



REQUEST FOR QUALIFICATIONS/ PROPOSALS

SAN MIGUEL COMMUNITY SERVICES DISTRICT LIFT STATION FLOODPROOFING PLANNING AND DESIGN

Issue Date:
October 25th, 2024

Proposal Due Date and Time:
Friday, December 6th, 2024 12:00 pm (Pacific time)

Mailing Address:
PO BOX 180
San Miguel CA 93451

Delivery Address:
1765 Bonita Place
San Miguel CA 93451

Contact:
Kelly Dodds, General Manager Kelly.dodds@sanmiguelcsd.org phone: 805
-467-3388 / fax: 805-467-9212

**REQUEST FOR QUALIFICATIONS/PROPOSALS
SMCSD LIFT STATION FLOODPROOFING PLANNING AND DESIGN**

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
LIFT STATION FLOODPROOFING PLANNING AND DESIGN**

The San Miguel Community Services District (District) has prepared this Request for Qualifications/Proposals (RFQ/P) for engineering services for an alternatives analysis, design, and CEQA support for the floodproofing of the District's sanitary sewer lift station, in the community of San Miguel, San Luis Obispo County, California.

Proposal Due Date: December 6, 2024, 12 p.m. local time. Any proposals received after this date/time will be returned to the proposer un-opened. It shall be the proposers' responsibility to verify and confirm receipt of the proposals by the specified due date and time.

Proposal Delivery Location: 1765 Bonita Place, San Miguel, CA 93451 or via USPS at PO Box 180, San Miguel, CA 93451. To safeguard against pre-mature opening, all proposals shall be in sealed envelopes/containers, with a label containing proposal title, proposer's name, and proposal due date and time.

Number of Copies of Proposal to be Provided: 2 hard copies, one thumb drive. The thumb drive shall include a complete copy of the Proposal, EXCLUDING PROPOSED FEES.

Contact: Kelly Dodds, General Manager, San Miguel Community Services District, kelly.dodds@sanmiguelcsd.org, (805) 467-3388 for details and information regarding this RFQ/P and proposal requirements. Firms must notify Kelly Dodds via email of their intent to propose in order to receive any addenda or response to questions.

BACKGROUND

San Miguel is an unincorporated community in San Luis Obispo County, with approximately 2,820 residents. San Miguel is located approximately 7 miles north of the City of Paso Robles. The San Miguel Community Services District was formed in 2000 combining the San Miguel Fire District, County Service Area 1, San Miguel Sanitary District, and San Miguel Lighting Districts. The District currently provides fire services, street lighting and landscaping, wastewater collection and treatment, potable water production and distribution, and solid waste services. The District is Governed by a Board of five Directors and has a General Manager, Director of Utilities, six admin and Utilities Personnel, a Fire Chief, Assistant Fire Chief and up to 20 paid on-call firefighters. The majority of operating funds for the District come from user fees and property tax.

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD LIFT STATION FLOODPROOFING PLANNING AND DESIGN

The District operates one sanitary sewer lift station, which is along the eastern side of Soka Way between Chick Lane and Wimer Way, in San Miguel, CA. The location of the lift station is shown in Attachment A. Heavy storms in January 2023 flooded this location, which is adjacent to the Salinas River, damaging the lift station. The lift station has been repaired but has not been floodproofed to prevent damage from future flood events.

The District requests that different floodproofing alternatives be analyzed for the lift station. As part of this effort, it is expected that the selected firm perform hydraulic modeling of the Salinas River and environs to estimate key flood parameters, such as scour velocity and depth. The alternatives analysis may include, but is not limited to, relocating the lift station to a higher elevation or construction of flood walls around the site permitter. The selected firm will then prepare design documents and provide CEQA documentation for the recommended floodproofing alternative. It is anticipated that a Mitigated Negative Declaration will be required, following the Initial Study. The goal of the project is to have bid-ready construction documents and permitting complete to continue with construction of the recommended alternative.

The District is seeking to fund construction of the chosen floodproofing improvements through the US Department of Agriculture's (USDA) Rural Development Program. Requirements of this program will dictate many aspects of this project, including aspects of documents submitted during the alternatives analysis and design phase, and should be considered in the project scope. Coordination with USDA throughout the project will be required to ensure compliance.

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD LIFT STATION FLOODPROOFING PLANNING AND DESIGN

INQUIRIES DURING PROPOSAL PERIOD

Consultants must direct all inquiries to the District in writing, via email to the General Manager, Kelly Dodds kelly.dodds@sanmiguelcsd.org. All inquiries will be responded to in writing, and questions and responses will be disseminated to all consultant teams for their consideration. The origination of the questions will not be disclosed. **All inquiries must be received no later than Wednesday November 20th, 2024 (close of business) in order to receive responses from the District.** Inquiries received after this deadline may not be responded to.

MANDATORY ON-SITE PRE-PROPOSAL MEETING

A mandatory pre-proposal meeting will be held on Thursday November 14, 2024 at 10:00 AM. This meeting will be held at the lift station, located at 942 Soka Way, San Miguel, CA. The District may reject proposals from firms which did not attend this meeting.

ADDENDA TO RFP

Through the course of the proposal development, consultants may raise questions concerning the RFQ/P, which may impact proposals. The District will issue addenda as necessary to further clarify the requirements and expectations of the RFQ/P. Consultants shall acknowledge receipt of addenda in the proposal cover letter.

REQUEST FOR QUALIFICATIONS/PROPOSALS

SMCSD LIFT STATION FLOODPROOFING PLANNING AND DESIGN

PROPOSAL REQUIREMENTS

Submit One Proposal. Prime consultants shall be limited to only one proposal/project team for the Project. Subconsultants, however, may be included in multiple proposals with various prime consultants.

Proposal Rejection or Withdrawal. Late proposals (submitted after the specified due date/time) shall be rejected by the District and returned un-opened to the Proposer. The District reserves the right to accept or reject any or all proposals. Proposals may be withdrawn by a signed written request submitted to the District at any time prior to 5 p.m. of the due date of the proposal.

Project Manager. The Project Manager shall be the same person named as Project Manager in the Proposal and shall be dedicated to this Project as appropriate to execute the project in a timely and effective manner. Should the designated Project Manager not be able to fulfill this commitment during the course of the Project, the Consultant shall notify the District within 10 working days of proposed personnel change and shall submit the qualifications of the new proposed Project Manager, subject to approval by the District.

Agreement. Consultants shall review the District's Standard Agreement, liability, and insurance requirements, included as **Attachment A** to this RFQ/P. Each individual firm submitting a proposal shall meet all the terms and conditions contained in the Agreement, and/or shall submit proposed exceptions to the Agreement in the Consultant's proposal. The District is willing to negotiate such requirements with candidates; however, the Proposer shall bear in mind that should a funding agency used by the District require specific terms and conditions not included in District's Agreement, Consultant shall abide by all funding agency requirements without exception. This Agreement and RFQ/P is for engineering analysis and design services and CEQA support services.

Agreement Execution. The selected consultant shall execute the written contract included in Attachment A, with the District within 10 working days after notice of award has been granted by the District. Failure to accept and execute said Agreement will cancel the notice of award, and the District will continue negotiations with the next highest ranked firm.

Proof of Insurance. The District will require the individual or engineering firm selected to maintain general liability, automobile, workers' compensations, and errors and omissions insurance. The contract will contain provisions requiring the selected firm to indemnify the District and provide that the District Engineer is an independent contractor serving at the will of the District. Other required provisions will include the District's right to terminate the agreement, at its sole discretion, upon the provision of notice. Consultant shall provide proof of insurance in the form, coverages, and amounts

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD LIFT STATION FLOODPROOFING PLANNING AND DESIGN

specified in the Agreement within 7 working days following notice of contract award. Such insurance proof shall be a pre-condition of contract execution.

General Conditions.

- Preference will be given to Firms with offices within 120 miles of the District, Proposer shall indicate where the office that would service this contract is located.
- The District shall not be liable for any pre-contractual expenses incurred by any proposer, nor shall any firm include such expenses as part of the proposed cost. Pre-contractual expenses include any expense incurred by a proposal and negotiation of any terms with the District.
- The District reserves the right to withdraw this RFP at any time without prior notice and to reject any all proposals submitted without indicating any reasons. Any award of contract for services shall be made to the firm best qualified and responsive in the opinion of the District.
- Proposals may, at the District's option, be rejected if they contain any alterations, additions, conditional or alternatives, are incomplete, or contain erasures or irregularities of any kind.
- The District reserves the right to reject any and all proposals. The District expressly reserves the right to postpone submittal opening for its convenience and to reject any and all submittals responding to this RFP.
- Proposal will NOT be opened publicly.
- The selected firm must agree to indemnify and hold harmless the District, its officers, agents and assigns from any liability or loss resulting from suits, claims, or actions brought against the District which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.
- The selected firm will be required to comply with all existing State and Federal labor laws including the applicable to equal opportunity employment provisions.
- The District reserves the right to negotiate special requirements and proposed service levels using the selected proposal as a basis. Compensation for services will be negotiated with the selected firm.
- All responses to this RFP shall become the property of the District and will be retained or disposed of accordingly.
- No amendments, additions or alternates shall be accepted after the submission date and time.
- All documents, records, designs, and specifications developed by the selected firm in the course of providing services for the District shall be the property of the District.
- Anything considered to be proprietary in the proposal should be so designated by the firm.
- Acceptance by the District of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract for services.

REQUEST FOR QUALIFICATIONS/PROPOSALS SMCSD LIFT STATION FLOODPROOFING PLANNING AND DESIGN

- The District reserves the right to issue a written notice to all participating firms of any change in the proposal requirements or submission schedule should the District determine, in its sole discretion, that such changes are necessary.
- All services provided by the firm shall be in accordance with State, Federal, County, and District's standards.
- The selected firm must comply with Government Code section 8355 in matters relating to providing a drug-free workplace.
- The Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31 et. seq., are the governing factors regarding allowable elements of cost.
- The final Agreement between the District and the firm will include the administrative requirements set forth in 49 CFR Part 18, Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments.

REQUEST FOR QUALIFICATIONS/PROPOSALS

SMCSD LIFT STATION FLOODPROOFING PLANNING AND DESIGN

PROPOSAL FORMAT

General. Proposals shall be prepared in accordance with the format specified in this section. Proposals that do not follow this format will be subject to rejection by the District. Provide proposals in the following format:

- **Provide your proposed fees in a separate sealed envelope, clearly marked with the proposer's company name and address, and labeled "Proposed Fees for SMCSD Lift Station Floodproofing Planning and Design". Prime consultant fees shall be broken down by manhours per task, in accordance with the labor classifications and rates specified, and per Section 4 of the Proposal.**
- **Letter of Transmittal.** Provide a brief transmittal letter (2 pages maximum) transmitting the proposal to the District.
- **Table of Contents.**
- **Section 1. Project Understanding and Approach.** Provide your team's understanding and approach to the overall project. Discuss issues and concerns and express your ideas and methodology on how best to approach and execute the project. Include your approach to project management, teamwork, communications, quality assurance/control, and cost and schedule controls.
- **Section 2. Project Team/Qualifications.** Provide an organization chart showing design team, organization/lines of communication, and team member qualifications germane to this project. Clearly state your proposed Project Manager and corresponding planning and design qualifications. The proposed Project Manager must be a California-licensed Professional Engineer. Include all subconsultants as part of the proposed team and describe your past working relationships with each subconsultant. Full resumes shall be placed in Appendix A. Team member references shall be included in Appendix B. Provide a minimum of three references, two of which must be for the proposed Project Manager. State the contact/agency name, brief title/description of project, contact telephone number.
- **Section 3. Relevant Project Experience.** Provide your team's relevant project experience as it relates to the nature of this project, including the experience of proposed subconsultants. Include projects of similar nature, magnitude, and complexity to this project. Provide the year(s) the Work was performed and identify key team members and their roles on the project. Projects listed should be specifically relevant to key aspects of the Project.

REQUEST FOR QUALIFICATIONS/PROPOSALS

SMCSD LIFT STATION FLOODPROOFING PLANNING AND DESIGN

- **Section 4. Scope of Services.** Provide a detailed scope of services for the project. Embellish on the scope outline in this RFP. Include a subsection in this Section 4 specifically to present any exceptions to the Agreement for Services.

- **Section 5. Conflicts of Interest.** Firms submitting a proposal in response to this RFP must disclose any actual, apparent, direct, or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the Agreement for engineering services to be awarded pursuant to this RFP. If a firm has no conflicts of interest, a statement to that effect shall be included in the Proposal.

- **Section 6. Project Schedule.** Provide a detailed project schedule, in graphic format, along with written explanation of assumptions, or specific details, issues or concerns regarding the proposed schedule. Show graphically and clearly indicate all schedule components, including mandatory compliance schedules, those schedule items for District and agency review, and other items as deemed necessary. Include in the schedule all anticipated time allotments for agency reviews, public participation, and other schedule provisions. Clearly state all assumptions and basis for the proposed schedule. The proposal and project award schedule follows:

| Item | Date |
|---|-----------------------------|
| RFP/Q Issued | 10/25/2024 |
| Pre-Proposal Meeting | 11/14/2024, 10am local time |
| Submit Questions By | 11/20/2024, 5pm local time |
| Responses to Questions Posted By | 11/26/2024, 5pm local time |
| Proposal Due | 12/6/2024, 12 pm local time |
| District Review of Proposals | 12/9/2024 through 1/6/2024 |
| Interviews (if desired by the District) | TBD |
| District Recommendation of Selected Firm/Staff Report | 1/23/2025 |
| Consultant Notice of Contract Award/Begin Contract Negotiations | 1/24/2025 |

- Appendix A. Team Member Resumes

- Appendix B. References

- Appendix C. Billing Rates

REQUEST FOR QUALIFICATIONS/PROPOSALS

SMCSD LIFT STATION FLOODPROOFING PLANNING AND DESIGN

- **Fee Estimate. IN A SEPARATE SEALED ENVELOPE**, provide a fee estimate, broken down by personnel, hours, and task, demonstrating your understanding of the scope of work and level of effort required to accomplish all tasks. Provide proposed consultant fees, using the same hourly rates proposed in Consultant's billing rate schedule. Provide the standard billing rate sheets for the prime consultant and each subconsultant and include such billing rate sheets in Appendix C. **DO NOT PROVIDE THIS FEE ESTIMATE AS PART OF THE PROPOSAL, AND DO NOT PROVIDE PROPOSED FEES ON THE THUMB DRIVE. THE PROPOSED FEES SHALL BE SEALED IN A SEPARATE ENVELOPE, CLEARLY MARKED SUCH, AND ENCLOSED WITHIN THE ENVELOPE FOR THE HARD COPIES OF THE PROPOSALS.**

Proposal Length. The District has no required proposal length; however, the District requests Proposers to be concise and to only include information germane to the Proposal.

Other Requirements. The hard copies of proposals shall be bound. **Minimum font size for text shall be 11 point, except for headers, footers, footnotes, etc.**

PROPOSAL RANKING CRITERIA

Proposals will be ranked by the District based on established ranking criteria. The value of each criterion is stated immediately following each criterion. Criteria and relative "point" values are as follows:

- Project Understanding and Approach, 35 points
- Team qualifications, 30 points
- Project Schedule, 15 points
- Responsiveness to RFP, 15 points
- Local Presence, 5 points

All proposals will be ranked on these criteria, and a short-list of a maximum of three firms will be chosen. If interviews are warranted, the District will select the interview times at random, and will notify each team as to their respective time slots for interviews. The interviews will consist of a half-hour presentation by the project team, followed by a one-hour question and answer period. The top candidates may be interviewed, and the top firm selected based on the outcome of the respective proposals and interviews. The top-ranked firm will then enter contractual and fee negotiations with the District, and should the District and top-ranked firm not satisfactorily negotiate the agreement, the second-ranked firm will enter negotiations, and so forth.

REQUEST FOR QUALIFICATIONS/PROPOSALS

SMCSD LIFT STATION FLOODPROOFING PLANNING AND DESIGN

OVERVIEW OF SCOPE OF SERVICES

Consultants shall prepare a scope of services to provide engineering services for the lift station floodproofing alternatives analysis. The chosen consultant shall negotiate a scope and fee for the design and CEQA support of the recommended alternative following completion of the alternatives analysis. The scope of services shall include services for the following:

1. **Progress Meetings and Coordination.** The Consultants project manager and project engineer shall attend a project kick-off meeting and progress meetings during the course of the project. The Consultant shall meet and coordinate with USDA as needed to ensure that all necessary work is performed in conformance with USDA's funding requirements. The Consultant shall provide project oversight and coordination as necessary for successful completion of the contract engineering services.
2. **Research and Data Collection.** Consultant shall collect, review, and analyze all available and pertinent plans, reports, records, and other documentation regarding the project as necessary to successfully complete the engineering services for the project. This task shall include obtaining the current hydraulic model for the appropriate reach of the Salinas River from the County of San Luis Obispo or from FEMA.
3. **Hydraulic Modeling.** Consultant shall update the existing hydraulic model as needed and use it to estimate pertinent hydraulic parameters at the existing lift station location and other relevant locations during flood events. This work will both inform and be informed by the alternatives analysis.
4. **Alternatives Analysis.** Consultant shall develop a list of alternatives for floodproofing the lift station with the District. Alternatives shall consider new technology or improvements at the existing lift station (e.g., flood walls (different technology options), flood proofing, or raising equipment) and relocating the lift station to higher elevation. Consultant can assume up to five (5) alternatives for scoping. For each alternative, the Consultant shall develop a site schematic, preliminary costs including contingency, design criteria, layout, and describe the efficacy of floodproofing, operation and maintenance, constructability, environmental and permitting, geotechnical, right-of-way/easements, and scheduling constraints.

Develop a scoring and ranking matrix to allow each of the alternatives to be evaluated relative to the other alternatives. Utilize the results of the scoring and

REQUEST FOR QUALIFICATIONS/PROPOSALS

SMCSD LIFT STATION FLOODPROOFING PLANNING AND DESIGN

ranking matrix to identify a recommended alternative for SMCSD consideration. Identify any additional work that would be required to move forward with the recommended alternative.

Document the alternatives analysis and recommendations in a technical memorandum.

5. **Project Engineering Report.** Consultant shall develop an Admin Draft preliminary engineering report (PER) which details the alternatives analysis, including hydraulic modeling which will have been performed. The PER shall adhere to the requirements of the USDA Rural Development Program. The Consultant shall prepare a Draft Report based on comments from the District for submission to USDA. Consultant shall develop the Final PER based comments received from USDA and direction from the District.

SUMMARY OF DELIVERABLES:

1. Draft Alternatives Analysis Technical Memorandum
2. Final Alternatives Analysis Technical Memorandum
3. Admin Draft Preliminary Engineering Report
4. Draft Preliminary Engineering Report
5. Final Preliminary Engineering Report

FUTURE WORK

It is expected that the consultant will provide design and CEQA support services for the recommended alternative following the work above. The Consultants should not include a fee estimate for the following tasks at this time. The selected consultant and District will negotiate the scope and fee for the following tasks once the recommended alternative is selected. No obligation or commitment to the future work is being made. The District may select a different Consultant (or none at all) to perform these services, if the District determines it is in the District's best interest to do so.

Future work is expected to included:

1. **Design.** The District will provide guidance to the Consultant to proceed with design of the recommended alternative after a scope and fee is negotiated. Consultant shall prepare and submit to the District bid-ready construction documents, including draft plans, technical specifications and opinion of probable costs at the 30%, 60%, 90%, and 100% design level. A preliminary design report should also be included with the 30% draft design submittal. The 90% design plans will be reviewed and need to be approved by USDA for the project funding.

REQUEST FOR QUALIFICATIONS/PROPOSALS

SMCSD LIFT STATION FLOODPROOFING PLANNING AND DESIGN

Bid-ready construction documents shall be stamped and signed by a civil engineer who is licensed in the State of California.

2. **CEQA Support.** Consultant shall determine what CEQA-related documentation is required for the construction of the recommended project. It is anticipated that an Initial Study/Mitigated Negative Declaration (IS/MND) will be required. Consultant shall prepare a Draft IS/MND for District Review. Consultant shall prepare a Public Draft IS/MND incorporating comments provided by the District and other forms required the public review period. The District will upload the Public Draft IS/MND to the State Clearinghouse for the public review period. After the public review period, Consultant shall respond to public comments and develop the Final IS/MND and Mitigation Monitoring and Response Plan (MMRP) for a Public Hearing and Board Adoption.
3. **Engineering Services During Construction.** The Consultant will remain eligible to propose on Engineering Services During Construction (e.g., submittal review, milestone inspections, responses to requests for information) and should include brief qualifications for these services with this proposal.
4. **Construction Administration and Observation.** The Consultant will remain eligible to propose on Construction Administration and Observation services (e.g., resident project representative, daily observation, submittal management). Qualifications are not requested for this work at this time, and Construction Administration and Observation services may be excluded at a future date. Nothing herein shall obligate the District to select the Consultant for Construction Administration and Observation services, or any other future service.

ANTICIPATED FUTURE WORK DELIVERABLES:

1. 30% Draft Design Submittal, including Preliminary Design Report
2. 60% Draft Design Submittal
3. 90% Draft Design Submittal
4. 100% Final Design Submittal
5. Draft CEQA Documentation
6. Public Draft CEQA Documentation
7. Final CEQA Documentation

**REQUEST FOR QUALIFICATIONS/PROPOSALS
SMCSD LIFT STATION FLOODPROOFING PLANNING AND DESIGN**

ATTACHMENT A – LOCATION MAP



SMCSD Lift Station

**REQUEST FOR QUALIFICATIONS/PROPOSALS
SMCSD LIFT STATION FLOODPROOFING PLANNING AND DESIGN**

ATTACHMENT B – SMCSD STANDARD AGREEMENT

EJCDC® E-500, Agreement between Owner and Engineer for Professional Services