

**City of Fortuna**

**Request for Proposals**

**Engineering Services for the  
CITY OF FORTUNA  
STORMWATER INFRASTRUCTURE HAZARD  
IDENTIFICATION PROJECT  
(CIP# 9100)**



August 9, 2021

PROPOSALS MUST BE RECEIVED NO LATER THAN  
2:00 P.M., September 3, 2021

Approved for release by

A handwritten signature in black ink, appearing to read "Brendan Byrd", is written over a horizontal line.

Brendan Byrd, City Engineer  
City of Fortuna

August 6, 2021

Date

**REQUEST FOR PROPOSALS  
FOR  
ENGINEERING SERVICES FOR THE  
CITY OF FORTUNA  
STORMWATER INFRASTRUCTURE HAZARD IDENTIFICATION PROJECT (CIP  
#9100)**

***I. Project Overview***

**Project Background**

The City of Fortuna has a large stormwater drainage network composed of creeks, culverts, pipes and bridges. A vicinity map of the City’s stormdrain system is included as Attachment B. In total, the stormdrain system is composed of approximately 22 miles of total infrastructure, which is further itemized in the table below by material type.

**Table 1.** Total stormdrain pipe length by material type.

Material Type	Total Length (miles)
Concrete	6.2
Corrugated Metal	1.8
Plastic	2.1
Unknown <sup>1</sup>	12
<b>Total</b>	<b>22.1</b>

1. Unknown pipes believed to be a mixture of concrete, corrugated metal, and plastic.

Many of the stormdrain pipes in the City were installed at a time when corrugated metal (steel) was regularly used. The failure rate of corrugated metal pipes in the City’s stormdrain system in recent years has been significant, resulting in road and property damage, and in one case the near loss of a major road embankment. The limited design life of corrugated metal pipes is further reduced in the City, given that local soils reports have routinely demonstrated the City lies on acidic soils. Additionally, the City’s local watersheds regularly load the stormdrain system with silt and gravel, which further expedites the deterioration of steel pipes.

The City has been dealing with these failures on an as-needed basis, as there are limited resources to identify and characterize these issues proactively using staff time alone. The City is interested in conducting a comprehensive assessment and analysis of the stormdrain system which would allow the City to better manage maintenance and replacement scheduling, and better position the City for potential grant funding opportunities to address failing stormdrain systems.

**Proposed Project**

The City is interested in developing a comprehensive stormwater infrastructure hazard identification project. The overall goal of the project would be to conduct a hazard identification assessment of existing stormwater infrastructure to identify problem areas or infrastructure with

an inherent risk of failure. The assessment would also establish the risk of flooding or property damage in order to develop and prioritize projects for future applications under HMGP.

The goal of this plan will be to inventory the existing stormdrain network, identify problem areas, map these areas in GIS, rank the problem sites based on vulnerability and risk/cost of failure, develop design improvements to mitigate the risk, and package the information into a report that can be used as a planning tool to implement these projects moving forward. In addition, a collective conditions assessment of the stormdrain system will also give City staff a clear idea of what areas need to be monitored annually to help mitigate against the risk of random, unexpected failures.

In 2019, the City applied for Pre-Disaster Hazard Mitigation funding through the California Office of Emergency Services (Cal OES) to complete an assessment of the type described above. The grant was approved in 2021, and the general scope of work, schedule, and total budget is outlined in further detail in subsequent sections.

## ***II. Scope of Work***

The City developed a general scope of work that was included in the grant application to Cal OES, which can be found in Attachment A. For the proposals, consultants are expected to provide a detailed scope of work and schedule that covers the items outlined in Attachment A, along with any additional subtasks that the Consultant deems necessary to provide full service to the City in delivering the described project.

Although the grant has been secured using the scope outline in Attachment A, the selected consultant may propose to add or modify the scope as deemed appropriate in order to best deliver the intended work product. Modifications to the grant scope will need to be completed with Cal OES approval via a scope amendment, which can be completed prior to final contracting.

As noted below in Section IV, the project is currently funded in the amount of \$150,000, and it is anticipated that this funding amount may not be sufficient to fund an assessment of the City's entire stormdrain system. When developing a proposal and scope of work, it is expected that consultants consider the total amount of the stormdrain system that can be assessed. The City anticipates working with the selected consultant during final scoping and contracting to finalize the system components to be included in the assessment.

## ***III. Schedule***

The City is compelled to complete this project by January 19, 2023, which means the project must be substantially complete at least four months prior to allow for closeout work. Below is a schedule which was included on the time extension request.

<b>Date</b>	<b>Milestone</b>
August 2021	City to publish a new Request for Proposals for Design and Permit Services
September 2021	City Council to Award Contract with Consultant
September 2021	City to Issue Notice to Proceed
September 2022	Consultant to Complete Project Deliverables
October 2022	City of Fortuna Grant Closeout
January 2023	Grant Closeout

#### **IV. Project Funding**

The project will be funded through a combination of City and FEMA Hazard Mitigation grant funds. The grant will provide for 75% of the funding and the City will provide 25% of the funding from its water reserves fund. See table below for total details and dollar amounts.

<b>Federal Total</b>	<b>Non-Federal (City Match) Total</b>	<b>Project Total</b>
\$112,500	\$37,500	\$150,000

Proposals should be structured to deliver the desired task items at the not to exceed cost listed in the table above.

#### **V. Contact Person**

Questions regarding this RFP may be directed to the following person via e-mail or Fax only by August 27, 2021:

Brendan Byrd  
City of Fortuna Engineering  
621 11<sup>th</sup> Street  
Fortuna, CA95540  
(707) 725-7651 (FAX)  
[bbyrd@ci.fortuna.ca.us](mailto:bbyrd@ci.fortuna.ca.us)

### **1.0 PROPOSAL REQUIREMENTS**

#### **1.1 Cover Letter**

The cover letter shall be signed by an official authorized to bind the firm and shall contain a statement that the proposal is valid for ninety (90) days.

#### **1.2 Project Understanding**

Provide an overview of the project, including a brief description of your understanding of the services to be provided, the project's objective, and your approach to accomplish the objectives.

### **1.3 Technical Approach/Scope of Work**

Describe your technical approach for completing the scope of services, which is generally outlined in Attachment A. Identify and detail specific tasks as necessary to complete the work. Proposers are encouraged to amplify the attached scope of work, to identify any supplemental tasks necessary, and to recommend any alternatives that may enhance the project or reduce costs.

The City is particularly interested in a description of your team's approach for completing the project in a timely fashion so that the project is completed safely within the schedules noted above.

### **1.4 Project Team Organization**

Identify proposed personnel and include an organization chart. Recognize that the City expects the proposer to contractually commit the proposed personnel to this level of effort when requested. Describe the reason for key personnel selection and their related experience. Please note that many of the services required of your firm may be on a specific time schedule and must be responded to promptly; therefore, consultant should be prepared to adjust the manpower to meet the pace of each specific project.

### **1.5 Experience and Qualifications**

Describe the proposed personnel's qualifications for conducting the proposed work. Identify the key personnel for your team and provide a brief description of similar projects where that person provided similar services. The City is particularly interested in relevant experience in the field of stormdrain system assessment and design. For each of the projects referenced, provide the date when the service was provided, the client name, contact name, and contact telephone number. The City will contact these references, so it is important to provide accurate and current phone numbers. Inaccurate information will adversely reflect on the quality of the proposal.

### **1.6 Estimated Fee Schedule**

The proposal shall define the total estimated contract price on a time-and-expenses basis. The price shall be an estimate of the time and expenses needed to complete the work as proposed, with a not to exceed amount noted. Please include this cost estimate in a separately sealed envelope. The estimate shall include:

- 1) A listing of tasks required to accomplish the proposed scope of services;
- 2) An estimate of the labor hours for each position classification and task;
- 3) The proposed hourly fee schedule for calendar year 2021 & 2022 for the primary staff proposed to complete work on the project;
- 4) All other reimbursable fees and expenses (noting that the City will **not** pay for lodging or vehicles);
- 5) Assumptions upon which estimate is based.

Since it is the City's intent to select the firm with the best qualifications, compensation will not be a selection criterion at this time.

## **1.7 Project Schedule**

Develop a project schedule based on the City's project deadlines noted above. The schedule should include a level of detail that outlines each of the proposed tasks, and also identify key deliverable dates.

## **2.0 EVALUATION CRITERIA**

The City's evaluation criterion for this work includes the following:

### **A. Responsiveness to Requirements, terms and conditions of the RFP 20 Points**

- Ability to commence work immediately after execution of the contract;
- Name of consultant's project manager and individual authorized to negotiate the contract on behalf of the firm;
- Ability to meet the City's insurance requirements;
- Understanding the project and the needs of the City; and
- Ability of project team to deliver project in a timely manner consistent with FEMA requirements. Extra focus will be put on a proposal schedule that completes project tasks by the required date noted above.

### **B. Project Management/Firm(S) Strengths & Qualifications 30 Points**

- Team management qualifications and strengths; identify lead entity for the overall proposal;
- Organized approach to work assignments; identify key staff including their names, classifications, professional history (attach resumes) and their respective roles and responsibilities in the program.
- Clear, effective organization chart;
- Thorough discussion of project management, sub-firm coordination, and quality controls; and familiarity with City, Federal financing and regulatory requirements.

### **C. Project Team/Previous Experience 50 Points**

- Recent and significant experience and strong technical background in the field of expertise including prior experience in emergency on-site back-up power generation design;
- Depth and breadth of experience with FEMA funding programs;
- Demonstrated capability on similar projects;
- Ability and proven experience of working with, and responding to, a diverse project team.
- Past relevant projects and outcomes, i.e. federally funded grant projects;
- Provide references for projects of similar type and scope.

## **3.0 GENERAL INFORMATION**

### **3.1 Proposal Requirements and Due Date**

Proposals shall be limited to a maximum of 20 pages, excluding appendices and section 5 (Experience and Qualifications). Proposals shall be bound, tabbed, organized and numbered in the order presented below:

- Section 1 –Cover Letter
- Section 2 – Executive Summary
- Section 3 – Project Understanding, Approach & Scope of Work
- Section 4 – Project Team Organization/Staffing Plan
- Section 5 – Experience and Qualifications
- Section 6 – Project Schedule
- Appendix A – Resumes

Proposals shall be delivered both in paper and electronic copy to the contact below. For the paper copies, use of recycled and recyclable materials (no lamination) is strongly encouraged and appreciated. Paper proposals will be received by the City of Fortuna until 2:00 p.m. on September 3, 2021. Proposers shall send five (5) copies of their proposals to:

Brendan Byrd  
 City of Fortuna Engineering  
 621 11<sup>th</sup> Street  
 Fortuna, CA 95540

For the electronic submission, proposals shall be delivered in PDF format to the following email address ([bbyrd@ci.fortuna.ca.us](mailto:bbyrd@ci.fortuna.ca.us)) by the same deadline noted above.

The City may or may not hold formal interviews. E-mail updates will be provided to advise Proposers of the City’s selection process.

**3.2 Project Time Schedule**

The following schedule is provided as a guide:

Proposal due date	September 3, 2021 2:00 PM,
Consultants Selected	September 10, 2021
City Council Acceptance/ Notice to Proceed (NTP) Issued	September 20, 2021

**3.3 Attachments**

Attached are the following:

Attachment A	Scope of Services
Attachment B	City of Fortuna Stormdrain Infrastructure Map
Attachment C	Example Professional Services Agreement (with Insurance)
Attachment D	Project Subapplication

**4.0 PROFESSIONAL SERVICES AGREEMENT**

The successful firm will be required to execute the City of Fortuna Professional Services Agreement (see Attachment C). The contract method of payment will be time and materials with



a not to exceed maximum. The proposer should assure no exceptions to this agreement will be accepted and that any consultant submitting a proposal must be prepared to execute this agreement without modification. If a proposer believes that a modification of the Agreement will benefit the City, the proposer can describe such modification in their proposal, including a description of the perceived benefits. There is no obligation on the part of the City to accept such a modification.

## **5.0 NEGOTIATION OF CONTRACT**

After selection of the consultant, the City and the consultant shall negotiate the contract under which the work shall be performed. All items submitted in the consultant's proposal shall be subject to negotiation.

Protest procedures and dispute resolution process will be based upon the procedures per 49 CFR 18.36(b)(12). Contracts shall not be awarded to a consultant without an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31.

Thank you for your interest in this Request for Proposal.

# **Attachment A**

## **GRANT APPLICATION PROJECT SCOPE OUTLINE**

1. PROJECT MANAGEMENT: This task includes activities for third party engineering consultant to manage the project during the performance period. Work under this task item includes meetings, invoicing, and other management oriented subtasks. Deliverables may include invoicing, meeting minutes, and project presentations.

2. FIELD SURVEY, DATA COLLECTION, AND DATA REVIEW: This task includes activities for a third party engineering consultant to perform field work, data collection, camera inspection, and data review to support the vulnerability assessment and preliminary designs. Deliverables may include field notes, photographs, GIS maps, camera inspection files and GIS field data.

3. GIS MAPPING: This task includes activities for a third party engineering/GIS consultant to perform data collection, data analysis, and mapping tasks to support task items 2 and 4-7. Deliverables will include GIS maps and data that are components of other task items in this project scope.

4. VULNERABILITY ASSESSMENT AND PROJECT AREA PRIORITIZATION: This task includes activities for a third party engineering consultant to use the data collected in Task 2 to perform a quantitative assessment of the vulnerability of each stormwater pipe analyzed. The assessment will be performed in such a manner that impacts can be numerically and financially ranked, and will likely necessitate other analyses including hydrologic and hydraulic assessments, and others. Deliverables will include sections and analyses in the draft and final reports.

5. DEVELOP IMPROVEMENT CONCEPTS AND COSTS: This task includes activities for a third party engineering consultant to use the data collected in Task 2 to perform preliminary engineering design calculations and analysis to determine recommended improvement projects and planning level cost estimates. This task will likely necessitate additional hydraulic calculations, in addition to preliminary construction quantity takeoffs to develop cost estimates. Deliverables will include sections and analyses in the draft and final reports.

6. DEVELOP DRAFT VULNERABILITY ASSESSMENT PLAN REPORT: This task includes activities for a third party engineering consultant to develop a draft plan including the contents of Task Items 2-5. The deliverable for this task will be the Draft Report for the City to review and comment on.

7. DEVELOP FINAL VULNERABILITY ASSESSMENT PLAN REPORT: This task includes activities for a third party engineering consultant to finalize the plan including the contents of Task Items 2-5 and comments from the City. The deliverable for this task will be the Final Report and any appendices or additional independent data or analysis that accompany the work.

# **Attachment B**

## **CITY OF FORTUNA STORMDRAIN INFRASTRUCTURE MAP**

# **Attachment C**

## **DRAFT EXAMPLE ENGINEERING SERVICES AGREEMENT**

# **Attachment C**

## **DRAFT EXAMPLE ENGINEERING SERVICES AGREEMENT**

**Attachment D**  
**PROJECT SUBAPPLICATION**