

December 3, 2013

REQUEST FOR PROPOSALS (RFP)

FOR

THE FIRST PHASE OF THE PILGRIM CREEK VECTOR HABITAT REMEDIATION PROJECT

RFP DUE: January 9, 2014

City of Oceanside – Engineering Division 300 North Coast Highway Oceanside, CA, 92054 (760) 435-5619



The City of Oceanside Engineering Division is soliciting proposals from a Consultant firm/team to produce a hydrologic/hydraulic study, a design feasibility study, and applicable environmental technical studies for the first phase of the Pilgrim Creek Vector Habitat Remediation Project at Oceanside Golf Course, located at 825 Douglas Drive, in the City of Oceanside (See Exhibit "A").

After the proposals are received, evaluated, and a Consultant is selected, a contract between the City and the Consultant will be executed for the first phase of the project. City staff will then review the analyses and recommendations contained within the design feasibility study and select a design option and execute an amendment to the existing contract with the Consultant for the work to be performed during the second phase of the project. The amendment is subject to City approval of the cost proposal and scope of services submitted by the Consultant and requires City Council approval. The second phase of the project will include the preparation of a Mitigated Negative Declaration, the securing of environmental agency approval and permitting, and the development of final plans, specifications and estimates.

The Engineering Division uses a "Qualifications Based Selection" process in determining which firm to contract with. The selection process will begin with this Request for Proposal (RFP), in response to which interested Consultant firms should submit a proposal. Submitted proposals will be reviewed using selection process criteria. Proposals should include, but not limited to, firm qualifications, references, knowledge and interpretation of the City's needs, experience with similar projects, and depth of resources. The top proposal will be selected for the project, which will be scored based upon the City's selection criteria. If necessary, brief 30 minute interviews may be requested to aid in the selection process.

PROJECT OVERVIEW

The Oceanside Golf Course opened in 1972, featuring 18 holes of championship golf in the City of Oceanside. Located on the outer edges of Camp Pendleton, golfers have views of undisturbed hillsides and native habitat. Wetland areas and/or natural habitat come into play on 14 holes on the course and Pilgrim Creek is a key wetland area within the golf course. Pilgrim Creek enters the northeast corner of the site and flows in a southwesterly direction through the site.

Pilgrim Creek's location within Oceanside Golf Course brings human population in close contact with mosquito breeding habitat, increasing the risk of vector-borne diseases. The San Diego County Department of Environmental Health Vector Control Program offers grant funding for projects that implement long-term solutions to reduce or eliminate mosquito breeding habitat. The City has been awarded a grant for vector habitat remediation for the improvement of Pilgrim Creek within the Oceanside Golf Course.



The Consultant firm/team selected will be responsible for providing design solutions that will remove or significantly reduce mosquito activities within the golf course. All design solutions shall be in accordance with the Implementation Plan for the Vector Habitat Remediation Program from the County of San Diego Department of Environmental Health Vector Control Program.

http://www.sdcounty.ca.gov/deh/pests/pdf/VHRP Implementation Plan.pdf

As part of providing design solutions in accordance with the Implementation Plan, the City would also like to replace several bridge crossings located throughout the golf course that are underlain by concrete and corrugated metal pipe culverts (see Exhibit "B"). The culverts constrict the natural flow of the creek, accumulate sediment and debris in and around the area of the culvert, and provide an ideal environment for mosquito habitat breeding. The existing culvert crossings would be replaced with prefabricated, single-span bridge crossings. The new bridges would provide unrestricted creek flow, eliminate accumulated debris and sediment, and remove or significantly reduce mosquito habitat due to the removal of the culverts.

Furthermore, the Oceanside Golf Course has a master plan (see Exhibit "C") in place that provides general direction for the enhancement and improvement of the golf course. The master plan layout includes opportunities that can be taken advantage of as mitigation areas for this project (i.e., the expansion of existing wetland areas and the creation of a pond for mitigation purposes) (see Exhibit "B"). Design options that utilize components within the master plan are highly desirable to the City.

The overall goals of the Pilgrim Creek Vector Habitat Remediation Project at Oceanside Golf Course are as follows:

- 1. To protect public health and safety by reducing or eliminating the presence of mosquitoes that transmit vector-borne diseases such as the West Nile virus.
- 2. To eliminate or reduce mosquito breeding habitat in a manner that balances the water quality, biologic, aesthetic, and hydrologic values of wetlands with the need to protect human populations and animals from mosquito borne diseases.
- 3. To deliver long-term solutions to the reduction or elimination of mosquito breeding habitat.
- 4. To have limited to no impacts on sensitive environmental resources.
- 5. To compliment and enhance the existing golf course.



SCOPE OF PROFESSIONAL SERVICES

The grant activities for the first phase of the Pilgrim Creek Vector Habitat Remediation Project at Oceanside Golf Course are separated into and will be performed in 4 tasks as follows:

PHASE 1

Task 1 – Meetings

An initial kick-off meeting at the project site will be required prior to working on the feasibility study. This meeting will be attended by City staff and the Consultant's team of professionals.

A second meeting will be held at the project site after the feasibility study has been completed. This meeting will be conducted by the Consultant's team of professionals and shall include City staff and all environmental agency representatives having jurisdiction over the project, to reach consensus on the recommended design approach. The Consultant shall be responsible for arranging this meeting with the City and environmental agency representatives.

Task 2 - Hydrologic/Hydraulic Study

Prepare a Hydrologic/Hydraulic Study in accordance with the San Diego County Hydrology Manual, San Diego County Drainage Design Manual, and the City of Oceanside Engineers Design and Processing Manual. The study, prepared for the 2, 10 and 100-yr storm events, shall analyze existing conditions and each design solution presented in the design feasibility study.

Task 3 – Feasibility Study

Provide no less than three design alternatives that utilize the key concepts identified in Table 2 of the Implementation Plan for the Vector Habitat Remediation Program to eliminate or significantly reduce mosquito production. Each of the design alternatives shall be evaluated with respect to the following categories: constructability, estimated cost, effectiveness, expected environmental impacts during and post-construction, expected neighborhood impacts associated with construction, and environmental agency requirements. Design solutions that are able to incorporate elements of the Oceanside Golf Course master plan are highly desirable.

Provide each design alternative with a cost estimate, preliminary engineering plan and profile drawing, and an explanation of the advantages and disadvantages of the design. A design recommendation shall be provided within the study based on the options presented therein. The recommended alternative shall have the drawing developed at the 50% submittal level, with the remaining alternatives developed at 30%.



Once the feasibility study has been reviewed and approved by the City, another meeting shall be conducted with the environmental agencies to gain consensus on the design approach (as discussed above).

<u>Task 4 – Environmental Technical Studies</u>

In order to expedite the 2nd phase of the project, the City would like to complete all the related technical studies attached as appendices to the Mitigated Negative Declaration, a requirement of phase 2, in the 1st phase of the project.

The City's initial study checklist shall be completed to evaluate project impacts and technical studies shall be conducted and prepared for incorporation into the Mitigated Negative Declaration. Specific environmental issues to be addressed in the initial study checklist include the following:

- Aesthetics
- Air Quality
- Cultural Resources
- Hazards
- Land Use & Planning
- Noise
- Public Services
- Utilities Systems

- Agricultural
- Biological Resources
- Geological
- Water
- Mineral Resources
- Population & Housing
- Recreation

The initial study checklist can be found online at the following address

http://www.ci.oceanside.ca.us/civica/filebank/blobdload.asp?BlobID=25421

The initial study checklist, with adequate supporting information, and technical studies, bound separately, shall be submitted to the City for review and approval.

PHASE 2

Phase 2 of the Pilgrim Creek Vector Habitat Remediation Project at Oceanside Golf Course will include preparation of a Mitigated Negative Declaration and Habitat Management and Maintenance Plan, securing of environmental agency approval and permitting, and the development of final plans, specifications, and estimates.



RFP SCHEDULE

The activities and dates relevant to the RFP process are described below. The Engineering Division reserves the right to change these dates and will notify the Consultants in such a case.

Advertise Request for Proposal December 3, 2013

Mandatory Pre-Proposal Meeting December 18, 2013

Deadline to Submit Proposals January 9, 2014

Review/ Consultant Selection/ Contract January/February 2014

Negotiations

City Council Approval and Notice to Proceed March 2014

A <u>mandatory</u> pre-proposal meeting will be held at the Oceanside Golf Course at 9 a.m. on December 18, 2013, commencing at the Oceanside Golf Course Pro Shop. Interested Consultants are required to attend the meeting in order to have questions answered and gain a better understanding of what the project entails. Please note that the City will only accept proposals from Consultants who have attended this meeting.

OPERATING REQUIREMENTS

In addition to meeting the proposal requirements outlined in this RFP, the selected Consultant must also comply with the following additional operating requirements:

- The Consultant shall designate a Project Manager and/or his/her representative to act as a coordinator between the City and Consultant. This person shall be accessible to City staff by telephone or e-mail during working hours.
- 2. The Consultant shall organize a team comprised of design and environmental professionals and include a golf course architect to assure that all designs solutions compliment and enhance the play at the Oceanside Golf Course. Communication and coordination between the team members, City staff and the environmental agencies shall be the responsibility of the Consultant.

PROPOSAL REQUIREMENTS

Include the following information in your proposal, using the same format and sequence:

1. Cover Letter

The proposal's cover letter, which shall be signed by an official authorized to bind the Consultant, shall include the following:

a. Firm/entity name;



- b. Brief description of the firm/entity;
- c. Sub-Consultants;
- d. A statement of willingness to sign the City's Professional Services Agreement (See Exhibit "D" Sample Contract). Any objections to this agreement must be noted in the Proposal; and
- e. Name, title and telephone number of individuals with authority to bind the firm/team and also who may be contacted during the period of proposal evaluation.

2. Proposal

a. Project Understanding:

- i. Provide information based upon the Consultant's understanding of the goals of the project; and
- ii. Provide a list of design and environmental work of similar nature performed by the Consultant within the Southern California region.

b. Project Team:

- i. Provide the name of the principal or project manager in the firm/entity who will have direct and continued responsibility for the services provided to the City. This person will be the City staff's first point-of-contact on all matters dealing with the services offered and will handle day-to-day activities through completion of the project;
- ii. Provide background information about the consulting team/firm, organization, office structure and location, and number of professional personnel;
- Provide justification for consideration and a summary of the firm's or Consultant team's capability and experience in providing services on projects similar to the project outlined in this RFP;
- Provide an organization chart showing the proposed relationships among all key personnel and support staff who are expected to participate on the project;



v. Provide a brief summary of qualifications and experience of the Consultant's firm/team and the key personnel to be assigned. Include relevant experience, education, licenses, accreditation and certificates;

3. Project Work Plan

- a. Provide a statement that addresses the challenges that can occur during a project of this type and any unique experience, abilities, or services that can be provided by the firm or consultant team to solve these challenges. Site an example where these qualities were used;
- b. Provide a detailed description of the proposed phase 1 work plan for performing the required services, including a tabulation of the tasks anticipated and estimated hours for each;
- c. Provide a detailed description of the proposed work plan for phase 2 of the project that clearly shows the Consultant's firm/team understanding of the anticipated tasks associated with this phase of the project and explain their ability to perform such work;
- d. Provide any insight on design features the consultant team may have and could pursue if hired by the City; and
- e. Provide a statement that addresses how the firm or consultant team will demonstrate their commitment to be responsive and accessible to City staff in a timely manner.

4. Cost Proposal

The Cost Proposal shall be submitted in a separately sealed envelope. The fee schedule shall be itemized by each task and each task shall be individually broken down into proposed staff and hours for each. Submittal of costs shall be formulated such that actual hourly wages are provided and subtotaled. Include additional charges for sub-consultant's (if applicable) services and reimbursable expenses.

GENERAL TERMS AND CONDITIONS

 Limitation: The Request for Proposals (RFP) does not commit the City of Oceanside to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources or to cancel or rescind all or part of this RFP.



2. Selection/Award: The selection panel will select the top ranking firm/entity with whom the Professional Services Agreement will be executed. The firm will be selected by the procedure outlined in this RFP. Upon City Council approval, contract with the selected Consultant will be executed.

PROPOSAL SUBMISSION

Any questions regarding this Request for Proposals should be directed to the following City Staff, in the order given:

Gary Smith, PE, PLS Project Manager Telephone No. 760-435-5085

Nathan Mertz CIP Manager II Telephone No. 760-435-5619

Three (3) bound copies of the proposal must be received no later than 5 p.m. PST, January 9, 2014.

Proposals should be delivered/mailed to:

City of Oceanside Development Services Department 300 N. Coast Hwy. Oceanside, CA 92054

Attention: Gary Smith, Project Manager Engineering Division

ATTACHMENTS

Exhibit "A" Vicinity map

Exhibit "B" Bridge Crossings and Potential Wetland Areas

Exhibit "C" Oceanside Golf Course Master Plan

Exhibit "D" Sample Contract