

REQUEST FOR PROPOSAL (RFP)

East Bay Regional Park District
2950 Peralta Oaks Court
Oakland, CA 94605

RFP DUE

Date: February 12, 2015
Time: 5:00 pm
Location: 2950 Peralta Oaks Court
Oakland, CA 94605

Hal MacLean
Water Management Supervisor, Stewardship
East Bay Regional Park District
2950 Peralta Oaks Court
Oakland, CA 94605
Phone: (510) 544-2328
Email: hmaclean@ebparks.org

NOTICE IS HEREBY GIVEN THAT THE BOARD OF DIRECTORS OF THE EAST BAY REGIONAL PARK DISTRICT will receive proposals for plans and services, at the District's Administration Building, at the Reception Desk located in the lobby of the building at 2950 Peralta Oaks Court, Oakland, California, 94605-0381 on February 12, 2015 at or before the hour of 5:00 p.m. All bidding consultants must submit sealed proposals to furnish all necessary labor, technical expertise, and equipment to satisfactorily update the Chabot Gun Club (CGC) Storm Water Pollution Prevention Plan (SWPPP), evaluate the current CGC best management practices (BMPs) for lead removal, and develop detailed concept plans and cost estimates for structural stormwater controls to reduce the amount of lead from the range in order to maintain compliance with the SWRCB Industrial General Permit 2014-0057-DWQ.

Each proposer will be allowed to ask questions and will be provided with project information. Questions from RFP proposers and the corresponding response will be shared with all bidders that request to be notified via email. Requests for information, clarification of the RFP or questions from proposers will end on January 26, 2015 at 5:00 pm. No requests for information, clarification of the RFP or questions from RFP proposers will be accepted after January 26, 2015 at 5:00 pm. The District will respond to questions by way of email only.

Request for Proposals may be picked up at the District's Administration Building, 2950 Peralta Oaks Court, Oakland, CA 94605 or by emailing Hal MacLean, Water Management Supervisor at hmaclean@ebparks.org. The Request for Proposal will be available on the District's website at <http://www.ebparks.org/about/bids> from January 12 - February 12, 2015.

All requests for information must be directed to Hal MacLean, Water Management Supervisor at hmaclean@ebparks.org. The District will not respond to phone or fax requests for information. All proposals shall be presented in accordance with the RFP specifications for this proposal.

The Board of Directors reserves the right to reject any and all proposals, to modify the terms of this Request either before or after the deadline for submission of proposals, negotiate with one or more of the Consultants, to call for additional proposals, or to refrain from accepting any proposal. The Contract for Services agreement the District expects to award shall in no event become effective until an award of contract is approved by Resolution of the Board of Directors.

The District's policy in awarding a Contract for Services will be based primarily on the most qualified Consultant overall. The District will carefully investigate each Consultant's background and experience in evaluating, developing and completing SWPPPs and the development of structural stormwater controls to reduce stormwater pollutants.

PROJECT BACKGROUND

The East Bay Regional Park District (District) is seeking proposals from qualified firms to evaluate the current Chabot Gun Club Storm Water Pollution Prevention Plan (SWPPP) and develop a new SWPPP to comply with the State Water Resource Control Board's

(SWRCB) National Pollutant Discharge Elimination System (NPDES) Industrial General Permit (IGP) requirements adopted April 1, 2014. This proposal should also include an evaluation of the current best management practices (BMPs) being implemented for lead removal and the development of concept plans and cost estimates for the design of stormwater controls to reduce lead in the stormwater runoff at the Chabot Gun Club.

PROJECT DESCRIPTION

The primary goal of this project is to provide an update of the Chabot Gun Club SWPPP to maintain compliance with the industrial general permit, conduct and evaluation and analysis of the current lead BMPs for the site, and to develop proposals, concept designs, and cost estimates for long term structural stormwater controls for lead removal. Cost estimates for proposals, concept designs, and practices to maintain compliance with the updated SWPPP need to be included with the deliverables.

SCOPE OF SERVICES

The District will approve and assign tasks individually. The District may select or assign none or all of the tasks below to the consultant.

Task I – Evaluate and develop SWPPP to comply with the SWQCB NPDES IGP

Upon receipt of a written Notice to Proceed; the Consultant for a Lump Sum cost shall evaluate the current Chabot Gun Club SWPPP and modify it to comply with the SWRCB NPDES IGP adopted on April 1, 2014. The selected firm will also be tasked with evaluating the Chabot Gun Club's current BMPs for lead removal and provide detailed options and concept plans for improvement of lead reduction BMPs. The Consultant will also provide cost estimates for the expected annual cost to implement the newly developed SWPPP.

Task II – Conduct Site Evaluation and Design Structural Control Options to Remove Lead from Stormwater Runoff

- a.) Upon receipt of a written Notice to Proceed; the Consultant for a Lump Sum cost shall conduct site evaluation and design concept plans structural control options to remove lead from stormwater runoff. This task includes reviewing lead runoff data from 2009 to present, conducting site assessments and hydrologic analysis, and designing options to treat the stormwater runoff.
- b.) The consultant shall prepare concept plans for lead removal that include expected cost of design and construction, permitting, project management, and estimates for the long term operation and maintenance costs. All plans and reports shall comply with all applicable state, federal, and local laws and the requirements of all permitting and regulatory agencies with jurisdiction over the work proposed in the consultant's recommendations.

PARK DISTRICT RESPONSIBILITIES:

1. Provide the consultant a contact list and information on relevant Park District staff and responsibilities.
2. Provide the consultant with the following project background information:
 - a. Current Chabot Gun Club SWPPP
 - b. Current Chabot Gun Club BMPs for lead removal
 - c. Chabot Gun Club data from 2009 to the present
3. Provide the selected consultant with the following documents:
 - a. Maps of the Chabot Gun Club
 - b. Chabot Gun Club data from 2009 to the present
4. Provide the selected consultant with onsite tours of the Chabot Gun Club
5. Make timely decisions or responses to questions or issues brought forward by the consultant throughout this process and comply with project schedule for SWPPP review deadlines as outlined in project schedule.

CONSULTANT DELIVERABLES:

1. A Minimum of three (3) general meetings with District staff from the Stewardship Department to discuss drafts of the Chabot Gun Club SWPPP.
2. Three Meetings with Chabot Gun Club operator necessary for completion of any Chabot Gun Range BMP modifications.
3. The evaluation, development and completion of the Chabot Gun Club SWPPP, analysis of lead data, site assessment, hydrologic analysis, plans for concept design options to treat runoff, cost estimates for implementation of the SWPPP, and cost estimates for design, construction, operation, and maintenance for the concept design options to reduce lead in stormwater runoff at the Chabot Gun Club.
4. The Consultant shall prepare and provide two (2) printed copies of each draft and final SWPPP and supporting materials, concept plans for structural lead controls, along with a CD containing copies prepared under this contract.
5. All text, exhibits and supporting data shall be submitted in a form that is usable by the District. For example: text files shall be submitted in Microsoft Word software. (A pdf scan is not an acceptable substitute.)
6. All work products prepared by the consultant shall become the property of the District. There shall be no restrictions on their use, distribution or modification.

PROPOSAL SUBMITTAL PROCESS

PROPOSAL

The proposal shall contain the items listed below, organized in the following manner:

1. Project Understanding - Briefly demonstrate your understanding of the key elements of the project, including key project objectives.
2. Scope of Services - The proposal should contain a detailed scope of services and technical approach to undertaking the project, including any necessary tasks and studies which may not be determined at this time or noted in this RFP.
3. Project Team and Qualifications - Provide a succinct description of the firm's capabilities, size and range of services including sub consultants. Identify team participants, project managers and key personnel of the Consultant and sub consultants who will be actively involved in the project, team structure, reporting relationships, and the amount of work each staff person will be responsible for. Please include résumés of key personnel. Staffing assignments should be specific enough to demonstrate understanding of the skills required and commitment of proper resources. If awarded the contract, no staffing substitutions shall be made without the Park District's approval.
4. Relevant Experience - Describe the firm's experience with similar projects and issues, particularly with compliance with the SWRCB's IGP. Provide not less than two (2) or more than five (5) examples of completed SWPPPs which the firm has undertaken (Gun Range SWPPPs preferred). Include client references with the following:
 - a. Client name and contact information
 - b. Project description and location
 - c. Total value of the services provided
 - d. Key personnel involved
 - e. Sub consultants
5. Project Management - The proposal should briefly address project management including direct participants, coordination with the Park District and stakeholders, progress reporting, quality assurance, quality control, cost and schedule control, meetings, etc.
6. Work Schedule - In accordance with the overall project implementation schedule, the proposal should reflect a scope of work and preliminary schedule that completes all deliverables.
7. Define information, services and expertise need from the District for the implementation of this project.
8. Fee proposal shall include:

- a. Itemized list based on the Scope of Services with a breakdown by task/deliverable and subcontractors.
 - b. Maximum total **lump sum** fee for consulting services to complete the Scope of Services outlined therein.
 - c. An hourly professional service fee schedule.
9. Signature - Proposals must bear the signature of a principal in the firm.
10. Contract for Services – The proposal shall include a statement of the Consultant's willingness to accept the terms and conditions of the Park District's standard Contract for Services Class D (copy attached). Prospective consultants shall review the Contract for Services and show levels of insurance coverage in each category, and return this information with the proposal. Any requests for changes to the contract must be submitted with your proposal for consideration by the District.

Please submit five (5) hard copies and one CD of the proposal. **Proposals must be received by the District by no later than 5:00 PM on February 12, 2015.** Late proposals will not be considered.

Please deliver proposals to the following address:

District's Administration Building, Reception Desk
Attention: Hal MacLean, Water Management Supervisor
East Bay Regional Park District
2950 Peralta Oaks Court
Oakland, CA 94605
Phone: (510) 544-2328
Email: hmaclean@ebparks.org

TENTATIVE CONSULTANT SELECTION SCHEDULE

Request for Proposal Available (Out to Bid)	January 12, 2015
Request for Information (RFI) from Consultants	January 26, 2015
District's Response to RFI's	February 2, 2015
Proposal due	5:00 PM, February 12, 2015
Park District to Announce Short List	February 13, 2015
Park District will Interview all Short List Consultants	February 17, 2015
Tentative Award of Contract by Board	March 3, 2015

COMMUNICATIONS

Substantive questions regarding the proposal content, project approach, and scope of services and budget for proposals shall be submitted in writing to Hal MacLean, hmaclean@ebparks.org. Questions with District responses will be provided to all prospective consultants, as listed herein.

CONSULTANT SELECTION PROCESS

SELECTION CRITERIA

Consultant selection shall be based upon:

Proposal (50%)

- Approach to completing the tasks involved in the Scope of Services.
- Professional experience developing SWPPPs, previous projects of a similar type and scale.
- Qualifications of the project team members.

Interview (50%)

- Demonstration of project understanding and organized approach.
- Communication and coherency of project team members.
- Demonstration of ability to address complex problems productively and work with District staff to develop cost efficient and effective solutions.

COMPENSATION

Compensation for consulting services shall be a lump sum for the completion of each approved task based on the consultants current fee schedule of professional services

(including projected expenses), not to exceed the proposed maximum lump sum fee.

REJECTION RIGHTS

All firms are hereby notified that the selection of a Consultant for this project and any agreements for services resulting from this Request for Proposals is dependent upon the approval of the East Bay Regional Park District Board of Directors. The District reserves the right to reject any and all submittals or to re-solicit if it is deemed to be in the public interest.

COST OF RESPONSE PREPARATION

The Park District will make no reimbursement for any cost incurred by a prospective Consultant for the preparation of a response to this Request for Proposals.

EXHIBITS

Exhibit A

District Standard Contract "D" for Services