



Daniel Woldesenbet, Ph.D., P.E., Director

399 Elmhurst Street • Hayward, CA 94544 • (510) 670-5480 • www.acgov.org/pwa

Request for Proposal

Civil Engineering Services for Updating Operation and Maintenance Manuals (Federal Projects) and Preparation of Operation and Maintenance Manuals (Local Projects) in Alameda County

March 5, 2014

I. INTRODUCTION

The Alameda County Flood Control and Water Conservation District (District) is seeking proposals from firms (Consultant) that are interested in providing civil engineering services for updating Operations and Maintenance (O&M) Manuals for U.S. Army Corps of Engineers (USACE) constructed flood control projects, and preparation of O&M manuals for locally constructed flood control projects that are eligible for federal emergency assistance under Public Law 84-99 (PL 84-99). The District intends to enter into a contract with the Consultant for a maximum period of three (3) years.

This Request for Proposal (RFP) describes the anticipated scope of services, the required consultant expertise and experience, and the information that must be included in the proposal. Failure to submit information in accordance with the RFP requirements and procedures may be cause for disqualification.

The District will evaluate written proposals on the basis of thoroughness, completeness and content, as described in section IV of this RFP: "Form of the Proposal." The District will conduct oral interviews with the two to three top-ranked Consultants. Final ranking will be based on both proposals and oral interviews.

Minimum Qualifications: Consultants shall demonstrate that they have successfully completed at least one (1) USACE O&M manual update that was accepted and approved by USACE. The District expects that the Consultant will demonstrate experience in working with the USACE and use their knowledge to make recommendations regarding the scope of work needed to satisfy USACE and District objectives in updating USACE O&M manual and preparation of O&M manuals for locally constructed flood control projects that are eligible for federal emergency assistance under Public Law 84-99 (PL 84-99).

II.BACKGROUND AND COMPONENTS OF PROJECT

Federal Projects

The projects requiring O&M manual updates in accordance with ER 1110-2-401 are the following:

- Alameda Creek (Zones 5, Line A)
- San Lorenzo Creek (Zone 2, Line B)
- San Leandro Creek (Zones 12 and 13, Line P)

The USACE initially prepared O&M Manuals for San Lorenzo Creek (1963), San Leandro Creek (1977) and Alameda Creek (1977). As the local sponsor, the District has the responsibility to update the O&M Manuals of these federal flood control projects, in accordance with USACE Engineering Regulations (ER) 1110-2-401. This regulation provides instruction for the preparation of O&M manuals outlining the responsibilities of the local sponsors.

In addition, per USACE requirements, the completed O&M manual for each project shall be in compliance with ER 1110-2-101, 33 CFR 208.10. The manuals shall clearly show the limits of each project and the location of all major project features. The key components and requirements of major project features should be depicted and discussed. The manuals shall discuss project information, history, performance, operation, maintenance, monitoring, inspection and rehabilitation. Each manual must also include an Emergency Action Plan (EAP).

The tasks to be performed for the updates to the federal projects' O&M manuals will be as follows:

- Meet and coordinate with the District and/or USACE staff to discuss goals, objectives, and concerns, and finalize scope of work for specific project(s).
- Review of existing O&M manuals pertaining to the specific projects.
- Coordinate with outside agencies and in-house staff, gather and review of all existing and available documents indicating improvements to be included in O&M manual updates – including as-built plans, surveys and cross sections, hydrologic and hydraulic studies, geotechnical and geological studies, and other documents necessary for O&M manual updates.
- Conduct field reconnaissance to confirm existence of improvements and identify existing conditions that may need to be incorporated into updates to O&M manuals. Consultant will be expected to attend site visits with the District and/or USACE staff at the start of the project.
- Prepare and submit to the District 30%, 60%, 90% submittals of updated O&M manuals. The District and/or USACE will review and provide comments for each round of submittal. For planning and scheduling purposes, a period of three weeks will be needed for review of submittals. Revise, as necessary to incorporate District and USACE comments, and furnish the final version to the District.

The following references are available for downloading:

1. San Lorenzo Creek Flood Protection O&M Manual – January 1963
2. San Leandro Creek Flood Protection O&M Manual – July 1977
3. Alameda Creek Flood Protection O&M Manual – June 1977

Non-federal (Local) Projects

The District also has the responsibility to carry out maintenance activities on locally constructed flood control projects in order to maintain the projects eligibility in the USACE Rehabilitation and Inspection Program (RIP) for PL 84-99. The USACE assumes responsibility for post-flood damage repairs to active PL 84-99. In turn, as one of the maintenance responsibilities, the USACE is requesting local sponsors to maintain an O&M manual for PL 84-99 facilities. Currently, the District does not have any O&M manual for any of its locally constructed projects. The following is a list of local projects currently eligible in the USACE RIP for PL 84-99 and maintained by the District:

- Chabot Creek (Zone 2, Line G)
- Sulphur Creek (Zone 2, Line K)
- Ward Creek (Zone 3A, Line B)
- Industrial Creek (Zone 3A, Line D)
- Dry Creek (Zone 5, Line L)
- Masonic Home Creek (Zone 5, Line M)
- Coyote Creek (Zone 6, Lines B and C)
- Laguna Creek (Zone 6, Line E)
- Temescal Creek (Zone 12, Line A)
- Sausal Creek (Zone 12, Line E)
- Seminary Creek (Zone 12, Line I)
- Lion Creek (Zone 12, Line J)
- Arroyo Viejo (Zone 12, Line K)
- Elmhurst Canal (Zone 12, Line P)
- Upper San Leandro Creek (Zone 12, Line P)

The USACE “Levee Owner’s Manual for Non-Federal Flood Control Works RIP” (Levee Owner’s Manual, dated March 2006) under the PL 84-99 program describes in detail the Operation & Maintenance (O&M) required for a levee system. Through discussions with the San Francisco USACE branch, the District expects that O&M manuals for each of the PL 84-99 facilities be mainly based on the Levee Owner’s Manual, and supplemented by specific information for each PL 84-99 project. The Levee Owner’s manual can be access from the USACE website at:

[http://www.nws.usace.army.mil/Portals/27/docs/emergency/LeveeOwnersManual\(final\).pdf](http://www.nws.usace.army.mil/Portals/27/docs/emergency/LeveeOwnersManual(final).pdf)

The tasks to be performed by the Consultant for the non-federal projects’ O&M manuals have not been determined, however, the District does not foresee these being as involved as the ones listed for the federal projects above. The District anticipates that tasks should include site visits, data acquisition and processing in order to create supplemental information to the Levee Owner’s Manual.

III. CONDUCT OF STUDY

This assignment is intended to be a cooperative effort between the District and Consultant staff. The Consultant is expected to provide all the necessary technical resources and skills, expertise, support services, and the related project management of these resources. Consultant is required to provide a management plan as described under Section IV.D.4. District staff will provide overall project management and administrative direction.

IV. FORM OF PROPOSAL

Proposal content and completeness are important and, although proposal length is not limited, clarity and conciseness are essential and will be considered in assessing the proposer's capabilities. In order to simplify the process and to obtain the maximum degree of comparability, the proposal should be organized in the following manner:

- A. Transmittal Letter
- B. Title page – show the RFP subject, the name of the proposer's firm, address, telephone number, e-mail address, name of the contact person, and the date.
- C. Table of Contents – include a clear identification of the material by section and page number.
- D. Proposal Content:
 1. Overview and Summary - this section should clearly convey the Consultant's understanding of the work and project approach. Consultant should address the following:
 - a. Understanding of the purpose of the project as specified in Section II, "*Background and Components of the Projects.*" The scope of work described in Section II is only a rough outline. Identify other activities that you propose to implement in support of the required tasks. Identify all tasks or activities that would be fully supported by your organization and those that would require assistance from the District.
 - b. Summary of the overall approach to the project and the methodologies that will be used, and administrative and operational management expertise that will be employed.
 3. Project Delivery Schedule - Include a schedule with major milestones specifically between contract execution through completion of O&M manual updates. It is anticipated that the Consultant contract will be scheduled for approval by Alameda County Board of Supervisors by early June 2014.
 4. Management Plan

This section should describe the Consultant's approach to management of the work. If the proposal is a team effort, the allocation of work to the team members should be indicated. The management plan should describe the following:

 - a. Organizational work assignments structure, including work elements and sub-elements performed by sub-consultants.
 - b. Staffing plan, including the names, titles and qualifications of key personnel and the assignment of personnel to individual work elements. Resumes should

be attached as appendices. Staffing assignments should be specific enough to demonstrate understanding of skills required and commitment of proper resources. Any changes in staffing must be mutually agreed upon by the Consultant and District.

- c. Management approach, including the role of the prime consultant and sub-consultants, and any specific features of the management approach that require explanation. Include a description of sub-consultant supervision.
- d. The scope of work provided in Section II, “*Background and Components of Projects*,” lists the minimum required tasks. Identify other activities that you propose to implement in support of the required tasks. Identify all tasks or activities that would be fully supported by your organization and those that would require assistance from the District.
- e. SLEB participation: - The District supports Alameda County’s efforts to contract with small local emerging businesses (SLEBs). The County’s requirement is to have at least 20 percent of the contract work be performed by Alameda County SLEB-certified firm(s). Indicate whether proposing firm(s) and other firms serving as sub-consultants are certified as Alameda County SLEBs. Indicate the percentage of work to be performed by SLEBs. Indicate if prime Consultant has an office located in Alameda County.

For more information regarding the SLEB program, go to:

<http://www.acgov.org/auditor/sleb>

- f. Quality Assurance and Quality Control Procedures - Provide a description of the techniques used by the firm to provide quality control and assurance.

V. PRE-PROPOSAL MEETING

A mandatory pre-proposal meeting will be held on **Wednesday, March 12, 2014 at 2:00 PM** at the Alameda County Public Works Agency building, 2nd Floor Annex Training Room 217A, located at 399 Elmhurst Street, in Hayward.

VI. RFP SUBMITTAL DEADLINE

One original, signed by an officer authorized to bind the company, and three copies of the proposal must be received at the Alameda County Public Works Building at the address below by 4:00 p.m. PST on Monday, March 31, 2014. Submittals received after that date/time will not be considered, and any submittal received after the scheduled time shall be returned to the consultant unopened. Faxed or e-mail submittals are not acceptable.

Alameda County Public Works Agency
Flood Control Program
Attn: Moses Tsang, Supervising Civil Engineer
399 Elmhurst Street, Room 113
Hayward, CA 94544-1307

VII. IMPORTANT DATES

- Mandatory Pre-proposal Meeting: Wednesday, March 12, 2014 at 2:00 PM at 399 Elmhurst Street, Annex Training Room 217A
- RFP Submittal Deadline: Monday, March 31, 2014, 4:00 p.m. PST
- Oral Interviews: Week of April 7, 2014
- Final Ranking by: April 18, 2014
- Contract Negotiation with No. 1 ranked firm: Begin April 28, 2014
- Board Approval on Contract: June 3, 2014

District reserves the right to reject any and all proposals or issue subsequent RFP's. It is to be understood and agreed by the Consultant that this RFP does not obligate District to pay any costs incurred by consultant in the preparation and submission of a proposal, or participating in an oral interview, if conducted. District reserves the right to approve or reject any sub-consultants proposed for work under this proposal.

If you have questions regarding this RFP, please contact Mr. Jesús Espinoza, Project Engineer, at (510) 670-6694 or e-mail jesus@acpwa.org.