http://www.zone7water.com/business/construction-business-opportunities>.

3. SUBMISSION OF PROPOSALS

All proposals are to be submitted electronically in PDF format to Andy Chamberlain (achamberlain@zone7water.com) under the subject title "**Proposal for Alamo Creek Bank Stabilization and Flood Management Pilot Project.**" The Proposer shall indicate the Consultant(s) name(s), address(es), and primary contact person. Submittals shall also include the firm's Fee Proposal with financial rates. Proposals must be delivered no later than **3:00 P.M. on Wednesday, March 8, 2023** as time-stamped on Zone 7's email server. A confirmation email will be sent once the proposal has been received/downloaded. Proposals received after this time will not be accepted. It is the Proposer's responsibility to ensure delivery of proposals.



4. PROPOSAL DOCUMENTS INCLUSION

At the sole discretion of Zone 7, any portion and/or all of the Proposal documents may be deemed a part of the consulting services contract with Zone 7 resulting from this RFP, if awarded.

5. WITHDRAWING OF PROPOSALS

A Proposer may withdraw its Proposal at any time before the expiration of time for submission of proposals as provided in this RFP, by delivering to Zone 7 Water Agency, attention **Andy Chamberlain**, a written request for withdrawal emailed by, or on behalf of the Proposer. The time of delivery shall be the time such request is time-stamped by Zone 7's mail server. The Proposer assumes the risk of mis-delivery.

6. RIGHTS OF ZONE 7

This RFP does not commit Zone 7 to enter into a contract, nor does it obligate Zone 7 to pay for any costs incurred in the preparation and submission of Proposals or in anticipation of a contract.

Zone 7 may investigate the qualifications of any Proposer under consideration, require confirmation of information furnished by the Proposer, and require additional evidence of qualifications to perform the services described in this RFP.

Zone 7 reserves the right to:

1. Reject any or all Proposals.
2. Issue subsequent Requests for Proposals.
3. Postpone opening the Proposals for its own convenience.
4. Remedy technical errors in the Request for Proposals process.
5. Approve or disapprove the use of particular sub-consultants.
6. Negotiate with any, all, or none of the Proposers.
7. Solicit best and final offers from all or some of the Proposers.
8. Award a contract to one or more Proposers.
9. Award a contract to a team created by Zone 7 from the Proposers and/or their sub-consultants.
10. Accept an offer other than the lowest-price offer.
11. Waive informalities and irregularities in Proposals.

7. CONTRACT TYPE

Selection of a firm or firms will result in a Standard Agreement for Professional Engineering Services for the Alamo Creek Bank Stabilization and Flood Management



Pilot Project that will begin on the date it is signed by the Zone 7 General Manager, (anticipated May 2023) and will conclude upon project completion. By submitting a Proposal to Zone 7 in response to this RFP, Proposer agrees that if selected by Zone 7 as the successful consultant team, it will enter into this contract with Zone 7 containing the terms and conditions as set forth in the attached Sample Professional Services Agreement (**Attachment B**). The total cost of services shall be proposed by each Proposer and is subject to negotiation between Zone 7 and the selected Proposer. All services are to be billed on a Time-and-Materials basis. Basis of payment will be according to the hourly rates for each employee of the selected consultant and its sub-consultants, up to a not-to-exceed amount, as negotiated by Zone 7 and the selected Proposer. Mark-ups on direct costs shall not exceed ten percent (10%). Mileage reimbursement shall be set at 65.5 cents per mile (in 2023).

Proposal shall review Attachment B and note in the proposal any terms in the sample agreement—including, but not limited to, the insurance requirements—that the Proposer may be unable to meet. Note that the sample agreement is included for demonstration purposes only and is subject to revision. Please note that Zone 7 does not generally accept changes to standard contract terms.

VI. PROPOSER'S MINIMUM QUALIFICATIONS

The Proposer shall meet the following minimum qualifications:

1. The Proposer shall be able to meet all the insurance requirements as listed in the attached "Insurance Requirements for Professional Services Contracts" (included in Attachment B). The selected consultant(s) shall have their insurance carrier(s) submit the necessary Certificate(s) of Insurance, which shall be made a part of the contract with Zone 7.
2. The Proposer shall comply with applicable federal, state and local regulations concerning equal employment opportunity requirements.
3. The Proposer shall possess expert knowledge of civil engineering design; hydraulic, hydrologic, and geotechnical design; hydrologic modelling; ecological and environmental engineering; CEQA compliance and environmental regulations / permitting; and shall be familiar with local conditions relating to these services in Zone 7's service area.

VII. PROPOSAL FORMAT AND CONTENT

The Proposal shall not exceed fifteen (15) pages, with front and back sides counting as two (2) pages, excluding: 1) optional covers, cover letter, table of contents, and tabs, 2) required resumes and the cost estimate. The Proposal shall be organized as follows:



1. **Summary and Overview** – Use this section to summarize your overall approach to the topics identified in the scope of work, the strengths of your project team, and why your firm(s) should be selected.
2. **Team Personnel and Qualifications** – Include a team organization chart and commitment (hours / %) of the team during the course of the project. Identify the Project Manager and key project personnel (including any subcontractor leads) and their role/s associated with the tasks in the proposed scope of work. Provide the team and individual personnel experience as it relates to the scope of work. Provide brief summaries of a minimum of three (3) relevant projects of similar size and complexity, preferably projects incorporating hydrologic modeling and ecological and/or restoration components. Zone 7 is interested in the experience of the project members themselves in addition to the firm. The Proposer’s Project Manager and key individuals who will be assigned to the Project will be an important factor considered by the selection committee. At least one key individual should be from the environmental team and other specialties, if applicable. Once the Proposal is submitted, there shall be no change of key personnel without the prior written approval of Zone 7’s Project Manager
3. **Comments on Preliminary Scope of Work** – This may be used as an opportunity to expand upon your team’s specific experience and expertise as applicable to the Preliminary Scope of Work, and to outline any modifications you believe would more effectively achieve Zone 7’s goals and objectives.
4. **Work Plan** – Describe how the project team will fulfil the scope of work, including a detailed preliminary project schedule with project phases, key milestones, and key decision points. Identify any optional tasks. Include a table showing the labor hours by team member for the tasks, including optional ones, and for the phases (if applicable). To illustrate your approach, describe tools and techniques you will use, and challenges you anticipate, in addressing specific issues identified in the preliminary scope of work, and other issues that you anticipate to be of importance.
5. **References** – From recent applicable experience of the Project Manager and key personnel, list three (3) relevant projects and the agency, staff contact name, address, and telephone number for each.
6. **Professional Services Agreement** – Note any terms in the sample agreement—including, but not limited to, the insurance requirements—that the Proposer may be unable to meet.
7. **Resumes** – Provide a resume for each named key team member that includes but is not limited to the following information:



- years of experience
- education – degrees/certifications, schools, and years obtained
- professional registration(s)
- experience related to the proposed assignment
- description of projects of a similar nature worked on in the past 5 years

8. **Fee Proposal (Separate File)** –The Fee Proposal shall include a fee schedule and a matrix that identifies the proposed staff and corresponding hourly rates for performing the services discussed in the scope of work. It shall include a cost breakdown by task of the following: task or subtask performed, individual hours and hourly rates, and other direct costs. Indicate your firm’s name on the outside of the sealed envelope and clearly mark the envelope as “Fee Proposal.”

VIII. EVALUATION AND SELECTION

1. EVALUATION CRITERIA

The following criteria will be used to evaluate written Proposals that are submitted:

1. **Project Understanding (15%)**
General response to this RFP; adherence to submittal formatting and content requirements; understanding of Zone 7 project requirements, goals, and objectives.
2. **Team Experience (25%)**
Experience in design and permitting of projects of similar scope, size and complexity; qualifications of key personnel; strength and stability of the firm; technical experience and strength and stability of proposed sub-consultants; adequacy of labor commitment.
3. **Project Manager Qualifications and Expertise (20%)**
Experience overseeing successful implementation of projects of similar scope, size, and complexity over multiple project phases; experience working with California flood control agencies and/or municipalities; experience working with California regulatory agencies; record of completing work on schedule.
4. **Technical Approach (30%)**
Ability to implement Zone 7 conceptual approach and intent within overall Project budget as outlined in Attachment A; adequacy of proposed approach to improving bank stability and reducing flood risk while minimizing environmental impacts; comments on preliminary scope; proposed project schedule and deliverables.
5. **Client References (10%)**



2. EVALUATION PROCEDURE

A Review Panel, generally made up of Zone 7 staff, will review the Proposals, establish a list of finalists based on the criteria listed above, interview the finalist firms if necessary, and select the successful Proposer based on demonstrated competence and necessary qualifications. The names of the Review Panel members are not revealed prior to the interviews. The individual or composite rating and/or evaluation forms prepared by Review Panel members will not be revealed. Negotiation of a contract, including the detailed scope of work and the fee, are not within the scope of the Review Panel.

Proposers should be aware that contract award may be made without interviews or further discussion. If required, interview notices will be provided in a timely manner. Approximately 60 minutes is expected to be allowed for each interview, with an additional 15 minute question and answer period. The Proposer's Project Manager must lead the presentation before the Review Panel.

3. AWARD

When the Review Panel has completed its evaluation of the finalists, Proposers will be advised of the number one selection. A contract will then be negotiated between Zone 7 and the selected Consultant for the extent of services to be rendered. If a contract acceptable to Zone 7 cannot be negotiated, Zone 7 reserves the right to end negotiations with the selected Consultant and begin negotiations with the next ranked Consultant. The recommendation for approval of the Consultant and the contract is expected to be made to the Zone 7 Board of Directors at an upcoming Board meeting.

IX. COMPLIANCE WITH LAWS; CONFLICT OF INTEREST

1. Consultant agrees to comply with all applicable federal and state laws, regulations and policies, as amended, including those regarding discrimination, unfair labor practices, collusion and conflicts of interest.
2. Should services agreement become work on "Public Works": A contractor \ consultant or subcontractor \ sub-consultant shall not be qualified to bid on, be listed in a bid proposal, subject to the requirement of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter [1770-1784 Labor Code], unless currently registered and qualified to perform public work pursuant to Section 7029.1 of the Business and Professional Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor \ consultant is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.



X. CALIFORNIA PUBLIC RECORDS ACT

1. Zone 7 believes that the public interest is served by securing the best quality work at the lowest price. Accordingly, we request information about your company's qualifications, past experience and other similar items. Under California law, if requested to provide a copy of your proposal to a third party, we will do so in order to comply with the California Public Records Act.
2. If you believe that any information that you will be providing to Zone 7 is confidential or is subject to protection as a trade secret, please clearly mark that information as confidential in your submittal. You may highlight the confidential information in yellow or otherwise mark it so that Zone 7 personnel clearly know that it is confidential or trade secret information.
3. Zone 7 will do its best not to disclose confidential or trade secret information that is clearly marked as such, but you should know that you bear the risk of marking the confidential/trade secret information sufficiently clearly so as to allow Zone 7 personnel to redact that information prior to providing it to a requestor. Zone 7 assumes no responsibility for any failure on your part to mark the information sufficiently clearly so as to allow our staff to redact the information at the appropriate time.
4. Prior to disclosing your proposal to a requestor, Zone 7 will provide you with reasonable notice of the request and a reasonable opportunity to seek a protective order from a court of competent jurisdiction. Zone 7 will not contest your request for a protective order but will also not contest a request for your response to the request for proposals. Zone 7 will comply with any order regarding disclosure from a court of competent jurisdiction.

XI. ATTACHMENTS

- A. Grant Proposal
- B. Sample Professional Services Agreement



ATTACHMENT A

Zone 7 Water Agency Grant Proposal, February 2022
"ALAMO CREEK BANK STABILIZATION AND FLOOD MANAGEMENT PILOT PROJECT"



ATTACHMENT B

Sample Professional Services Agreement