



Request for Proposals

For

Pulgas Creek Watershed Study and Management Plan

City of San Carlos
Department of Public Works
600 Elm Street
San Carlos, CA 94070

Point of Contact:

Vatsal Patel
Senior Engineer

vpatel@cityofsancarlos.org

PROPOSALS DUE: FRIDAY, JUNE 16, 2023 BY 5:00 P.M.

**REQUEST FOR PROPOSALS (“RFP”)
PULGAS CREEK WATERSHED STUDY AND MANAGEMENT PLAN**

1. INTRODUCTION

The City of San Carlos is seeking an experienced and qualified consultant team to lead the development of the Pulgas Creek Watershed Study and Management Plan.

2. BACKGROUND

The City of San Carlos, California, is located south of the City of Belmont and north of the City of Redwood City in the San Francisco mid-Peninsula. In general, stormwater from the City drains from the hills at the west side of the City and flows east towards the San Francisco Bay. Stormwater is conveyed to the bay via open ditches and pipelines into the City’s four primary creeks: Belmont, Brittan, Cordilleras, and Pulgas. The City is highly urbanized, with residential areas at the west side of the City and the commercial areas at the eastside of the City.

The Pulgas Creek watershed drains about 3.5 square miles. Jurisdictions include the City of San Carlos, part of the City of Belmont, and unincorporated San Mateo County. Pulgas Creek has two forks, Upper Pulgas Creek and Brittan Creek, that originate east of the open space preserve near Highway 280 and flow through downtown San Carlos. A large portion of the Pulgas Creek channel is modified. In the lower watershed, the two forks of the creek are culverted under Arroyo Avenue near Walnut Street, where the culverts join together and continue below El Camino Real and then the Southern Pacific Railroad embankment, and then enter a channel east of Old County Road. The creek is channelized east of Old County Road, passes through a culvert under Highway 101, and is lined with levees east of Highway 101 to protect adjacent areas from tidal flooding. The creek flows into Smith Slough (a tributary to San Francisco Bay) near the Bair Island National Wildlife Refuge.

The community has a strong desire to restore Pulgas Creek and increase access with trails and gathering spaces. The recently completed East Side Innovation District Vision Plan recommends a multi-use trail along the north side of the creek, extending from Old County Road to Industrial Road and connecting to the existing bridge west of the Highway. The trail width is envisioned as a minimum of 18-feet to safely accommodate both pedestrians and bicyclists. This assumes a 12-foot class I shared use path and a 6-foot pedestrian path.

During the series of storms over December 2022 to January 2023, widespread flooding occurred along El Camino Real and within the Industrial Arts District. High tide, saturated soil, and persistent runoff caused water to pond in streets, and in some incidents, into businesses.

The City’s Storm Drain Master Plan, developed in 2017, is posted on the City’s website and linked below. The selected consultant will have access to the 2017 storm model.

<https://www.cityofsancarlos.org/home/showpublisheddocument/2484/636658819040270000>

3. PROJECT GOALS

The goals of the Pulgas Creek Watershed Study and Management Plan are to analyze the watershed and develop flood management and climate change resiliency strategies that will incorporate Pulgas Creek as a vital community amenity for open space and trail.

4. SCOPE OF SERVICES

The selected consultant will be expected to prepare a detailed scope of services. The following elements are anticipated to be critical components of the required scope of work, and should provide prospective proposers with a starting point for developing a detailed project scope:

- Hydrology and hydraulic modeling
- Flow monitoring/stream gauge
- Model calibration
- Design storms (10yr, 25yr and 100 yr storms with projected sea level rise)
- Stormwater management strategies including green infrastructure, stormwater capture, and detention
- Flood reduction improvements and strategies
- Climate change/sea level rise resiliency strategies
- Creek setback, design standard for setback treatment, trails, open space
- Long-term maintenance, permitting
- Public outreach, stakeholder engagement

4. SCHEDULE AND SUBMITTALS

The City's target dates are as follows:

Release of RFP	May 23, 2023
Proposals due	June 16, 2023 by 5:00 p.m.
Possible interview with top firm(s)	June 26-30, 2023
Contract Award	August 2023

5. PROPOSAL FORMAT AND CONTENT

The proposals shall be brief and precise and shall not include unnecessary promotional material or exceed 15 pages (excluding resumes). The proposals should contain the following elements in the exact order and segmentation listed below:

1. *Cover Letter*. Describe your interest and commitment in providing consultant services to the City. The letter shall be signed by a person authorized to negotiate a contract with the City.
2. *Staffing, Team Experience, and Understanding of Project & Objectives*. Describe the qualifications and experience of the team members expected to be assigned to this project. The description shall include previous experience with similar projects. Include an organization chart and provide a matrix including which projects team members have worked on together in the past. A discussion demonstrating the proposer's understanding of the project, the goals, the services to be provided, and their significance to the overall City goals.

3. *Experience on Similar Projects.* Consultants must present significant evidence of successful projects done for local government clients over the past five years. Projects should be representative types normally done by local government organizations.
4. *Resumes.* Include single page resumes of the engineers, technicians, key personnel and sub-consultants (if any) to be assigned to the project. It is expected that designated key staff will remain for the duration of the project. Key staff substitution will be allowed only after an interview and concurrence with the City.
5. *Rate Schedule.* Consultants shall provide the most current rate schedule that includes the rates of all applicable staff that may be assigned to this project.
6. *References.* Provide at least three references (name, agency, title, address, and telephone number) for recent similar or related work.
7. *Other Relevant Information & Exceptions.* Provide additional relevant information that may be helpful in the selection process including any exceptions taken to the City's standard Agreement.

6. EVALUATION AND SELECTION PROCESS

A panel will review the proposals and determine the top candidate(s). The top candidate(s) selected will be verified and references will be checked.

In reviewing the proposals, the panel will carefully weigh:

- Consultant's understanding of the City's desires and general approach to completing the work;
- Consultant's experience with contracts of similar complexity and magnitude;
- Qualifications of the staff being assigned to this project;
- Demonstrated ability of the consultant to perform high quality work, to control costs, and to meet time schedules; and
- Ability to work effectively with City staff;

Additionally, other qualifications/criteria as deemed appropriate by the Public Works Director or the panel reviewing the proposals.

7. SUBMITTAL GUIDELINES

Firms shall submit an electronic pdf file of the qualifications and shall name the electronic file in the following format:

"Consultant Name-RFP Pulgas Creek"

The qualifications shall be uploaded to the following link:

<https://cityofsancarlos2.app.box.com/f/2a15487c83d44fd88df3b4292c63832b>

The proposals must be uploaded no later than **5:00 p.m. on Friday, June 16, 2023. NO E-MAIL**

SUBMISSIONS WILL BE ACCEPTED.

Any changes made by the City to the requirements in this RFP will be made by written addenda. Any written addenda issued to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. The City will not be bound by any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. The City reserves the right to revise or withdraw this RFP at any time and for any reason.

- **Single Proposal Response**

The City reserves the right to reject all proposals, to request additional information concerning any statement for purposes of clarification, to accept or negotiate any modification to any statement following the deadline for receipt of all statements, and to waive any irregularities if such would serve the best interests of the City.

All inquiries regarding the proposal should be directed to Vatsal Patel, Senior Engineer, at vpatel@cityofsancarlos.org .

- **Additional Submittal Information**

The City assumes no responsibility for electronic delivery delays.

All costs incurred during proposal preparation or in any way associated with the consultant's preparations, submission, presentation, or oral interview, if held, shall be the sole responsibility of the consultant.

If awarded a contract, the consultant shall maintain insurance coverage, including errors and omissions and worker's compensation, reflecting the minimum amounts and conditions specified by the City. Consultants are liable for all errors or omissions contained in their proposals.

By submitting proposals, Proposer represents that: (1) Proposer has thoroughly examined and become familiar with the Work required under this RFP, (2) Proposer comprehends all conditions that may impact the Proposal, (3) Proposer has reviewed of all addenda, and (3) Proposer is capable of providing the equipment, goods and services necessary to perform the Work and/or meet the specifications outlined in this RFP, in a manner that meets the City's objectives. Failure to examine the documents and inform itself shall be at the Proposers' own risk. A Proposer shall have no claim against the City based upon ignorance of or misunderstanding of the RFP documents. Once the award has been made, failure of a Proposer to have read all of the conditions, instructions and the Agreement shall not be cause to alter any term of the Agreement nor shall such failure provide valid grounds for a Proposer to withdraw its proposal or to seek additional compensation.

All proposals and prices set forth therein shall be deemed to include applicable taxes. The Proposer shall be appropriately licensed in accordance with the laws of the State of California for the work to be performed. The cost for any required licenses or permits shall be the responsibility of the successful Proposer. The successful Proposer is liable for any and all taxes due as a result of the contract.

- **Non-Obligation**

The City retains sole discretion to evaluate proposals and may make an award to the consultant the City deems to have the most responsive proposals. Receipt of proposals in response to this RFP does not obligate the City in any way to engage any Consultant and the City reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The City shall retain the right to abandon the proposal process at any time prior to the actual execution of an Agreement with a Consultant(s), and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any Agreements entered into.