
Yolo County

Clarksburg, Knights Landing and Yolo Flood Management Feasibility Study

REQUEST FOR QUALIFICATIONS

Issued:	November 2, 2015
Due Date:	November 13, 2015, 3:00 pm
Submit to:	Yolo County 625 Court Street, Room 202 Woodland, CA 95695

For additional information, contact:

Cindy Tuttle
625 Court Street, Room 202
Woodland, CA 95695 (530) 666-8150
E-Mail: Cindy.Tuttle@yolocounty.org

REQUEST FOR QUALIFICATIONS

FOR

CLARKSBURG, KNIGHTS LANDING AND YOLO FLOOD MANAGEMENT FEASIBILITY STUDY

TABLE OF CONTENTS

A.	GENERAL INFORMATION	1
	Purpose	1
	Selection Process	1
	Service Period	2
B.	BACKGROUND INFORMATION	2
C.	SCHEDULE	3
D.	CONSULTANT SERVICES	3
E.	SOQs FOR PROFESSIONAL SERVICES – SUBMITTAL REQUIREMENTS	4
F.	CONSULTANT CONTRACT AND INSURANCE REQUIREMENTS	6
G.	MISCELLANEOUS	6

FIGURE

Figure 1 – Location Map

ATTACHMENTS

Attachment 1 - Statement of Qualifications Rating Form

Attachment 2 – Sample Consultant Contract

Attachment 3 - Insurance Requirements

REQUEST FOR QUALIFICATIONS

FOR

CLARKSBURG, KNIGHTS LANDING AND YOLO FLOOD MANAGEMENT FEASIBILITY STUDY

A. GENERAL INFORMATION

Purpose

This Request for Qualifications (RFQ) is being issued to interested consultants who wish to be considered for selection to provide services to Yolo County to prepare a feasibility study to evaluate structural and nonstructural actions to reduce the flood risk for the small communities of Clarksburg and Knights Landing, and the town of Yolo. Figure 1 is a location map for these communities.

Interested consultants are invited to submit a Statement of Qualifications (SOQ) for preparation of the feasibility study and associated tasks listed in Section D, Consultant Services. All SOQs shall be submitted in accordance with the format and information listed in Section E, SOQs for Professional Services – Submittal Requirements.

Yolo County reserves the right to issue additional RFQ(s) for the performance of any or all of these services during the service period specified below. Yolo County may select qualified consultants that submit SOQs in response to this RFQ, and/or any subsequent RFQ, to perform all, some, or any of the consultant services required by Yolo County.

The issuance of this RFQ shall not be interpreted as, and does not constitute, a representation by Yolo County that any specific consultant or consultants will be retained to perform any of the services described herein, and a consultant shall not acquire any right or entitlement to be retained for such purpose by virtue of submitting an SOQ in response to this RFQ.

Selection Process

After the submittal deadline has passed, a selection committee comprised of representatives from Yolo County, and others as appropriate, will review and rate each of the consultant(s) based on the SOQs received for the subject areas listed in Section D. Consultants will be rated according to Attachment 1, SOQ Rating Form. Interviews may be held at the discretion of the selection committee.

Yolo County may enter into negotiations for a Professional Services Agreement(s) (Agreement) with the top-ranked consultant team. If negotiations are not successful in reaching agreement, Yolo County may enter into negotiations with the next-ranked team.

Evaluation factors for the consultant teams will include the following:

- Experience in preparing flood management feasibility studies;
- Experience working on levees regulated by the Central Valley Flood Protection Board (CVFPB) and the U.S. Army Corps of Engineers (USACE);
- Knowledge of the Central Valley Flood Protection Plan, Lower Sacramento River/Delta North Regional Flood Management Plan, and Sacramento River Basin-Wide Feasibility Study; and
- Qualifications, experience, and client service of key personnel, as well as ability to provide high-quality deliverables and cost-efficient service.

The selected consultant team shall have the appropriate resources to conduct work as outlined in the Agreement under the Scope of Services, including but not limited to availability to provide services on short notice.

Service Period

The period during which the consultant services described herein will be performed will extend from approximately January 2016 to approximately December 2017.

B. BACKGROUND INFORMATION

Yolo County is pursuing a State of California, Department of Water Resources (DWR) Small Communities Flood Risk Reduction Program (SCFRRP) grant. This grant is intended to fund feasibility studies to evaluate alternatives to reduce flood risk in small communities. Yolo County's goal is to improve the levees to that protect these communities to meet the Federal Emergency Management Agency (FEMA) accreditation requirements and to identify nonstructural actions to further reduce the consequences in the event of a levee failure. Where structural improvements are not feasible, nonstructural actions will be evaluated. The feasibility study will evaluate actions to reduce flood risk to the small communities in Yolo County, which include Clarksburg, Knights Landing and the town of Yolo. Flood Management information on these small communities is documented in the *Lower Sacramento River/Delta North Regional Flood Management Plan*, available for download at www.floodprotectplan.com.

Figure 1 (page 7 of this document) shows the location of the small communities and the levee systems that protect them.

C. SCHEDULE

RFQ issued	November 2, 2015
SOQs due	November 13, 2015 3:00 p.m.
Selection Panel review	November 16-20, 2015 (approximate)
Selection of Consultant	November 24, 2015
Yolo County Board of Supervisors action	December 8, 2015 (approximate)
Notice to Proceed	January 1, 2016 (approximate)

It is important that the consultant team(s) selected be able to respond quickly during agreement negotiations and initiate work as soon as possible after full execution of the agreement(s).

D. CONSULTANT SERVICES

The consultant team, selected on the basis of this SOQ process, will meet with Yolo County staff and DWR to identify the specific tasks and schedule to be included in the scope of services and cost estimate. This scope of services will be the basis for Yolo County's SCFRRP grant application. Services to be provided will support Yolo County in preparing the feasibility study. The following is a general task list of services to be provided by the consultant team(s):

1. Prepare SCFRRP Proposal Solicitation Package (PSP).
2. Provide support to manage the SCFRRP grant.
3. Provide support to develop specific Project Management Plans for successful grant applications.
4. Coordinate PSP with DWR, including development of additional information as requested by DWR.
5. Develop and maintain project-specific budgets and schedules.
6. Provide support in development of a Communication and Engagement Plan that identifies and encourages active participation from stakeholders.
7. Provide support to hold public meetings and stakeholder outreach.
8. Provide support to seek community input on the development of the feasibility study and defining project goals and objectives, describe problems and opportunities, identify constraints and prepare an inventory of present and future conditions.
9. Coordinate on the development of project-specific feasibility study scopes and budgets with DWR.
10. Assemble existing flood management data and make recommendations regarding additional data needs.
11. Collect additional data and perform analysis necessary to develop feasibility-level information to support alternative development and evaluation, and perform trade-off analyses.

12. Develop structural and nonstructural actions to reduce flood risk.
13. Support development of project goals and objectives and assess opportunities to efficiently invest and integrate multiple benefits.
14. Conduct screening-level analysis of alternatives to determine alignment with the framework for planning implementation in accordance with the principals of Integrated Water Management and development of multi-benefit projects.
15. Conduct screening-level environmental analysis of proposed alternatives.
16. Identify regulatory permits required to complete proposed alternatives.
17. Prepare Draft Initial Study or Draft Environmental Impact Report for preferred alternatives as necessary.
18. Develop finance plans that identify options for funding the recommended alternative for each community including possible partnerships and methodologies for cost-sharing based on identified project beneficiaries.
19. Prepare draft feasibility study in coordination with DWR.
20. Prepare final feasibility study based on DWR and community input.

The consultant team selected shall have a project manager with experience in the above activities and will be responsible for ensuring high-quality deliverables and service.

Consultants costs associated with the services provided will be reimbursed on a time-and-materials basis.

E. SOQS FOR PROFESSIONAL SERVICES – SUBMITTAL REQUIREMENTS

Consultants interested in responding to this RFQ shall submit in writing an SOQ providing all the information requested within Section D. CONSULTANT SERVICES areas of interest. The consultant's SOQ will be considered complete if all requested information is provided.

To be considered, SOQs must be submitted through Bidsync by **3:00 p.m. PDT, November 13, 2015**. Should you have any questions regarding this RFQ, please submit them in writing through Bidsync.com no later than noon of November 12, 2015. Responses will be posted through bidsync.com to ensure that all respondents receive the same information. Alternatively, four (4) hard copies of the SOQ (one with an original signature) may be submitted to:

Yolo County
625 Court Street, Room 202
Woodland, CA 95695
Attention: Cindy Tuttle
RE: Clarksburg, Knights Landing and Yolo
Flood Management Feasibility Study

Please provide and present the following information in the order listed, in a clear and concise format (limited to eight single-sided pages, not including resumes, sample work products, and hourly rates):

1. Consultant(s) name.
2. Corporate office(s) and local address, city, state, zip code, phone number, and fax number.
3. SOQ contact person, address, phone number, and e-mail.
4. Consultant firm(s) history, background, and ownership (brief).
5. Identify the office location or locations where the work will be accomplished by the consultant and any sub-consultants.
6. Indicate areas of interest, as listed in Section D, Consultant Services.
7. Briefly describe consultant/project team.
8. Provide information identifying key members of consultant/project team who will be assigned to project through completion of the project, and their availability. The identification and use of specific key personnel throughout the life of the project are important factors in Yolo County's consideration and selection of a consultant/project team. Any changes in identified key personnel after the award of the Agreement must be approved by Yolo County in writing before the change is made.
9. Summarize expertise and qualifications of key project team members to provide services described in Section D above, indicating subject areas of interest. Of particular interest will be demonstrated understanding of the flood management challenges these small communities face in reducing flood risk. Indicate the roles of consultant/project team members in the projects listed. Sample work products may be attached to the SOQ, if desired.
10. Provide resumes with applicable experience of key individuals.
11. Provide hourly rates for key staff.
12. Consultant shall provide a disclosure stating any conflicts of interest. These may include any actual, apparent, direct, or potential conflicts of interest that may exist with respect to the firm, employees, or other persons relative to the provided service.
13. Consultant shall limit SOQ length to no more than eight single-sided pages, not including resumes, sample work products, and hourly rates.

F. CONSULTANT CONTRACT AND INSURANCE REQUIREMENTS

A copy of Yolo County's Consultant Contract and Insurance Requirements that selected consultant(s) will be required to enter into is provided as Attachment 2. Please note that any consultant selected will be required to comply with the standard provisions set forth in Attachment 2.

The selected consultant(s) will need to provide insurance certificate(s) for Commercial General Liability, Automobile Liability, Workers' Compensation and Employer's Liability, and Professional Liability for this project as set forth in Exhibit C to the Consultant Contract. Endorsement(s) signed by an authorized representative of the insurance carrier will also be needed for Commercial General Liability and Automobile Liability insurance, with language included in the endorsement(s) that Yolo County, their officials, employees, and volunteers shall be covered as additional insureds.

G. MISCELLANEOUS

All material submitted in response to this RFQ shall become the property of Yolo County, may be reviewed and evaluated as part of this RFQ process by any persons at the discretion of Yolo County, and may be publicly disclosed as required by law.

Yolo County reserves the right to reject any and all SOQs.

FIGURE 1

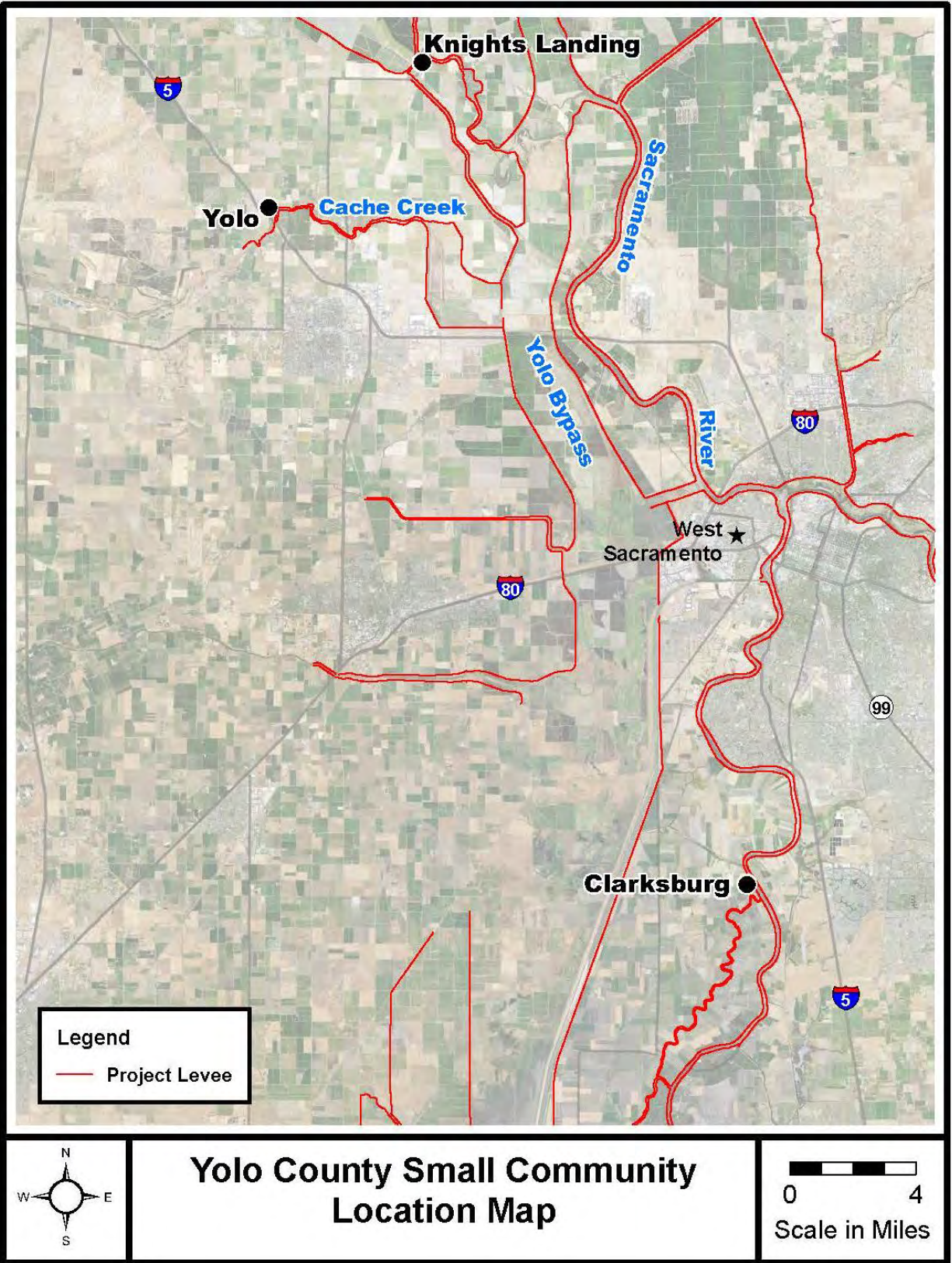


Figure 1. Yolo County Small Community Location Map