

February 6, 2013

Request for Qualifications

Drainage Master Plan Study

I. Purpose

The Alameda County Flood Control and Water Conservation District (District) is seeking firms (Consultant) that wish to be evaluated for inclusion on a short-list of firms that will be invited to propose to perform a drainage master plan study of District facilities.

The draft Request for Proposal (RFP) associated with this Request for Qualifications (RFQ) is available for review on the Alameda County Public Works Agency's website to ensure that each consultant has the information necessary for preparing a focused Statement of Qualifications (SOQ). To review the RFP, go to <http://www.acgov.org/pwa/>. Under "Doing Business with Us," select "Current List of RFQs/RFPs."

Consultant/consultant teams who wish to be selected for the short-list must demonstrate experience in the following areas:

- Quality assurance and quality control of large, complex projects
- Development of GIS databases and application of GIS in hydrologic and hydraulic modeling
- Use of gage-adjusted radar rainfall data
- Event-based and continuous hydrologic simulations and calibration
- Experience and proficiency with unsteady-state one-dimensional and two-dimensional models and model coupling
- Stormwater detention facilities (lakes) and lift station evaluations.
- Two-dimensional floodplain mapping.
- Hydrologic and hydraulic optimization and scenario evaluations.
- Watershed based evaluation and design of flood control facilities
- Comprehensive project management skills
- Proven record and experience with large-scale drainage master plan studies using the skills stated above

II. Submittal Requirements

If your firm is interested in providing the services requested by this RFQ, please complete the attached "**Statement of Qualifications Questionnaire for Drainage Master Plan Study.**" Responses on the Questionnaire should not exceed 10 pages total, excluding resumes and organization chart.

III. Small Local Emerging Business (SLEB) Certifications for Consultant Firm and Subconsultants

The purpose of the SLEB program is to provide incentives for Alameda County to assist SLEBs in enhancing their participation in the public procurement process and to provide training and development opportunities to support their growth. The District is fully supportive of and participates in the County's SLEB program.

Small and Emerging Locally Owned Business: A small business is as defined by the United States Small Business Administration. For this RFQ, applicable industries include, but are not limited to, the following NAICS Codes(s): 541330, 541370, and 541690 as having no more than \$14,000,000 in average annual gross receipts over the last three (3) years. An emerging business, as defined by the County, is one that has less than one-half (1/2) of the preceding amount and has been in business less than five (5) years. In order to participate herein, the small or emerging business must also satisfy the locality requirements and be certified by the County as a Small or Emerging, local business. A certification application package (consisting of Instructions and Application) has been attached hereto and must be completed and returned by a qualifying contractor. To access the online (pdf) version of this application please go to: <http://www.acgov.org/auditor/sleb/forms/SLEBcert.pdf>.

A locally owned business, for purposes of satisfying the locality requirements of this provision, is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this RFP/Q; and which holds a valid business license issued by the County or a city within the County.

Consultants not meeting the definition of a local small or emerging business are required to subcontract a **minimum of 20%** of the estimated contract amount with one or more County certified SLEB in order to be eligible for contract award. Consultant, in its SOQ submittal, must provide written documentation evidencing a firm contractual commitment to meeting this minimum local participation requirement. For more information regarding the SLEB program, go to <http://www.acgov.org/auditor/sleb>.

IV. Selection Process

The District will review all written SOQ Questionnaires that are submitted by the submittal deadline, evaluate the submittals, and select up to four Consultant firms for the short list on the basis of the following criteria:

- A. Project Team (25% relative weight). Consultant firm and personnel, and sub-consultant (if any) qualifications and experience. Commitment to the intent of the SLEB program, and meeting SLEB requirements.
- B. Past Performance (30% relative weight). Experience gained from successfully completing similar projects in the past. References from past clients.
- C. Team Experience (30% relative weight). Technical proficiency in conducting the project study.
- D. Submittal Format and Responsiveness (15% relative weight). Attitude and interest of Consultant as conveyed through the completeness, appearance, organization, and readability of the submittal.

Short-listed consultants will be invited to participate in the second phase of the procurement process, which will include a mandatory pre-proposal meeting, submittal of a written proposal, an interview, and an oral presentation of their proposal.

Evaluation and scoring of the second phase of the selection process (RFP) will be independent of evaluation and scoring of the Consultants' qualifications.

As the District participates in the County's SLEB program, the evaluation and scoring of the proposals will be subject to the application of SLEB preferences as specified in the RFP.

V. **SOQ Submittal Deadline**

Five (5) copies of the completed Statement of Qualifications (SOQ) must be received by the Alameda County Public Works Agency, at the address below by **4:00 p.m., PST, on Wednesday, February 27, 2013**. Submittals received after this date/time will not be considered, and any submittal received after the scheduled time will be returned to the Consultant unopened. Faxed or emailed submittals are not acceptable.

Alameda County Flood Control and Water Conservation District
399 Elmhurst Street, Room 113
Hayward, CA 94544-1307
Attention: Rohin Saleh, P.E., CFM
Project Manager

For questions related to the content of this RFQ or the RFQ process, please contact Andrew Otsuka, P.E. by email at andy@acpwa.org, and the question(s) and its response will be posted on the District web page, <http://www.acgov.org/pwa/>.

VI. **General Conditions and Limitations**

The District reserves the right to amend the terms of this RFQ, to circulate various addenda, and/or to withdraw the RFQ at any time, regardless of how much time and effort Consultant firms have spent on their responses. Similarly, this RFQ does not commit the District to award a contract or to pay any company for preparation of a submittal in response to this RFQ.

Very truly yours,

Hank Ackerman, P.E.
Flood Program Manager
Engineering Department

HA:RS

Attachment: Statement of Qualifications Questionnaire
SLEB Certification Form with Instructions