

SMITH RIVER RANCHERIA



REQUEST FOR PROPOSALS

Lopez Creek Bank Stabilization Design Services

Response Due: March 29, 2013 at 5:00 PM

Smith River Rancheria
140 Rowdy Creek Road
Smith River, CA 95567
707.487-9255

February 25, 2013

Request for Proposals

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INTRODUCTION

The Smith River Rancheria (Tribe) is soliciting proposals from qualified consultants to design and prepare plan and specification documents for the Tribe's Lopez Creek Bank Stabilization Project. It is the intent of the Tribe to hire a qualified Consultant who can provide preliminary design, and final design services, including plans, specifications, and construction cost estimates, complete and ready for solicitation of construction bids. In order for the Consultant to be considered qualified, the firm or project team must demonstrate experience in the successful completion of projects involving stream restoration and protection evaluation and design.

Interested consultants are invited to submit qualifications in accordance with the requirements of this Request for Proposals (RFP) and **attend a mandatory field review meeting on March 7, 2013** beginning at 11:00 A.M at the Howonquet Community Water System Pump House, 13431 Ocean View Drive. The Tribe anticipates accomplishing the work associated with the project for approximately \$26,572. The successful Consultant must be aware of the financing limitations and be able to provide a clear plan for delivering a bid package that meets the goals within the project budget constraints.

Interested parties shall comply with the Tribal Employment Rights Ordinance ("TERO") .

The Consultant services contract is expected to be awarded by April 10, 2013. The actual time frame to complete this design work will be negotiated with the successful Consultant. Any Consultant responding to the RFP must be willing to commit the necessary resources to the project within a mutually agreed upon schedule.

BACKGROUND

Over the past four years, the Smith River Rancheria has experienced a gradual increase in sedimentation and turbidity within the Lopez Creek watershed. The Lopez Creek watershed is the only source of domestic drinking water that serves the Smith River Rancheria.

With technical assistance provided by Indian Health Service and funding from both IHS and the EPA, the Howonquet Community Water System Improvement Project has been completed and in full operation. Over \$1,000,000 was provided to the Tribe in order to meet the ever more stringent regulations from EPA to provide safe and quality water to all customers on the water system. This project started in 2003 with the replacement of asbestos concrete water lines, replacement of the redwood water storage tanks, and the pump house upgrade including new and additional filtration and ultra-violet protection. The Natural Resources Director and two Rancheria employees/Tribal Members are now certified as both Treatment and Distribution.

In 2010, the Smith River Rancheria completed a geotechnical analysis of the Lopez Creek watershed over concerns that the increased sediment loads may be related to past logging practices, logging road construction and other non-point sources. The geotechnical report was funded under the CWA 319(a) and included several recommendations for mitigation of three slides grouped closely together identified within the slope of Lopez Creek (See Figure 1).

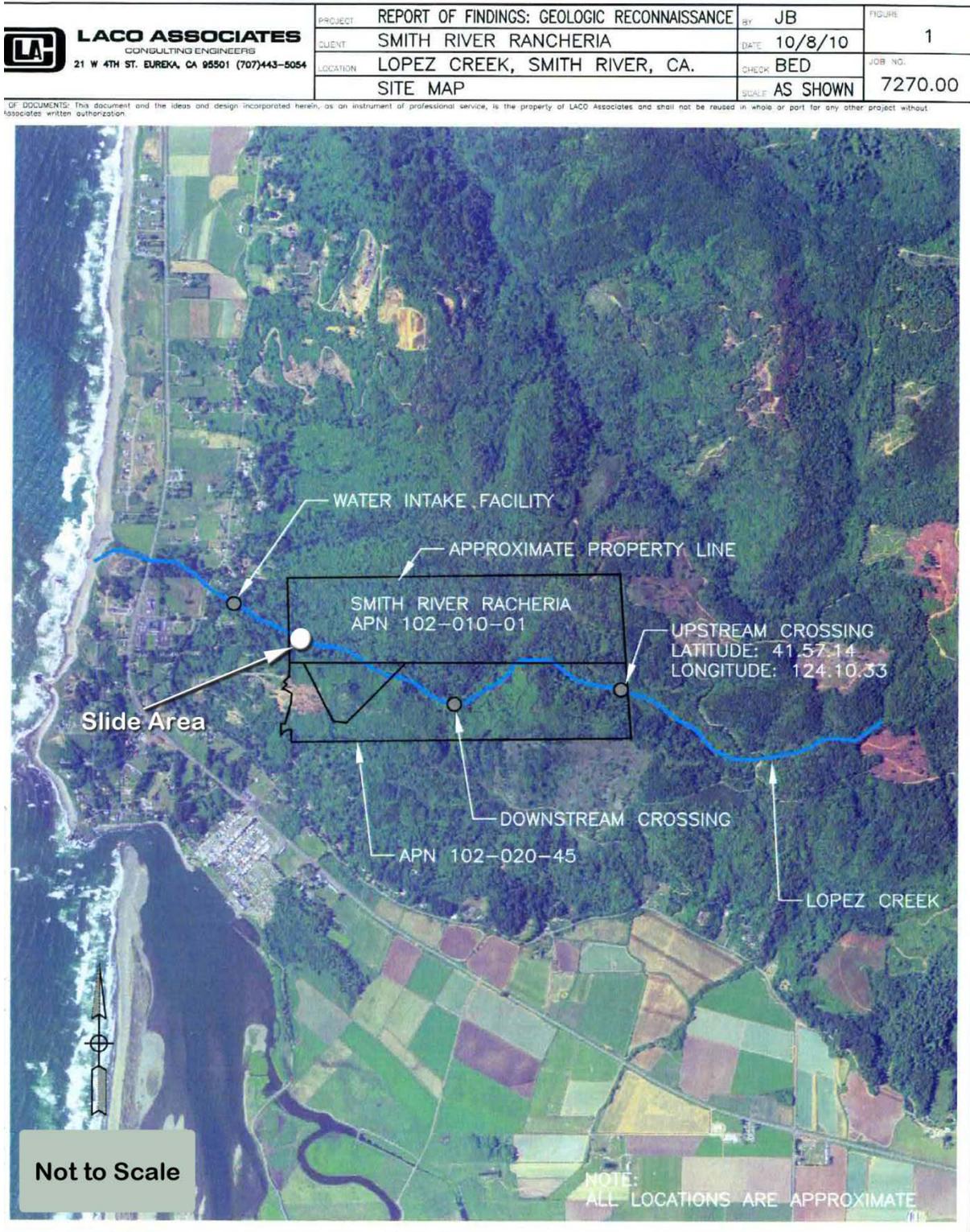
STATEMENT OF PROBLEM

Members of the Smith River Rancheria's Natural Resources Department have identified an unstable area adjacent to Lopez Creek that was reportedly contributing excess sediment to the creek, and negatively effecting downstream water quality. The intake structure for the Rancheria's drinking water treatment facility is located less than 100-feet downstream of the identified unstable area. Excess turbidity of the intake water was resulting in increased water treatment needs.

LACO Associates (LACO) was retained by the Smith River Rancheria under approved procurement standards to conduct a reconnaissance of the site and provide a qualitative stability evaluation of the site instability, an analysis of hydrologic and hydraulic conditions, and conceptual design details to reduce the potential for further instability of the stream bank with resultant sediment load to the creek.

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Figure 1 – Site Features of Lopez Creek



SCOPE OF SERVICES

The qualified consultant will develop a proposal to prepare engineered plans with design specifications to support bidding and construction of 200' of rock buttress or riprap at the base of the slope. Under the Standard FHWA Design parameters for Division 250, a slope reinforcement design will incorporate the findings of the geotechnical analysis and may include the following calculations and/or civil engineering design elements:

- Estimating cut and fill
- Importing or exporting fill materials
- Estimating the riprap volumes
- Dressing the slope to prepare the surface.
- Keying and benching
- Placement of Geotechnical fabric
- Design of drainage rock system
- Placement of keyed riprap.
- Plans and Specifications shall be prepared for review (draft) and distribution (final), with drawings reduced to 50% and printed on 11" x 17" reproducible paper, and specifications printed on 8 ½" x 11" reproducible paper. Prior to completion of the final submittal, the Consultant shall respond to and incorporate, if appropriate, any comments received from the Tribe or other interested party.
- Four (4) document sets shall be submitted at both draft and final stages. In addition, the final PDR shall be submitted in Portable Document Format (.pdf) on PC-compatible CD or DVD.

Design Services

The Consultant shall provide engineering design services including construction plans, specifications, and cost estimates for the project.

Scope of Services:

PS&E services shall include, but not be limited to:

- Prepare all design calculations and drawing layouts. Complete all drawings and details, prepare technical specifications, special provisions, engineer's cost opinions, and all other appropriate architectural and engineering services necessary to provide complete construction and specification documents, ready for public bid (design work shall comply with all appropriate federal, state and local design codes and guidelines, including ADA, fire protection, and building codes).

Construction drawing deliverables for review shall be submitted at two distinct design stages for review: 75% by July 31, 2013 and 100% by August 31, 2013. Drawings shall be reduced to 50% of full-size. Four (4) sets shall be submitted at the review stages to allow the Tribe to provide a thorough review of the project documents. Following review and incorporation of comments, the final construction drawings shall be delivered in the following formats:

- 22" x 34" bond, complete with final signatures, ready for reproduction;
- Portable Document Format (.PDF) file(s) of final plans complete with final signatures on PC-compatible CD or DVD; and
- AutoCAD drawing format files (.DWG, AutoCAD 2008 or later format) of final plans (signatures not required) on PC-compatible CD or DVD.

Specifications shall be prepared utilizing Construction Specifications Institute (CSI) Masterformat 2004. Deliverables for review shall be submitted at the 100% stage with specifications on 8 ½" x 11" reproducible paper. Four (4) sets shall be submitted at the 100% review stage to allow the Tribe and all other appropriate agencies to provide a thorough review of the project documents. Final specifications shall be delivered in the following formats:

- 8 ½" x 11" hardcopy, complete with final signatures, ready for reproduction;
- Portable Document Format (.PDF) file(s) of final specifications complete with final signatures on PC-compatible CD or DVD; and
- Microsoft Word 2007 format (.DOCX) files of final specifications (signatures not required) on PC-compatible CD or DVD.

Estimates shall be submitted for review at the 75% and 100% review stages, with estimates on 8 ½" x 11" reproducible paper. Ten (10) sets shall be submitted at the review stages to allow the Tribe and all other appropriate agencies to provide a thorough review of the project documents. The final estimate shall be delivered in the following formats:

- 8 ½" x 11" hardcopy;
- Portable Document Format (.PDF) file of final estimate on PC-compatible CD or DVD; and
- Microsoft Excel 2007 format (.XLSX) file of final estimate on PC-compatible CD or DVD.

Formal deliverables (plans, specifications and estimates) shall occur at the 75%, 100%, and final completion points for Tribe and agency review. Submittal formats shall follow the guidelines stated herein. The Consultant shall respond to, and incorporate, if appropriate, any and all comments received from the Tribe.

PROPOSAL FORMAT

The proposal shall include, as a minimum, the following information:

- Cover/Transmittal Letter – Letter is to be signed by a member of the organization having the authority to negotiate and execute contracts on behalf of the firm. Cover letter must acknowledge receipt of any and all addenda, if any were issued.
- Project Understanding - This section should outline the Consultant's basic understanding of the project. It should identify key issues to be addressed during the project and any insights or innovative ideas the Consultant can provide in addressing those issues.
- Scope of Work - Describe the work plan that you intend to use to complete the tasks listed in the Scope of Services. Note any changes/deviations or additions to the work descriptions that may have been overlooked or that help clarify the work tasks. Deviations which demonstrate a clear benefit or advantage to the Tribe may receive special consideration.
- Responsible Personnel - List the Principal-in-Charge, Project Manager, and key project staff who will be directly involved in this project. Include a concise statement of qualifications and experience of each person together with the **hours that each is committed to the project**. Include all anticipated sub-consultants, listing names, addresses, telephone numbers, key staff personnel, and the expected hours to be committed to the project. A project organizational chart of key personnel should be included with anticipated hours committed to the project for each individual.
- Project Management - Describe how the project will be planned and controlled. Include in this section a project schedule through the completion of the contract documents.
- Consultant Fee – In a separate, sealed envelope present one (1) set of

documentation for the estimated fee for engineering services as described in the Scope of Work. For each task contained in this RFP, break down the fee into labor, subcontractor fees, and expenses. Fees shall include all markups, overhead, and profit. Consultant shall also include a current fee schedule that includes hourly rates for all classifications of workers, including subcontractors, expected to work on this project. The engineering contract shall provide for payment for each phase of work on a not-to-exceed amount. The Consultant should be advised that pursuant to the Smith River Rancheria Tribal Employment Rights Ordinance, there is a 2.5% TERO fee on the total value of the Consultant Fee. *The fee shall not be a scoring factor in the evaluation of the consulting firms. See 'Evaluation Criteria' for information on the submitting of the Consultant fee with the proposal*

The Consultant shall prepare the fee estimate for the contract work as described in the Scope of Services. The cost estimate shall be broken down by task, man-hours per task, different personnel classifications per man-hour (i.e., Principal, Project Manager, Staff Engineer, Clerical, etc.), provide a total cost per task, and a total not-to-exceed amount for the entire project. Fees shall include all markups, overhead, and profit. The estimated fee shall be submitted in a sealed envelope along with copies of the proposal and shall not be opened until the proposal review and interview process has been completed. *Do not state cost for services anywhere in the proposal.*

- Related Experience - Include three projects in progress or completed during the last three (3) years that are comparable to this project. Direct design experience in wastewater collection and conveyance system projects will be weighted the highest in evaluation. Include references with names, addresses and phone numbers.
- Indian Preference - Include documentation that the Consultant is Native American Owned; or employs key employees as defined under the Smith River Rancheria Tribal Employment Rights Ordinance (TERO); or describe how your firm will comply with Section 4(c) of the Native American Self-Determination and Education Assistance Act (P.L. 93-638) as amended.

PROPOSAL SUBMITTAL

Pages in the proposal shall be typed and double sided with the maximum number of pages of proposal information (excepting cover sheet, index sheet, blank pages, and table of contents) to be limited to thirty (30) printed pages. Only the specifically requested information shall be submitted. Promotional or other unsolicited material may not be submitted. If a Consultant recognizes a more efficient method of accomplishing a specific task or item, the Consultant's fee shall reflect the Tribe's requested work and the cost increase/savings for the more efficient method shall be noted separately.

The Consultant shall submit ONE (1) original, unbound proposal and SIX (6) copies in a sealed box or envelope clearly marked with the Consultant's name and the description "Proposal for Engineering Services for Smith River Rancheria Lopez Creek Bank Stabilization Design Services". Electronic or faxed submissions will not be accepted. The proposals shall be received at the Tribe's office by the time and at the location noted on the cover sheet of this RFP. **One (1) set of Consultant's fee for the services required in this proposal shall be submitted along with the copies of the proposal, in a separate sealed envelope with the same notation as the proposals.** Nowhere in the body of the proposal shall pricing be discussed. The sealed envelope shall not be opened until after the screening interviews have been completed (See 'Evaluation Criteria'). The Tribe reserves the right to reject, at its sole discretion, proposals received after this time and date. The Tribe has the right to waive minor irregularities in any proposal received.

EVALUATION CRITERIA

A Review/Selection Committee made up of Tribal staff will evaluate the Consultants based on the proposals and, if necessary, an oral interview to determine which Consultant is best qualified to perform the work for this project. The Committee will then determine a ranking of the Consultants at which time the Consultant fee envelopes will be opened and tabulated. The Consultant fees will be evaluated to determine if the amount of the fee is considered a reasonable cost for the work outlined in the proposal.

If the top-ranked Consultant has submitted a reasonable fee, the Selection Committee will make a recommendation to the Tribal Council that negotiations be opened with the top-ranked consultant to ensure that the consultant has a full understanding of the expectations of the Tribe, that the scope reflects all tasks anticipated to be required to successfully complete the project, and that the fee reflects completion of the project to the satisfaction of the Tribe. In the event that the Tribe and the top ranked Consultant are unable to come to an agreement as to scope and fee, the Tribe reserves the right to close negotiations with the top-ranked Consultant and open negotiations with the second-ranked Consultant. Once an agreement is reached involving the scope and fee, the Tribal Administrator will make a recommendation to the Tribe Council to award the project to the selected Consultant and to authorize Staff to enter into a Professional Services Agreement with that Consultant. If the Tribal Council is in agreement with the recommendation, Staff will proceed with the completion of the agreement and prepare for contract execution.

The following items, as they relate to the Scope of Services Tasks described above, will be used by the committee to assist in the ranking of the Consultants' proposal and the oral interview:

- Understanding of the Project 30 points
- Experience with Similar Types of Work 30 points
- Experience and Qualifications of the Project Manager 20 points
- Experience and Qualifications of the Project Team 10 points
- Ability to Complete Projects On-Time and Within Budget 5 points
- Indian Preference 5 points

TENTATIVE SCHEDULE

Public Notice	(February 25, 2013)
Email and/or Fax RFP to Consultants	(February 26, 2013)
Mandatory Field Review	(March 7, 2013)
Deadline to Receive Proposals Back	(March 29, 2013)
Evaluate Proposals	(March 30 – April 5, 2013)
Select Consultant/Award Contract	(April 10, 2013)
75% Construction Plans and Specifications	(July 31, 2013)
100% Construction Plans and Specifications	(August 31, 2013)

TRIBE'S CONTACT

Questions regarding this RFP should be directed to:

Brad Cass, Natural Resources Director
Smith River Rancheria
140 Rowdy Creek Road
Smith River, CA 95567
707.487-9255
[@tolowa.com](mailto:brad@tolowa.com)

Clarification offered by the Tribe to one Consultant will be distributed to all known participants at the Tribe's discretion.

STANDARD CONSULTANT AGREEMENT

The Consultant selected to provide the scope of services shall use the Tribe's standard Professional Services Agreement. A template copy of this agreement is attached to this RFP. By submitting a proposal for the work, the Consultant agrees to utilize the Tribe standard agreement form for the contract. Contractually required insurance coverage and endorsement information is shown in the body of the document.

ATTACHMENTS

Smith River Rancheria Professional Services Contract

"Qualitative Slope Stability Evaluation and Conceptual Bank Stabilization Design, LACO Associates, April 23, 2010".