

**REQUEST FOR PROPOSALS AND QUALIFICATIONS (RFP/Q)**  
**for**  
**ENVIRONMENTAL AND ENGINEERING DESIGN SERVICES**  
**FOR THE LAGUNA CREEK RESTORATION AND FLOOD PROTECTION**  
**PROJECT (PROJECT)**



*RESPONSES DUE:*

**July 30, 2020 at 3:00 PM PDT**

Town of Moraga

Public Works Department/Engineering Division

329 Rheem Boulevard, 2nd Floor

Moraga, CA 94556

## **TOWN OF MORAGA**

### **REQUEST FOR PROPOSALS AND QUALIFICATIONS FOR ENVIRONMENTAL AND ENGINEERING DESIGN SERVICES FOR THE LAGUNA CREEK RESTORATION AND FLOOD PROTECTION PROJECT**

#### **SECTION 1 INTRODUCTION**

Notice is hereby given that the Town of Moraga (Town) solicits technical proposals and associated qualifications (RFP/Q) for environmental and engineering design services for the Laguna Creek Restoration and Flood Protection Project (Project). The Town is seeking to retain a consultant or team of consultants (Consultant) to deliver a multi-benefit project that includes creek “daylighting” and channel restoration, flood control and public access improvements, and utility relocation. Appendix A contains maps and exhibits depicting the Project location and proposed improvements.

The Project may be funded with a combination of Federal, State, and Local grants, and the selected Consultant will be required to comply with all pertinent Federal, State, and Local laws, regulations, and administrative/accounting requirements (Appendix B, C, and D). The Consultant selected for this Project will be required to sign an agreement (Appendix E) and meet the Town’s insurance requirements (Appendix F).

This RFP/Q is available at the Town’s website. It is the Consultant’s responsibility to check this website to obtain any addenda and any other documentation pertinent to this RFP/Q that may be issued. The deadline to submit the technical proposals and cost proposals is Monday, August 3, 2020 by 3:00 PM PDT. Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be considered nonresponsive and rejected. Proposals received after the time and date specified above will be considered nonresponsive and will be returned to the Consultant. Proposals shall be submitted in the format described in the Format and Content for Proposal section of this RFP/Q (Appendix G) to:

Shawn Knapp, P.E., Senior Civil Engineer,

Town of Moraga

Engineering Division (2nd Floor)

329 Rheem Boulevard

Moraga, California 94556.

#### **SECTION 2 PROJECT DESCRIPTION**

The Project is located along Laguna Creek within the Hacienda de las Flores Park (Park) located at 2100 Donald Drive in Moraga, California. An existing structure within the Park, referred to as the Pavilion, is located adjacent to a culverted section of Laguna

Creek. This culvert is undersized and periodically causes shallow overland flows that damage the Pavilion structure. The Project site and Pavilion structure are located within the Laguna Creek Zone AE floodway.

During the winter of 2005/2006, high-intensity storms caused high flows to overtop the right bank of Laguna Creek and inundate the Pavilion. As a result, the culvert's upstream headwall and wingwall failed and fell into the channel due to excessive bank erosion. In 2013, the Town implemented various improvements to repair the storm damage with grant funding issued by Federal Emergency Management Agency (FEMA). During construction of these repairs, California red-legged frog were discovered on site.

The proposed Project will replace the undersized culvert, which is approximately 242 feet long with a stream channel that will contain habitat features for California red-legged frog and riparian vegetation. The channel will be designed to contain FEMA's 100-year flood flow and remove the Pavilion from the 100-year floodway of Laguna Creek. Preliminary hydraulic analysis has been prepared and will be made available to the winning Consultant. Constructing the new stream channel will require relocating an existing sanitary sewer line owned and operated by Central Contra Costa Sanitary District (CCCSD). Additionally, a natural-bottom culvert will be installed to maintain existing vehicular access patterns within the Park, and a public access trail will be constructed/enhanced along the top of the restored stream channel. Refer to Appendix A for exhibits depicting the conceptual layout and cross section of the proposed Project.

The Project may be funded through a combination of Federal, State, and Local grant reimbursement programs, as described below. The Consultant will be required to comply with all pertinent grant requirements for administration and accounting. Additional information regarding funding is included in Appendix B, C, and D of this RFP/Q.

- FEMA – Hazard Mitigation Grant Program
- California Natural Resources Agency – Proposition 13 River Parkways Grant Program
- East Bay Regional Park District – Measure WW Urban Creeks Grant Program

The Town is authorized by the granting agencies to proceed with Phase 1 of the proposed Project, which includes field investigations, California Environmental Quality Act (CEQA) documentation, conceptual design, and preparation of the 65% plans, specifications, and estimates (PS&E). Once Phase 1 is complete, FEMA will complete its obligation to comply with the National Environmental Policy Act (NEPA). Phase 2 would commence once FEMA has completed the NEPA environmental process. Phase 2 of the Project is anticipated to include progressing from 65% PS&E to final design,

preparing construction contract documents, and providing bid phase and construction support.

It is the intent of this RFP/Q to obtain both technical proposals and cost proposals for Phase 1 and Phase 2 of the Project. The Town intends on executing the contract for Phase 1 work by August 2020. The Town may, at its discretion, amend the Phase 1 contract to include Phase 2 work based on the Phase 2 technical and cost proposal submitted in response to this RFP/Q. Alternatively, the Town may select a new consultant to complete Phase 2 work based on the proposals submitted in response to this RFP/Q or issue an additional RFP/Q to solicit new technical and cost proposals for Phase 2.

### **SECTION 3 PRELIMINARY SCOPE OF SERVICES**

A preliminary scope of services associated with Phase 1 and Phase 2 of the Project is described below. Proposers are encouraged to supplement/augment this preliminary scope of services as needed to deliver a complete Project. The final scope of services will be refined during contract negotiations with the selected Consultant. The Consultant will be required to submit all electronic files generated during the course of the Project to the Town, including but not limited to design files, GIS shapefiles, and all design calculations and models prepared for the Project.

At a minimum, the scope of work shall include the following activities:

#### **1. Field Investigation and Surveys**

The Consultant shall perform all necessary field investigations to assess the existing conditions at the Project site and gather necessary information to support the design, permitting, and CEQA/NEPA Clearance processes. This task includes, but is not limited to:

- a. Attend initial kickoff meeting, discuss optional features and needs, and seek feedback regarding design expectations and objectives.
- b. Identify sources of available site and project related information. Request and gather available information for various available sources, and the Town.
- c. Conduct field investigations and site assessments to determine existing conditions and information necessary for design, including, biological assessments, geotechnical investigations, land surveying and topographic surveys, review of previous studies and information. Perform visual inspections and document any additional changes and/or deficiencies of the current condition of the structure and channel reach.
- d. Survey the creek and adjacent features to obtain topographic survey data, including accurately locating building and facilities features. Establish project control monumentation for the survey and future construction surveys. Project control monuments shall be established in stable locations to remain throughout and after construction. Surveys shall

conform to the California Department of Transportation Surveys Manual, and the Federal Geographic Data Committee, Geospatial Positioning Accuracy Standards, where applicable. Local survey accuracy shall be no worse than 0.07 ft. Land surveys shall use NAD83 horizontal and NAVD88 vertical datum. Surveys shall clearly identify and delineate existing surface topography, buildings, facilities, structures, pavement, utilities, significant trees and other features that are visible from the surface. Survey information in the creek may involve measurement underwater, depending on seasonal conditions. Surveys of utilities may require accessing through manholes to measure to inverts and verify pipe sizes and locations.

- e. Prepare a topographic map of the project site to the extent necessary to support the project needs, within at least 100 feet either side of the creek and 400 feet upstream and 200 feet downstream of the proposed project construction limits. Identify and include all buildings, facilities and structures in the topographic survey map.
- f. Prepare a geotechnical investigation report for the Project, and any other technical reports to support the design, LOMR or CEQA/NEPA clearance processes. The geotechnical investigation report shall include recommendations regarding slope stabilizations and protections, foundations for structures, and methods for protecting the adjacent building structures from damage related to earthwork activities or structures during and after construction.
- g. Determine and investigate any other parameters necessary for a robust design that protects existing facilities from flood damage or damages related to this project.

## 2. Hydraulic Study and FEMA Coordination

The Consultant shall:

- a. Prepare a hydraulic study to evaluate existing and post-construction conditions for the various options (see subsection 5a below), to support the design process, and to support CEQA/NEPA clearance processes.
- b. Prepare necessary documentation to augment FEMA Flood Insurance Rate Maps, including Preparation of the Letter of Map Revision (LOMR) and supporting documentation to revise the Flood Insurance Rate Map, as appropriate.

The appropriate design flow parameters to provide 100-year protection for the facilities adjacent the creek at the Hacienda de las Flores shall be explained and determined as part of the hydraulic study. The hydraulic study shall determine probable flood elevations, base flood elevation, scour potential, and any other parameters needed to support the design, CEQA/NEPA clearance or LOMR. The hydraulic study shall evaluate conditions at least 400 feet upstream and 200 feet downstream of the proposed project construction limits. All hydraulic models shall be submitted to the Town electronically in a format that can be run in non-proprietary hydraulic software, such as HEC-RAS or SWMM.

### 3. LOMR Application Fee

The Consultant shall submit the LOMR application and pay the LOMR application fee. This task is strictly for the reimbursement of cost for the application fee. All cost for preparation of the LOMR, application and supporting documents are to be incurred under the task for field investigations (Task 1 above).

### 4. Biological Resources Study

The Consultant shall prepare a biological resources study of the Project site. This task may include conducting biological resources surveys and analysis, as well as, preparing a report to support CEQA/NEPA clearance and resource agency permit applications for the Project.

### 5. Conceptual Design

#### a. 15% Design Workshop

The Consultant shall prepare and deliver to the Town preliminary conceptual design options and issues (15% Design) for staff consideration, discussion and feedback. The Consultant shall meet with staff to discuss design issues and options, including aesthetic, habitat, hydrologic, engineering, architectural and other design considerations. This may be a remote teleconference meeting with Town staff. Discussion should inform options for incorporation in a public Workshop presentation. The Consultant shall document feedback.

The Consultant shall attend and present the conceptual design options and issues at a public Workshop, and receive comments and feedback. The Consultant shall document all public comments and prepare a summary and for presentation to the Town Council. Document comments and feedback for consideration in the design. Under the current COVID19 protocols the format of a public workshop may need to be modified to afford the public an opportunity to provide feedback and comments, but still provide adequate safety. Other opportunities, including online options, shall be considered.

The Consultant shall assist staff in preparing a presentation regarding the concept design options, feedback documented from the Workshop, and any initial comments/findings related to the project or workshop. At the Town's discretion, the Consultant shall attend a Town Council meeting to support staff, answer questions, and receive comments.

#### b. 30% Plans

The Consultant shall initiate correspondence with the jurisdictions/agencies with potential infrastructural conflicts involved in this project, such as utilities like CCCSD, to resolve any conflicts between the comments of different reviewers.

The Consultant shall prepare Plans, Specifications and Engineer's Estimates (PS&Es). The 30% PS&Es shall at a minimum include plans, profiles, some

preliminary detail drawings, outline/TOC of specifications, preliminary specifications, and an engineer's estimate of probable cost.

At this stage, the Consultant shall prepare and deliver Draft PS&Es (30% design), including plans, profiles, some preliminary detail drawings, outline/TOC of specifications, preliminary specifications, and an engineer's estimate of probable cost. The design shall incorporate bioengineering and habitat improvements in conformance with the grants and suitable for the conditions, native environment, and native species indigenous to the area, such as those for California red-legged frog. Comments from 15% public and Town Council meetings shall have been incorporated in drawings, as appropriate. The Plans and Profiles shall be nearly completed pending review and any minor modifications derived from subsequent design activities.

The 30% Design set shall be clearly marked as "Draft 30% Design" on each sheet in the footers, or in text boxes if in the drawing frames. Clearly mark dates in footers and text boxes to match new date of issuance of the 30% Design set. All design files shall be in AutoCAD, and technical specifications shall be in the Caltrans format. All drawings elements, including lines, fonts and scales, shall be sized appropriately to be clearly visible and properly utilized on half-sized drawing sheets. Deliverables shall be published and submitted as bound hard copies (5 sets, half-sized for plans) and an electronic copy in Portable Document Format (PDF). Additionally, all AutoCAD drawings shall be submitted as ETRANSMIT files, including all external references, images, line weights and other associated files. MS Word documents for specifications shall be delivered to the Town. Deliverables to other agencies shall conform to their requirements. Copies of all documents submitted to other agencies shall be submitted to the Town.

The Consultant shall assist staff in preparing a presentation of the 30% design and incorporation of comments from the prior workshop and council meeting. At the Town's discretion, the Consultant shall attend a Town Council meeting to support staff, answer questions, and receive comments.

#### 6. CEQA and Environmental Technical Studies

The Consultant shall be responsible for conducting all necessary environmental analyses and preparing the environmental documents for CEQA compliance. The CEQA documents and studies shall be prepared to be compatible with usage in FEMA's NEPA process. Additionally, to support the CEQA clearance process, this task shall include the delivery of Administration Draft and Notice of Intent to the Town, other permitting agencies and SCH for State Agencies' review, payment of associated fees related to the application and review processes (not mitigation fees), assist in preparing advertisement for 30-day Public Comment, establish process and receive Public Comments, attending Public Hearing at City Council Meeting, delivery

of final CEQA documents with comments addressed/incorporated, and Assist Town in filing NOD, as appropriate.

The Consultant shall support FEMA's NEPA clearance process by providing the appropriate environmental studies and documentation necessary. FEMA will be responsible for NEPA compliance; however, the Consultant will be expected to support FEMA's Environmental and Historic Preservation team's NEPA findings.

#### 7. 65% PS&E

The Consultant shall prepare the 65% PS&Es. The 65% PS&Es shall at a minimum include plans, profiles, details developed to a state of near completeness pending review and any minor modifications derived from subsequent design activities. Additionally, the 65% PS&Es shall include at least some preliminary specifications, draft front-end contract and bidding documents, and engineer's estimate of probable cost. Comments from 30% Conceptual Design review shall have been incorporated in Plans and Profile drawings. Based on comments received on the Conceptual (30%) Design, the Consultant will advance the Project design to the point that all major design and construction issues are resolved and solutions are represented in the plan documents. The Plans, Profiles and Details shall be nearly completed pending Town and Agencies review comments, and any minor modifications derived from subsequent design activities. The engineer's estimate shall be updated to reflect the refinements from the Conceptual Design to the 65% PS&E submittal. A draft of the technical specifications sections shall be included in the submittal. The Consultant will update the technical details to conform with Town standards.

The 65% Design set shall be clearly marked as "Draft 65% Design" on each sheet in the footers, or in text boxes if in the drawing frames. Clearly mark dates in footers and text boxes to match new date of issuance of the 65% Design set. All design files shall be in AutoCAD, and technical specifications shall be in the Caltrans format. Deliverables shall be published and submitted as bound hard copies (5 sets, half-sized for plans) and an electronic copy in Portable Document Format (PDF). Additionally, all AutoCAD drawings shall be submitted as ETRANSMIT files including all external references, images, line weights and other associated files. MS Word documents for specifications shall be delivered to the Town. Deliverables to other agencies shall conform to their requirements.

### **Phase 2**

#### 8. Resource Agency Permitting and Coordination

The Consultant shall complete permitting process for all applicable permits necessary to construct and complete the project. Prepare the resource agency forms and applications for all required permitting, negotiate the permit requirements, and obtain approved permits. The following permits are expected to be required:



- a. California Department of Fish and Wildlife Section 1602 Streambed Alteration Agreement
- b. San Francisco Bay Regional Water Quality Control Board Section 401 Water Quality Certification
- c. U.S. Army Corps of Engineers Section 404 Nationwide Permit

The Consultant will be responsible to pay the permit processing or application fees (Town pays mitigation fees, if necessary).

#### 9. 90% PS&E

Based on comments received on the 65% Design and the CEQA NEPA processes, the Consultant shall advance the Project design to the point that all design, construction and contracting issues are resolved and solutions are represented in the PS&Es. The Consultant shall prepare the 90% PS&Es. The 90% PS&Es shall comprise a complete set ready for bidding, except any final revisions derived from the final Town and Agencies review, and include plans, specifications, front-end bidding and contract documents, notice to bidders, and engineer's estimate of probable cost. Submit the 90% PS&Es to the Town, utility companies, and other agencies for final review and comment. The Consultant shall document comments received. Comments from 65% review and CEQA shall have been incorporated in plans and technical specifications. Front-end contracting documents shall have been incorporated for 90% review. The Consultant shall update the technical specifications and details to conform with Town standards. Work with the Town and other agencies, such as CCCSD, to resolve any conflicts between the comments of different reviewers.

The 90% Design set shall be clearly marked as "Draft 90% Design" on each sheet in the footers, or in text boxes if in the drawing frames. Clearly mark dates in footers and text boxes to match new date of issuance of the 90% Design set. All design files shall be in AutoCAD, and technical specifications shall be in the Caltrans format. Deliverables shall be submitted to the Town for review and comment in stapled or bound hard copies (5 sets, half-sized for plans) and an electronic copy in Portable Document Format (PDF). Deliverables to other agencies shall conform to their requirements.

#### 10. Bid Documents (100% PS&E)

The Consultant shall prepare and deliver the Bid Set contract documents, inclusive of Final PS&Es, after the Town's and agencies review of the 90% PS&E Submittal. Comments from 90% review and CEQA shall have been incorporated in Contract Documents, inclusive of PS&Es, where appropriate. The 90% engineer's estimate shall have been updated to reflect the refinements from the 90% PS&E to the 100% PS&E Submittal. Submit the Bid Set documents for final review by the Town, and

address minor revisions as directed by the Town. The Consultant's Engineer-in-Responsible-Charge shall stamp and sign the approved final Bid Set, and appropriate the California-licensed professionals shall also stamp and sign the individual plan sheets under their charge. The Consultant shall then submit the final cover pages of the Plans and Specifications for signature by the Public Works Director. The final Bid Set shall be clearly marked as "Bid Set" on each sheet in the footers, or in text boxes if in the drawing frames. Include semi-transparent watermark across sheets behind linework and text as deemed appropriate by Town Project Manager (PM). Clearly mark dates in footers and text boxes to match new date of issuance of Bid Set.

All design files shall be in AutoCAD, and technical specifications shall be in the Caltrans format. Deliver to the Town the Final Bid Set (100% design), including final planset, specifications, advertisement, contracting documents and engineer's estimate. Deliverables shall be published and submitted as bound hard copies (3 sets) and an electronic copy in Portable Document Format (PDF). Additionally, all AutoCAD drawings shall be submitted as ETRANSMIT files including all external references, images, line weights and other associated files. MS Word documents for bid specifications, inclusive of front-end contract documents, shall be delivered to the Town. The City utilizes electronic bidding services, such as E-Bid, and Contractor Exchanges. For Bidding purposes the Consultant shall provide to the Town an electronic copy in Portable Document Format (PDF) of Bid Plans and Specifications, inclusive of front-end contract documents. Electronic copies of Plans shall be provided in Half sized and Full sized, and Specifications shall be standard 8-1/2"x11" with some 11"x17", as necessary. Additionally, the Consultant shall provide 3 bound hard copies of Bid Specifications, inclusive of front-end contract documents, documents, 1 copy of bound D-sized (24"x36" sheet) Bid Plans and 3 copies of bound half-sized (11"x17" sheet) Bid Plans for Town use during bidding process. The Consultant shall prepare and submit to permitting and other agencies, as required, any bidset contract documents, inclusive of plans and specifications, in a number and format appropriate to agencies requirements.

#### 11. Bid Phase Support

The Consultant shall assist the Town as requested during the bidding process. The work may include answering questions regarding design issues, providing consultation and interpretation of the construction documents, and assisting the Town in preparation of addenda to the PS&E during the advertisement period. The Consultant shall attend pre-bid meetings or bid opening, and review of bids if requested. The Town will advertise the Project for bidding and distribute the plans to prospective bidders. The Consultant shall designate a person to receive contractor inquiries, unless otherwise directed by the Town.

The Consultant shall prepare and submit the Conformed Set contract documents, incorporating addenda appropriately. Remove "Bid Set" from footers and text boxes

in the drawing frame from each sheet of the contract documents and clearly mark with "Conformed". Remove all Watermarks as deemed appropriate by Town PM. Modify dates in footers and text boxes to match new date of issuance of conformed set. The Consultant's Engineer-in-Responsible-Charge shall stamp and sign the approved final Conformed set, and appropriate the California-licensed professionals shall also stamp and sign the individual plan sheets under their charge. The Consultant shall then submit the final cover pages of the Plans and Specifications for signature by the Public Works Director.

All design files shall be in AutoCAD, and technical specifications shall be in the Caltrans format. Deliver the Final Bid Set (100% design), including final planset, specifications, advertisement, contracting documents and engineer's estimate. The Consultant shall provide to the Town an electronic copy in Portable Document Format (PDF) of Conformed Plans and Specifications, inclusive of front-end contract documents. Electronic copies of Conformed Plans shall be provided in Half sized and Full sized, and Conformed Specifications shall be standard 8-1/2"x11" with some 11"x17", as necessary. Additionally, the Consultant shall provide 3 bound hard copies of Conformed Specifications, inclusive of front-end contract documents, documents, 3 copies of bound D-sized (24"x36" sheet) Conformed Plans and 10 copies of bound half-sized (11"x17" sheet) Conformed Plans for Town use during construction process.

The Consultant shall prepare and submit to permitting and other agencies, as required, any conformed contract documents, inclusive of plans and specifications, in a number and format appropriate to agencies requirements.

#### 12. Construction Support

Assist the Town as requested with technical issues arising during and immediately after the Project construction. The work may include: reviewing contractor submittals, addressing requests for information, providing consultation and interpretation of the construction documents, assisting the Town in the preparation of Contract Change Orders during construction, and developing construction record drawings. The Consultant will attend the preconstruction and other job site meetings, if requested.

### **SECTION 4 CONSULTANT SELECTION**

The proposals submitted in response to this RFP/Q will be used as a basis for selecting Consultants to be invited to an interview or to recommend for award. The proposal will be evaluated and ranked accordingly to the criteria provided in this RFP/Q. The consultant selection process is further detailed in Appendix H.

The ideal Consultant will have the experience to fulfill the Town's needs and deliver a complete Project on time and within budget, including at least 5 years of experience

with creek “daylighting,” hydraulic engineering, habitat restoration, and civil engineering, including utility coordination. The Project team may need to include members with experience with the following technical disciplines: topographic surveys, civil engineering, hydraulic engineering, fluvial geomorphology, environmental planning, wildlife biology, and restoration ecology. Additionally, the Consultant’s Project Manager must have demonstrated experience providing satisfactory services to a public agency of similar size to the Town within the last 5 years.

The Town’s Engineering Division staff will review all proposals submitted on-time and select the most qualified firm(s) tentatively by the end of business day August 3, 2020. Oral interview may be scheduled with one or more of the highest-ranked firms to assist with the consultant selection process. The Consultant shall have proposed key staff with critical roles in the Project present at the oral interviews, including the Consultant’s proposed Project Manager.

Proposers are required to attend a mandatory site walk and information meeting on July 15, 2020 at 9:00 AM PDT at the Hacienda de las Flores, 2100 Donald Drive, Moraga, California 94556. A Town representative will describe the Project and address questions regarding this RFP/Q, insurance, grant funding, contract requirements, and potential Project scopes. Individual meetings with Consultants after the informational meeting will not be allowed.

Any questions related to this RFP/Q shall be submitted in writing to the attention of Mark Summer via email at the following emails: [jlara@moraga.ca.us](mailto:jlara@moraga.ca.us), and [marksummers@moraga.ca.us](mailto:marksummers@moraga.ca.us). The Subject line of emails must read: LAGUNA CREEK RESTORATION. All questions must be submitted before Monday, July 22, 2020 by 5:00 PM PDT. Questions received after the deadline will remain unanswered. No oral questions or inquiry about this RFP/Q will be accepted.

This RFP/Q does not commit the Town to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure a contract for services. The Town reserves the right to accept or reject any or all proposals received as a result of this request, or to negotiate with any qualified Consultant to modify or cancel in part or its entirety the RFP/Q if, it is not in the best interests of the Town to do so.

The prospective Consultant is advised that should this RFP/Q result in a recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the Town. The total amount payable to the Consultant shall not exceed the agreed contract amount and with a performance period date approved by the Town Council to the completion of construction listed in the Contract, whichever is less.

The anticipated schedule for consultant selection and for the Project is given below. It should be noted that the Town reserves the right to make changes to the schedule and that the following dates are considered tentative.

- Mandatory Site Walk/Informational Meeting (9:00 AM) July 15, 2020
- Written Question Deadline (5:00 PM) July 22, 2020
- Answers Posted on Website (Tentatively, COB) July 23, 2020
- Submission RFP/Q Deadline (3:00 PM) August 3, 2020
- Consultant Presentation/Interviews (Tentative) August 13, 2020
- Town Selects Consultant (Tentative) August 17, 2020
- Consultant Submits Signed Contract (Tentative) August 20, 2020
- Town Council to award Contract (Tentative) August 26, 2020
- Phase 1 Project Complete (Tentative) March 2021
- Construction Bid Advertisement (Tentative) Fall 2021

**Conclusion**

Thank you for considering the Town’s RFP/Q for this Project. Several documents are provided as attachments to this RFP/Q to facilitate proposers’ development of a technical and cost proposal.

Sincerely,

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Shawn Knapp, P.E.  
 Director of Public Works  
 Office Number: (925) 888-7027

## LIST OF ATTACHMENTS

- Appendix A – Exhibits and Maps
- Appendix B – Federal Grant Funding Requirements
  - <https://www.fema.gov/hazard-mitigation-assistance-program-guidance>
- Appendix C – State Grant Funding Requirements
- Appendix D – Local Grant Funding Requirements
- Appendix E – Sample Professional Services Agreement
- Appendix F – Town’s Insurance Requirements
- Appendix G – Form and Content of Proposal
- Appendix H – Consultant Selection Process

## Appendix A: Exhibits and Maps

## Appendix B: Federal Grant Funding Requirements

Available through the following link: <https://www.fema.gov/hazard-mitigation-assistance-program-guidance>



## Appendix C: State Grant Funding Requirements

## Appendix D: Local Grant Funding Requirements

## Appendix E: Sample Professional Services Agreement

## Appendix F: Town's Insurance Requirements

## Appendix G: Format and Content of the Proposal

Provide a proposal that includes services for environmental and engineering design services for creek “daylighting” and restoration, flood control, public access improvements, and utility relocation. Proposals shall be a maximum of 40 pages. The transmittal letter, resumes, and certificates are included in the maximum page count; section dividers do not count as a page and 11x17 pages count as 2 pages. The minimum acceptable font size is 10.

### Transmittal Letter

Describe the firm’s interest in the Project and commitment of personnel to the Project. Letter shall state that the technical proposal and cost proposals for Phase 1 and Phase 2 are valid until December 2021. The letter shall also contain a statement that the proposer has no exceptions to the City’s Professional Services Agreement or will list any exceptions that they may request if selected. Note that listing exceptions does not indicate that the City will agree to said exceptions if selected and the proposer may be required to accept the Professional Services Agreement without modifications.

### Executive Summary

Include a one-page summary of how the firm plans on managing multiple projects simultaneously. Briefly describe the Consultant’s experience and qualifications dealing with similar projects and why the Consultant should be selected for this Project. Describe staffing and resources needed, key staff experience, and how staff will be utilized throughout the project durations.

### Project Understanding and Approach

Describe the Firm’s understanding and approach to the project and provide detail on the Firm’s possible vision for how this Project, or project elements, may look and perform. Identify any innovative solutions for the Project.. Include a comprehensive scope of work that needs to be performed to deliver a complete project. Identify any scope items not identified in the RFP/Q. The scope of work shall include both Phase 1 and Phase 2 of the Project. Provide enough information about how the Project will be completed and provide information on Project constraints or coordination issues including, but not limited to: buildings and facilities protection during and after construction, flood control and risk abatement, construction costing, constructability, civil engineering, geotechnical and foundations engineering, utilities coordination and relocation, CEQA and associated technical studies, NEPA support, hydrology/hydraulics, stream bioengineering, conformance with grant requirements, other anticipated work items. Describe site evaluation and assessment, project management approach, and each sub-consultants’ responsibilities.

### Project Manager and Team Summary

Give a brief description of the Project team including Project manager. Include a brief description of the project team, key staff and subconsultant, and discussion of relevance of their experience as it relates to this project. Highlight the firm's and key personnel's experience with related projects of similar complexity and scope, completed within the last 10 years by key members of the proposed project team. Include a project organization chart that clearly delineates communication/reporting relationships among the project staff, including any subconsultants

Provide a minimum of three (3) references who have previously utilized your firm for work of similar scope and scale, and can discuss the firm and project team's qualifications to deliver the project Scope of Services. The references shall be knowledgeable and able to discuss the qualifications of the firm and project team correlating with the work experience cited under sections above. Furnish the name, title, address, and telephone number of the person(s) at the client organization who are most knowledgeable about the work performed. Provide a list of past joint work by the offeror and each sub-consultant, if applicable. The list should clearly identify the project and provide a summary of the roles and responsibilities of each party.

### Staffing Plan and Experience/Project Team

This section of the Proposal should discuss and identify key personnel, qualifications, and assignments. Describe the experience of the Consultant, including all sub-consultants, and list other similar type projects worked on by the key Project team members. Describe the organization of the team and identify key personnel, firm affiliation, and responsibility and title. Provide client references for projects completed by the Consultant with similar scopes of work. Include the person's name, current location, proposed position for this project, proposed project assignment, level of commitment to that assignment, availability for that assignment, and how long each person has been with their respective firms. Identify key personnel who are specially licensed or certified to work on the Project. Include a statement that key personnel will be available to the extent proposed for the duration of possible projects, acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written notice to the City.

Furnish brief resumes [not more than four (4) pages each, or two (2) sheet front and back if double-sided] for the proposed Project Manager and other key personnel shown on the project organization chart. Identify key personnel or subcontractor's personnel proposed to perform the work in the specified tasks. Resumes shall include qualifications and experience relevant to this Project. Resumes shall include education, experience, and applicable professional credentials of project staff. Resumes should highlight and discuss the individual team members experience on projects of similar nature as this Project, including project references to demonstrate experience.

References listed in the team summary should correlate with project experience shown on individual resumes. Resumes should be provided for only key personnel substantially involved in the project (performing more than 5% of the billable work, not counting project management and administrative activities). Resumes shall include a copy of all applicable professional licensure or certification relevant to this project for project team personnel as an attachment (this does not count towards page count limit). Do not include extraneous certifications, those not relevant to this project scope.

### Task Summary

Present a table of tasks and proposed related man-hours for each of the Project team members, including subtotals for major tasks.

### Schedule

Prepare and submit a schedule of tasks, subtasks and milestones for Phase 1 and Phase 2. The schedule shall be coordinated to conform with Grant(s) requirements. Show the proposed beginning of and duration to complete each task and subtask, include the critical path, dependencies, and any float. Show key tasks, subtasks milestones, include submittal of draft deliverable for review by City and other agencies, meetings, and presentations. Assume 2 weeks for Town staff review time to provide comments regarding draft submittals, and allow sufficient time for minor revisions prior to submitting for presentation to the public or Town Council. For the 15% submittal assume 1 week for Town staff review.

Include at least 2 weeks lead time between submittal of deliverables to town and any Town Council meeting for presentation or reports to be agendaized. Town Council typically meets on the second and fourth Wednesday of each month, except Holidays. Include milestones for Town Council meetings, including 15% options discussion and review of the Public Workshop comments. Additionally, include estimated milestones for bidding and construction activities in the schedule for the following:

1. Bid Advertisement (Tentative) authorized by Town Council (By Town)
2. Bid Opening (Tentative) on a Wednesday 4 to 5 weeks following Advertisement (By Town)
3. Bid Award (Tentative) by Town Council 2 to 3 weeks following Bid opening (By Town)
4. Notice to Proceed (Tentative) Monday 3 weeks following Award (By Town)
5. Final Completion of Construction (Tentative)

### Certification of Insurance Requirements

Provide verification from your insurance agent that they understand and can comply with the Town's insurance requirements and form types. Include a written statement

that the contract form, conflicts of interest provisions, and insurance are understood. The individual authorized to negotiate the final contract must sign the letter.

Proposal Submittal

1. The Consultant shall submit four (4) hard copies and one (1) PDF copy on USB (Flash drive) of the technical Project proposal that includes both Phase 1 and Phase 2. The Consultant shall include:
  - a. Cost proposal for Phase 1 in a separate envelope.
  - b. Cost proposal for Phase 2 in a separate envelope.
2. The proposal shall be signed by an authorized official of the firm.
3. The proposal shall be valid until December 2021.
4. The proposal shall clearly state the Project being considered.



## Appendix H: Consultant Selection Process

### Selection Process:

1. The basis for selection of a consultant shall include: ability to follow proposal directions and requirements, professional excellence, and demonstrated competence in managing complex environmental and engineering projects within budget and on time. Selection will also be based on team member experience and quality, technical knowledge, staffing capability, current workload, ability to meet schedule, ability to meet Town agreement and insurance requirements, and familiarity with Town project requirements.
2. The proposals will be evaluated and ranked by a Consultant Selection Committee consisting of Town staff by the following criteria.

No.	Evaluation Criteria	Weight
1	Completeness of Response	Pass/Fail
2	Qualification & Specific Experience of Key Team Members	25
3	Project Understanding & Approach	30
4	Experience with Similar Types of Projects	25
5	Schedule and Capacity to Provide Qualified Personnel	10
6	References/Satisfaction of Previous Clients	10
	Subtotal	100

3. The following will apply during the proposal process:
  - a. No information regarding the identity of the Selection Committee will be provided.
  - b. No additional project information will be provided during the RFP/Q proposal process. In the case of conflicting information within the RFP/Q, Consultants may provide written request to clarify conflict to Mark Summer, Associate Civil Engineer, at email [msummer@moraga.ca.us](mailto:msummer@moraga.ca.us). Copy all emails to: [jlara@moraga.ca.us](mailto:jlara@moraga.ca.us).
  - c. Only the identity of the top-ranked consultant will be disclosed. Information regarding ranking of consultants will not be made available.
  - d. The Town reserves the right to schedule oral presentations, as necessary, with the highest ranked firms.

4. The Town may begin contract negotiations immediately with the top-ranked firm. If negotiations are unsuccessful, the Town will attempt to negotiate a contract with the second-ranked firm, and so on, until an agreement is reached.