

**REQUEST FOR PROPOSALS (RFP)**

**FOR**

**DETERMINATION OF CLIMATE CHANGE DESIGN LEVEL OF PROTECTION, DEVELOPMENT OF CONCEPTUAL DESIGNS AND PREPARATION OF BENEFIT COST ANALYSIS TO LEVERAGE LOCAL STORMWATER REVENUE AND PURSUE GRANT FUNDING**

**CITY OF ALAMEDA, CALIFORNIA**



Issued: October 21, 2024

Submittal Deadline: November 12, 2024 at 12:00pm

to

CITY OF ALAMEDA  
Public Works Department  
950 West Mall Square, Room 110  
Alameda, CA 94501

Attn: Brendin Christolear, [bchristolear@alamedaca.gov](mailto:bchristolear@alamedaca.gov)

**CITY OF ALAMEDA  
REQUEST FOR PROPOSALS**

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## REQUEST FOR PROPOSALS

### Determination of Climate Change Design Level of Protection, Development of Conceptual Designs and Preparation of Benefit Cost Analysis to Leverage Local Stormwater Revenue and Pursue Grant Funding

#### I. INTRODUCTION AND BACKGROUND

Proposers shall read the information contained in this Request for Proposal (RFP) to understand how to submit the proposal, what documents must accompany the proposal and what legal obligations apply when the Proposer submits a proposal. Any Proposer that wishes to be considered for this work must submit the information requested in this RFP and, if invited, participate in an evaluation interview panel.

The City of Alameda (City) invites proposals for the **Determination of Design Level of Protection, Development of Conceptual Designs and Preparation of Benefit Cost Analysis to Leverage Local Stormwater Revenue and Pursue Grant Funding**.

As an island community, the City of Alameda, is particularly vulnerable to sea level rise and inland flooding. As waters rise and storms become more intense, the public storm system will become overwhelmed and have more frequent and severe localized flooding. Extensive analysis has been conducted over the last 15 years on the City's stormwater system. The City is now looking to use local stormwater revenue to advance design of high priority locations to be able to seek state and federal funding opportunities.

The City's [2008 Storm Drain Master Plan](#) evaluated the City's storm drain system for 10-year and 25-year, 24-hr storm events, identified deficiencies, and provided recommended capital improvements for a 10-year level of service. A subsequent addendum was [prepared in 2009](#) that looked at additional improvements needed for a 10-year level of service with 18" of sea level rise. The 2009 addendum also considered performance of the 10-year storm drain system with a 2-year storm event, but with a 100-year sea level rise scenario tide. [In 2015, a memorandum](#) was prepared building on the 2009 addendum by assessing the potential inundation resulting from three different scenarios: 10-Year High Tide with 55-inch SLR, 25-Year High Tide with 55-inch SLR, and 100-Year High Tide with 55-inch SLR. Lastly in 2017, [a memorandum was prepared](#) addressing 18-inches and 55-inches of sea level rise.

Although the 2008 Storm Drain Master Plan and subsequent memorandums considered the Golf Course pump station, they did not consider the sloughs that convey stormwater flow from the east side of Bay Farm to the pump station. The sloughs collect untreated rainfall and irrigation runoff from the Golf Course, surrounding roads, residential neighborhoods, and shallow groundwater. In response to recurring flooding on the east side of Bay Farm, the City hired Wood Rogers to investigate the sloughs and prepare a [Technical Memorandum](#) with proposed solutions to address the adjacent neighborhood flooding. While some immediate actions were taken, a long-term plan is needed to reduce maintenance activities and increase flood protection. Examples of improvements could include a larger pump station, paved sloughs, wider sloughs, bypass pipe system to the pump station, and rerouting of tributary areas away from the Golf Course.

In 2011, PSOMAS prepared the [Storm Drain Pump Station Assessment](#) report, which evaluated nine of the City's storm drain pump stations for a 10-year storm event during a 10-year high tide, identified deficiencies, and provided recommendations for improvements.

The City's [2013 Storm Drain Outfall Assessment](#) report documents the location, diameter, growth, debris, structural condition, assessment access, and construction access of the system's 208 outfalls and concludes condition and operation and maintenance priorities.

The City's [2019 Climate Action and Resiliency Plan](#) (CARP) conducted a climate change vulnerability assessment and determined flooding the impact of most immediate concern. More frequent, intense storms, rising groundwater and sea level rise will all be stressors on the existing system.

The CARP identified emergent groundwater as a potential future hazard and recommended additional analyses to better characterize the shallow groundwater layer and the response of this layer to sea level rise. In 2020, the City worked with Silvestrum Associates to prepare the [City of Alameda Response of the Shallow Groundwater Layer and Contaminants to Sea Level Rise](#).

## **II. SCOPE OF SERVICES**

We are seeking proposals from qualified consultants for the following tasks:

- 1) **Determination of Design Level Protection.** Review past analysis to determine if the hydrologic and hydraulic conditions require updates to be consistent with current and best practice for designing storm facilities in the face of climate change (ex. design storm, groundwater, sea level rise, etc.). Recommend if a previously modeled scenario can be used to design system upgrades or if revised modeling conditions are needed. If updated modeling is needed, recommend modeling parameters and software.
- 2) **Updated Modeling Central/Eastshore and Golf Course Pump Stations and Tributary Area.** Model the Central/Eastshore and Golf Course pump stations and tributary areas with recommended software and climate change parameters to identify system capacity issues. The previously prepared Mike Urban 2013 model will be provided to the successful proposer. This may include pump station upgrades, installation of storm pipes where they currently do not exist, upsizing existing pipe and outfall and any other improvements to convey the storm flow without surface flooding. For the Golf Course, alternatives to conveying storm flow through the Golf Course should be analyzed given the operational challenges with the earthen sloughs and shallow groundwater.  
  
Recommend capital improvements for each watershed and a prioritized implementation plan.
- 3) **Grant Funding.** Advise on state and federal funding opportunities and how to package the recommended improvements to be best positioned to pursue funding. Funding considerations may include, but not be limited to, Federal Emergency Management Agency's (FEMA) Building Resilient Infrastructure and Communities, Hazard Mitigation and Flood Mitigation Assistance grant programs, Pre-Disaster Mitigation Program and Safeguarding Tomorrow Revolving Loan Fund Programs. It may also include California's Infrastructure State Revolving Fund Program and future other opportunities in any successful climate bond.
- 4) **Conceptual Designs.** Advance designs for the improvements, as needed by the grant application. This likely will be at least schematic level design and include a FEMA Benefit-Cost Analysis to determine future risk reduction benefits of the improvements and compare those benefits to their costs.

## **III. PROPOSER QUALIFICATIONS**

At a minimum, the Proposer should possess the following qualifications:

- Five years of experience in stormwater system design and performing hydrologic and hydraulic modeling analysis.
- Professional Engineer's certification in the State of California.
- Demonstrated experience in partnering with public agencies to apply for state and federal grant funding and knowledge of the FEMA grant application process and grant administration requirements.

#### **IV. PROPOSAL REQUIREMENTS**

The Proposer shall include in its proposal the information outlined below in a manner which demonstrates the Proposer's competence and qualifications for the satisfactory performance of the services identified in this RFP.

##### **1. Statement of Qualifications**

The Proposer shall prepare a statement of qualifications which identifies:

- a) The size, stability, and capacity of Proposer's organization, including, at a minimum, an identification of total number of years in operation, number of employees in the office location which is intended to provide the services described in the Scope of Services, and a description of Proposers' shop and storage facilities intended to support the City.
- b) An identification of the Proposer's experience performing services for projects of a similar size, scope, and complexity as the services required by this RFP, including an identification of the number of years' Proposer has been performing similar services; and the most recent projects for which the Proposer has performed similar services. The list of recent projects shall include the name, contact person, address, and phone number of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance.
- c) A list of the Proposer's principals, employees, agents, and sub-service providers which the Proposer intends to assign to this project. This list shall include a summary of the qualifications (including education, training, certifications licenses, and experience) of each individual; the approximate number of hours each will devote to the contract; and the type of work to be performed by each individual.
- d) A statement as to whether the Proposer, either presently or in the past, was involved in any litigation, bankruptcy, or reorganization for any reason. If so, please provide dates and resolution. A statement as to whether the Proposer or any officer or employee of the company who has a proprietary interest in the Proposer, has ever been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of a violation of law or safety regulation and if so, to explain the circumstances.

##### **2. Scope of Services and Project Schedule**

Provide a detailed scope of services that demonstrates to the City an understanding of the project objectives. This scope of services, along with any agreed upon changes, will become part of the Agreement awarded to the selected firm. The scope of services should be written to demonstrate the proposer's understanding of the project, including a well-developed

approach/methodology to performing each of the required services. Proposers are encouraged to recommend modifications or other innovations that may provide the City with better overall value. Also include a Project Schedule for each task.

**3. Statement of Exceptions, if any, to Standard Service Provider Agreement.**

The selected firm will be required to execute the Service Provider Agreement included in template form as **Appendix A**. All proposers are directed particularly to review all Indemnification, Hold Harmless and Insurance requirements set forth in this Agreement. If Proposer wishes to take exception to any of the terms and conditions contained in the Agreement for Service, these should be identified specifically; otherwise include a statement of no exception, labeled as Exhibit B in the submitted proposal. Failure to identify contractual issues of dispute can later be the basis for the City disqualifying a proposer. Any exceptions to terms, conditions, or other requirements must be clearly stated.

**3. Project Pricing**

In a separate, sealed envelope provide a table with the estimated labor hours by personnel proposed for the project for each task identified in the Scope of Services. The table shall include subtotals by both column and row along with a total estimated hours to perform the Scope of Services. All pertinent and relevant assumptions that may affect the proposed hours shall be clearly listed in this section of the proposal.

**4. Resumes and Qualifications of Proposed Personnel**

Include resumes for all personnel proposed for the Project.

**V. PROPOSAL FORMAT**

A **non-mandatory** pre-proposal meeting will be held via Microsoft Teams videoconference on Monday, November 4, 2024, at 2:00pm:

Video link: <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>  
Microsoft Teams Meeting ID: 213 920 105 393  
Passcode: vQKRpL

Proposers shall submit one email containing two Portable Document Files (PDF), one file for the project pricing and one file containing the remaining proposal documents.

Submit Proposals to: [bchristolear@alamedaca.gov](mailto:bchristolear@alamedaca.gov) and [pw@alamedaca.gov](mailto:pw@alamedaca.gov)

Subject line of email: **[COMPANY NAME] - "RFP C32000"**

**Proposal emails must be received by 12:00 PM on November 12, 2024.**

Late proposals will not be considered. The City assumes no responsibility for delays caused by electronic delivery service. Any Proposal received prior to 12:00 PM on November 12, 2024, may be modified by written addendum or withdrawn by written request from the Proposer to the City up to the official time when all proposals are due. Section IV contains a complete list of proposal requirements.

## **VI. SELECTION PROCESS**

After reviewing the submitted proposals, the City will invite some or all proposers to present their qualifications and proposed approach. Proposer interviews are expected to be conducted according to the schedule provided in Section VII. Details of the interview process will be provided along with the invitation to present.

The final selection will be based upon the following criteria:

**1. Approach and Ability of the Proposer to Carry Out and Manage the Proposed Project (20%)**

An assessment of the statement of qualifications, including past experience of the organization in general. Qualities and indicators that will receive consideration include the number and types of projects the organization or its employees have completed; the variety of projects completed and a demonstration of the organization's ability to undertake this project; and the demonstrated ability to work with governmental bodies and a full understanding of applicable laws or regulations that relate to the project.

**2. Qualifications (40%)**

The qualifications (including education, training, licenses, experience, and past performance) of the Proposer and its agents, employees, and sub-service providers. The City may consider Proposer's timely and accurate performance on contracts of a similar nature.

**3. Willingness to Comply with the Proposed Agreement Terms (10%)**

A sample agreement is attached. Proposals will be rated based on the exceptions taken to the proposed contract.

**4. Cost of Proposal (30%)**

Cost, while not determinative, will be considered in the selection process.

**5. Local Business (+5%)**

If the Proposer's company is physically located within the City limits, they will receive an additional five points.

## **VII. SELECTION TIMELINE**

The City has designated the following activities and dates as key to the project schedule. Proposers are encouraged to assist the City in adhering to this timeline. The City reserves the right to change the schedule at its own discretion.

<b>Anticipated Schedule for Selection</b>	
Issuance of Request for Proposals:	October 21, 2024
Non-mandatory Pre-proposal Meeting:	November 4, 2024, 2:00 pm
Questions due:	November 6, 2024, 12:00 pm
Final Addendum (if required):	November 7, 2024
Deadline to submit Proposals:	November 12, 2024, 12:00 pm
Interviews:	December 2024
Contract Award (Anticipated):	January 7, 2025

## VIII. GENERAL CONDITIONS

1. **Nondiscrimination:** Applicants for this RFP shall not discriminate against any interested individual, firm or applicant on the grounds of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, pregnancy, sex, age, or sexual orientation.
2. **Permits, Licenses, and Insurance:** The successful applicant for this RFP shall, at its sole expense, obtain and maintain during the term of any agreement executed pursuant to this RFP all appropriate permits, certificates, licenses, and insurance including, but not limited to, a City of Alameda Business License which may be required in connection with the performance of services hereunder.
3. **Signatures and Declarations:** Each proposal responding to this RFP must be signed on behalf of the submitting entity by an officer authorized to bind the entity to its proposal.
4. **City's Right to Waive:** The City reserves the right, in its sole discretion, to waive any immaterial irregularities in a proposal responding to this RFP or in the submission of a proposal.
5. **City's Right to Modify the RFP:** The City reserves the right, in its sole discretion, to modify this RFP should the City deem that it is in its best interests to do so. Any changes to the RFP requirements will be made by written addendum posted on the City's website. The failure of an applicant to read any addenda shall have no effect on the validity of such modification.
6. **City's Right to Suspend or Cancel the RFP:** The City reserves the right, in its sole discretion, to suspend or cancel this RFP in part or in its entirety should the City deem that it is in the City's best interests to do so.
7. **City's Right to Reject Any Proposal:** The City reserves the right, in its sole discretion, to reject any proposal responding to this RFP that the City determines does not satisfy the conditions set forth in this RFP, or contains false, misleading, or materially incomplete information. The City reserves the right, in its sole discretion, to reject all applicants and not to award to any applicant should the City deem that it is in its best interests to do so.
8. **City's Right to Extend RFP Deadlines:** The City reserves the right, in its sole discretion, to extend any of the deadlines listed in this RFP by written addenda should the City deem that it is in its best interests to do so.
9. **Cost of Proposals:** All costs incurred during proposal preparation or in any way associated with an applicant's preparations, submission, presentation or oral interview (if any) shall be the sole responsibility of Applicant.
10. **Liability for RFP Errors:** Applicants are solely responsible for all errors and omissions contained in their responses to the RFP.
11. **Proposals Property of City:** Upon receipt, each proposal responding to this RFP that an applicant submits to the City becomes the sole property of the City and will not be returned to the applicant.
12. **Oral and Written Explanations:** The City shall not be bound by oral explanations or instructions given at any time during the process or after the award. Oral explanations given during the



review process and after award become binding only when confirmed in writing by an authorized City official. Written responses to question(s) asked by one proposer will be provided to all applicants to this RFP.

13. **Public Record:** All proposals submitted to the City are subject to the California Public Records Act.

## **IX. QUESTIONS**

The RFP is available electronically as a download at <https://www.alamedaca.gov/BUSINESS/Bidon-City-Contracts>. Proposers are solely responsible for determining if any addenda have been issued. Addenda will be published on this same website.

Please direct any Project questions to Brendin Christolear ([bchristolear@alamedaca.gov](mailto:bchristolear@alamedaca.gov)). Questions must be by written email and received by 12:00 PM on November 6, 2024.

## **X. ATTACHMENTS**

1. [2008 Storm Drain Master Plan](#)
2. [2009 Addendum to the Storm Drain Master Plan](#)
3. [2015 Memorandum](#)
4. [2017 Memorandum](#)
5. [2011 Storm Drain Pump Station Assessment](#)
6. [Wood Rodgers Technical Memorandum](#)
7. [2013 Storm Drain Outfall Assessment](#)
8. [2019 Climate Action and Resiliency Plan](#)
9. [Response of the Shallow Groundwater Layer and Contaminants to Sea Level Rise.](#)