**RECLAMATION DISTRICT 799**

**(HOTCHKISS TRACT)**

**Request for Proposals for District Engineering Services**

**DESCRIPTION**

Reclamation District 799 (“RD 799” or “District”) is requesting proposals from qualified engineering firms who are familiar with the California Delta and who have great familiarity with the Delta Levee programs administered by the State Department of Water Resources and the Army Corps of Engineers to provide services as District Engineer. Responders should also be qualified to provide the type of general engineering services common to California municipalities.

**ABOUT THE DISTRICT**

RD 799 was formed on July 23, 1909, under Sections 50000 *et seq*. of Division 15 of the California State Water Code to provide drainage, irrigation, and complete reclamation of lands within District boundaries. It is governed by a five-member Board of Trustees, each elected by the landowners to a four-year term. RD 799 covers approximately 3,100 acres of levees, and 8.9 miles of non-project levees.

District staff consists of a District Manager, Office Manager, District Secretary, and laborers.

The District’s 2017-18 adopted operating budget totals $569,240. Eighty percent (80%) of the District’s revenue comes from special assessments. The remaining 20% is comprised mostly of reimbursements from the California Department of Water Resources annual Subventions Program.

**DISTRICT LOCATION**

Hotchkiss Tract is one of eight western Delta islands considered essential in preventing water quality degradation caused by the transportation of tidal salt water into the San Joaquin/Sacramento Delta. Hotchkiss Tract’s location relative to the eight western islands places it adjacent to a major Delta Channel where fresh and salt water intermix. The island is near the cities of Oakley and Antioch in Contra Costa County.

**GENERAL CONDITIONS**

* The District shall not be liable for any pre-contractual expenses incurred by any contractor, nor shall any firm include such expenses as part to 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.
* 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 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.
* The District reserves the right to issue a written notice to all participating firms of any change in the proposal submission schedule should the District determine, in its sole discretion, that such changes are necessary.

**NATURE OF SERVICES**

The District wishes to retain a qualified consulting engineer to provide the District services as District Engineer.

District Engineer Functions

* Manages all aspects of civil engineering, plan checking, development conditioning and capital project management for the District.
* Review all matters pertaining to engineering to insure that undertakings proposed and implemented by the District and others are done in a matter that protects the District’s interests, and are in keeping with District goals, specifications and practices as well as with local, state and federal laws.
* Assist in planning, coordinating, supervising and evaluating programs, plans, services, equipment and infrastructure.
* Evaluates the District’s needs and formulates short and long range plans to meet needs in all areas of Public Works improvements especially levee and drainage systems.
* Provides engineering services on projects and oversees project management for the construction of municipal public works projects.
* Reviews land use applications and construction plans for private development for consistency with District adopted engineering specifications, District policies and relevant laws, rules and regulations and insures Board actions are implemented.
* Ensures that costs and fees are charged back to development projects; works with the Office Manager to monitor charges and revenues associated with development projects.
* Makes presentations to the public, the District Board, and control agencies such as the Department of Water Resources.
* Be available to the public and private developers to handle matters dealing with the engineering functions of District government.
* Maintain, at the District Office, municipal engineering records and maps required to insure accurate information is available to the District and public.
* Prepare reports, investigations, studies and evaluations as, from time to time, may be required and directed by the District Manager or his/her designee.
* Perform other engineering related functions as directed by the District Manager or his/her designee.
* Advise the District as to engineering and construction financing available from other government agencies, and when so directed, prepare and initiate applications for funding. Also serve as Resident Engineer when required pursuant to Caltrans/Federal requirements.
* Assist clerical staff in management of records relating to engineering. Provide public information regarding municipal engineering matters.
* Preparation of capital improvements projects, improvement plans, specifications, bid documents and public improvement project management.
* Solicit proposals for capital improvement project design work.
* Review and evaluation of bid submittals.
* Provide construction observation and management during the course of District projects. Act as Resident Engineer. Assist with inspection, approval of payments, cost estimating, filing of notices and other related tasks.
* Coordinates activities with other departments and outside agencies to obtain various approvals and agreements such as environmental clearances, permits, land acquisitions and rights-of-way for assigned engineering projects.

Development Review Function

* Review proposed improvements and land developments and provide recommendations as to engineering matters to insure conformance with District ordinances.
* Provide a “turn around” checking time for maps and improvement plans generally not to exceed two weeks for the first plan check and the application has been determined complete.
* The engineer shall be responsible for notifying the applicant in writing of any final plan or final map deficiencies with (30) days, specifying those items needed to complete the application.
* Establish performance, labor and material bond amounts when required and insure the posting of such bonds with the proper time sequence of such development control.
* Provide necessary and related functions as the normal practice of a District engineer in control of private development.

Federally Funded Capital Projects Engineering Services

* District is required as a recipient of federal funds utilizing contract engineering services to solicit and contract for those services in a three-year increment.
* Design including CEQA and NEPA compliance, bidding, construction review/inspection and federal aid administration services required to complete the federally funded projects during this three (3) year period in conformance with requirements and subject to State and Federal regulations and law.
* Secure all necessary permits including CEQA and NEPA compliance, surveying, testing, preparation of plans and specifications, description of construction phasing plan, estimate of probable construction costs, preparation of bid documents, review of construction contract bids, recommendation for award, construction inspection and review and construction administration.
* All services shall be in accordance with Caltrans standards, FHWA standards, and the District’s standards.
* The selected firm must comply with Government Code section 8355 in matters relating to providing a drug-free work place.
* 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 Agreement will include the administrative requirements set for in 49 CFR Part 18, Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments.
* Comply with CFR Title 49, Part 29, Debarment and Suspension Certificate, refer to Exhibit 12-E “Debarment and Suspension Certificate” in Chapter 12 of the Caltrans Local Assistance Manual.

**PROPOSAL REQUIREMENTS AND CONTENTS**

Proposals submitted for this project are to follow the outline described below and must address all requested information. Any additional information that the firm wishes to include that is not specifically requested should be included in an appendix to the proposal. Firms are encouraged to keep the proposals brief and to the point, but sufficiently detailed to allow evaluation of the project approach. **SEVEN (7)** copies of the proposal must be submitted.

**Section 1 Overview of Firm**

Provide a narrative description of your firm and your firm’s experience with the California Delta with Delta Levee Programs, and with control agencies such as the Department of Water Resources, the Regional Water Quality Control Board, the Army Corps of Engineers and other such state and federal agencies. Also identify any unique approaches or strengths that your firm may have related to the provision of District Engineer services. District staff will assess your understanding of all aspects of the project based on the overview.

**Section 2 District Engineer and Team**

A District engineer shall be identified and associated responsible personnel should also be identified. A project team organization diagram and a brief resume of each team member shall be included. The geographic location of the firm and key personnel shall also be identified. Any proposed sub-consultants shall be listed. Include sub-consultants assigned task(s) and experience. Full resumes may be included in an appendix.

Include client names, address and telephone numbers. Identify project team members that worked on the various projects and their role and responsibility. Only include those projects where there is significant involvement from individuals who are part of the proposed team.

 **Section 3 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 4 Proprietary Information**

Firms submitting a Proposal in response to this RFP must provide a statement that nothing contained in the submitted proposal will be proprietary. All proposals shall become property of the District once submitted.

**Section 5 Insurance and Other Requirements**

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.

**Section 6 Compensation**

The proposal shall incorporate by reference a detailed compensation proposal for services, which is to be provided in a separate, sealed envelope. Describe how the firm intends to provide engineering services on either an hourly rate or retainer. Define what type(s) of work considered to be extra or specialized work that would be billed in addition to basic services. State the hourly rates for the designated District engineer and associates for general work and specialized services. Define the type and unit rates for reimbursement for expenses such as mileage, reproduction of documents, faxed documents and word processing charges. The firm shall indicate the minimum increment of time billed for each service including phone calls, correspondence and personal conferences.

**Section 7 Signature and Acceptance of Conditions**

The proposal shall be signed by an official authorized to bind the consulting firm and shall expressly state the proposal is valid for 90 days. Additionally, this section will be a statement offering the firm’s acceptance of all conditions listed in the Request for Proposal document. Any exceptions or suggested changes to the RFP of any contractual obligations, including the suggest change, the reasons therefore and the impact it may have on cost or other considerations on the firm’s behalf must be stated in the proposal. Unless specifically noted by the firm, the District will assume that the proposal is in compliance with all aspects of the RFP.

**PROPOSAL SUBMISSION DEADLINES**

April 12, 2018 Board reviews draft RFP and authorizes issuance of RFP

May 24, 2018 Due date for Proposals (allows 6 weeks for interested firms to respond)

May 31, 2018 Evaluation and possible award of contract by the Board and staff at the April board meeting (the Board may wish to schedule a special meeting to interview several of the top firms, which would delay award of contract)

June 4, 2018 Notification of selected firm (if award of contract is decided by the Board at the May 31, 2018 board meeting)

**SEVEN (7) COPIES OF THE PROPOSAL MUST BE SUBMITTED TO THE DISTRICT OFFICE AT THE ADDRESS BELOW BY: 12:00 p.m. on Thursday, May 24, 2018**

 **SUBMIT PROPOSALS TO:**

 **Reclamation District 799**

 **Attn: Mike Alvarez, District Manager**

 **PO Box 353 (6325 Bethel Island Road)**

**Bethel Island, CA 94511**

Inquiries concerning this RFP should be addressed to Julie Hugel, Office Manager at (925) 684-2398 or julie.rd799@yahoo.com.

**PROPOSAL TERMS AND CONDITIONS**

The District will not pay any costs incurred by the firm in preparing or submitting the proposal. The District reserves the right to modify or cancel, in part or in its entirety, this RFP. The District reserves the right to reject any or all proposals, to waive defects, irregularities, or informalities, and to offer to contract with any firm in response to any RFP. This RFP does not constitute any form of offer to contract.

During the evaluation process, the District reserves the right, where it may serve the District’s best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The District reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the condition contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

**RIGHT OF REFUSAL**

The District reserves the right to reject and all proposals without cause. Proposals will be evaluated in their entirety. The District reserves the right to negotiate specific requirements and costs using the selected proposal as a basis.

**SELECTION PROCEDURES**

Written proposals submitted by the deadline will be evaluated based upon qualifications, experience, ability to perform, and understanding of specific services to be provided in accordance with Government Code sections 50950 and 50951, as well as 40 U.S.C. §§ 1101 *et seq*. Cost of services shall be provided in a separate, sealed envelope. The full board and District staff will receive copies of proposals.

In reviewing the proposals for ranking, the District will carefully weigh the following:

* The firm’s approach to and understanding of the Scope of Work;
* The firm’s experience with similar contracts and clients;
* The experience and qualifications of the proposed staff in providing similar services;
* The firm’s demonstrated ability to deliver work on time and within budget:
* The extent of involvement by key personnel;
* The extent to which previous clients have found the firm’s services acceptable;
* Previous District experience with the proposing firm, if any;
* Communication skills;
* Other qualifications/criteria as deemed appropriate.

The firms will be ranked and the firms notified. Cost of services shall be considered pursuant to 40 U.S.C. §§ 1101 *et seq*. The RFPs will be presented to the District board for consideration at its April 26, 2018 meeting. If the board desires, it is anticipated that consulting firm staff, as proposed by the selected firms, after notification by the District, will make themselves available for questions at the April 26, 2018 District Board Meeting (or at a special meeting to be set by the Board at the April 26, 2018 meeting).