



## **REQUEST FOR QUALIFICATIONS**

### **Feather River Region**

### **Regional Flood Management Planning**

You are invited to submit a Statement of Qualifications (SOQ) and other materials, in accordance with the outline below, to be considered for selection to provide Feather River Region Working Group (RWG) with flood management planning services.

#### **A. Categories of Services**

The RWG is seeking to hire consultant firms to assist in executing the Feather River Regional Flood Management Plan (RFMP). It is anticipated that multiple consultants will be selected encompassing all the required disciplines. The disciplines/capabilities that shall be included are as follows. A firm may provide services in one or more areas and should make clear in their SOQ which services they intend to provide.

1. Project Management
2. Grant Administration
3. Communication, engagement and facilitation
4. Flood management plan development, including cost estimating
5. Emergency response planning
6. Financial planning
7. Grant application development
8. Regional governance study development
9. Multi-benefit project development and performance tracking
10. Regional conservation investment strategy development/implementation
11. Regional climate resilience studies
12. Understanding of USACE PL 84-99 program
13. National Flood Insurance Program coordination and support, including flood hazard map development
14. Policy advisor
15. GIS

#### **B. Background**

The California Department of Water Resources (DWR) is continuing a process to assist and work with public agencies in six regions within the Central Valley to update and implement RFMPs. The goal of the regional planning process is to ensure that the RFMP accurately reflects the local vision for “a flood safe region” and describes strategies to achieve the region’s flood risk reduction priorities over the next 25 years.

The Feather River Region's RFMP is a locally driven assessment of regional flood management issues. This solicitation and subsequent contract follow the 2014 RFMP and will be used to inform the 2022 update of the CVFPP and beyond. The RFMP outlines the long-term vision for flood management conditions, opportunities for improving flood management within the Planning Area, needed projects based upon priority, and an updated financing plan. The RWG includes representatives of flood management implementing, operating, and maintaining agencies; local land use agencies (cities and counties); flood emergency responders; permitting agencies; and agricultural, tribal, and environmental interests that are knowledgeable about the flood risks and potential solutions within their flood region.

Sutter Butte Flood Control Agency (SBFCA) serves as the grant recipient with the State and the liaison with the various stakeholder groups.

### **C. Funding**

DWR is providing financial assistance to the RWGs to fund the preparation and coordination of the RFMPs. DWR authorized a scope of work (Exhibit A) which includes ten tasks.

Task 1 – Project Administration, Management, and Reporting

Task 2 – Communication and Engagement

Task 3 – RFMP Activity Updates and Participation in the 2022 CVFPP Update

Task 4 – Financial Planning and Funding Support

Task 5 – Regional Governance

Task 6 – Multi-Benefit Opportunities and Performance Tracking

Task 7 – Regional Climate Resilience

Task 8 – Institutional Barriers and Process Improvements

Task 9 – NFIP-Related Activities

Task 10 – Region-Specific Activities

The RWG is seeking to hire consultants to assist them in executing the scope of work for Tasks 1 through 10.

### **D. Selection Committee**

The RWG will establish a Selection Committee to review the Statement of Qualification (SOQ) submittals received and may develop a shortlist of firms to be invited to an interview. The Selection Committee will make a recommendation of award to the RWG and SBFCA's Board of Directors.

### **E. Contracting Method & Work to be Completed**

Via SBFCA, the RWG plans to execute a Master Agreement with selected consultants for services to be completed under multiple individual Task Orders. The anticipated scope of work and approach needed to achieve the goals and objectives of the RFMP process, and a description of the expected deliverables are described in the DWR scope of work discussed in Section C above. Specific scopes of work, schedules, and budgets would be developed as needed with selected consultants.

## **F. Consultant Selection Schedule**

The following timing and schedule are estimated and are subject to change.

1. Issue Request for Qualifications: August 17, 2022
2. SOQ Submittal Deadline: September 7, 2022 (2:00 p.m.)
3. Develop short list of Consultant Teams: September 21, 2022
4. Interview short-listed consultants (if necessary): September 26-29, 2022
5. Select consultants: September October 4, 2022
6. Finalize/Approve contract: October 12, 2022

## **G. Statement of Qualifications**

Consultants who are interested in providing the consultant services described above are to submit a State of Qualifications (SOQ) **not exceeding 16 pages in length** (excluding cover letter, cover page, table of contents and section dividers) that includes the following:

1. A cover letter shall include, at a minimum, the name and address of the prime contractor submitting the proposal, together with the name, email, address and telephone number of the contact person who is authorized to make representations for the organization, the Firm's federal tax ID number, identification of sub-consultants. The cover letter shall include a statement that the proposal is valid for 60 days after receipt.
2. Include **one page** resumes for key personnel (those who will provide the majority of the labor hours) and lead persons to be assigned to the project. Please be very specific about education and professional background of the key staff.
3. A written description of three projects the consultant team has completed that involved multi-jurisdictional regional flood management planning or directly relevant activities including work in rural areas. Provide contact data for references. Please cross-reference key team members to the listed projects.
4. Demonstration of knowledge and experience working with DWR on DWR grant funded projects.
5. Project understanding and conceptual approach **(This is a key element)**.
6. References.

Questions shall be directed to Michael Bessette, SBFCA Executive Director

## **H. Selection Criteria**

Applicants shall submit 1 unbound copy, 1 bound copy and one electronic pdf copy of their SOQ.

The Selection Committee will evaluate all submitted SOQs in accordance with the criteria stated

below. The Selection Committee will decide which applicants will be short-listed and may be invited to attend an interview. The Selection Committee may also elect to select a consultant based upon the SOQ submittals. Evaluation and selection criteria include the following:

No Criteria Weight

1. Consultant Team's qualifications and experience on similar projects. 20%
2. Qualifications and experience of the project manager and key personnel. 25%
3. Consultant Team's project understanding and conceptual approach. 35%
4. Proposal Format 5%
5. References for prime and key sub-consultants. 15%

Total 100%

This is a qualifications-based solicitation for professional services. Please do not provide cost or compensation rate tables with the SOQs. Costs will be discussed and negotiated with the highest ranked firms.

### **I. General**

1. Any questions related to this RFQ are to be directed in writing to Michael Bessette at: [m.bessette@sutterbutteflood.org](mailto:m.bessette@sutterbutteflood.org)
2. All questions and responses related to the RFQ will be posted on Feather River Regional website: to ensure that all respondents receive the same information. No questions will be accepted or answered after August 26, 2022. Any questions and responses will be compiled and posted no later than August 31, 2022.
3. Any and all costs including travel, if required, associated with the development and delivery of the RFQ is the full responsibility of the Firm(s) with no reimbursement due.
4. The selected Respondent shall remain an independent Contractor, working under his/her own supervision and direction and is not a representative or employee of SBFCA.
5. All work performed under this contract, including all documents associated with the projects, shall become the exclusive property of the respective authorities.
6. All information and materials submitted in response to this RFQ may be reproduced for the purpose of providing copies to authorized personnel involved in the evaluation of the Proposals but shall be exempt from public inspection under the California Public Records Act until such time as Contracts are awarded. Contract awards are a matter of public record. Once a Contract is executed, Proposals submitted in response to this RFQ are subject to public disclosure as required by law. Your submission of a Proposal is considered your consent to the disclosure of the Proposal. SBFCA and the RWG shall not be liable for disclosure of information or records related to this Solicitation.
7. The Firm(s) agrees to file tax returns and pay all applicable taxes including possessory use taxes that may be levied as a result of use as managed by the selected Firm(s).
8. The Firm(s) shall indemnify and hold harmless SBFCA and RWG volunteers and employees from liability of any nature or kind due to the use of any

copyrighted or uncopyrighted composition, trade secret, patented or unpatented invention, article, service or appliance furnished or used as a result of this solicitation and any potential subsequent purchase order or contract.

9. The selected consultant(s) will need to provide insurance certificate(s) for Commercial General Liability, Automobile Liability, Workers' Compensation and Employer's Liability, and Professional Liability.

10. The opening of proposals in response to this RFQ is not subject to attendance by the general public.

11. The successful Firm(s) must be prepared to begin work promptly following execution of the contract.

12. Firm(s) are reminded that it is their responsibility to:

- a. Read carefully all the contents of this entire RFQ.
- b. Ask for clarification in writing before submission due dates.
- c. Address all requirements and follow all procedures of this RFQ.
- d. Immediately inform the RFQ Contact Person of any problems with this RFQ solicitation.
- e. Submit all responses by the required dates and times.

#### **J. Submittal Deadline**

Applicants who are interested in providing the services for this project are required to submit a Statement of Qualifications in electronic and paper copy no later than 2:00 pm on September 7, 2022.

All SOQs and materials submitted in response to this RFQ will become the property of the RWG and will not be returned.

Please submit the unbound and bound copy of the SOQ to:  
SBFCA, Attn: Michael Bessette, P.O. Box M, Yuba City, CA 95992

Receipt in the above post office box and email must be by the deadline stated regardless of postmark.

#### **K. Evaluation Process**

Each submittal will be reviewed for completeness of documentation. The submittals will be evaluated and scored by the Selection Committee based on the selection criteria.

#### **L. Proposal Withdrawal, Errors and Protests**

The withdrawal of any Proposal must be made in writing prior to the required submission date and time and must be signed by an authorized representative of the Firm. An error in the Proposal Submission may cause the rejection of that Proposal. However, the Firm may submit a new or modified Proposal prior to the Proposal submission date and time. Firms that submitted a Proposal but were unsuccessful in the attempt to obtain a contract may request, in writing, a debriefing from the SBFCA contact listed above. Firms that have received a debriefing but continue to feel aggrieved in connection with the solicitation or award of a contract may submit a protest to: SBFCA, Attn: Michael Bessette, P.O. Box M, Yuba City, CA 95992.

All protests must be made in writing, signed by an individual authorized to sign the submitted proposal and must contain a statement of the reason(s) for the protest citing the law, rule, regulation or procedure on which the protest is based. Potential Firm capabilities, proposal characteristics and / or pricing features that were not included in the Firm's Proposal shall not be introduced during the protest process. To be considered, the protest must be submitted within seven (7) working days following the debriefing.

#### **M. Reserved Rights**

1. Issuance of this RFQ in no way constitutes a commitment by SBFCA to award a contract. If the RWG and SBFCA determine it is in the best interest to do so, no Firm(s) may be selected, and no contract may be executed.
2. Upon acceptable pricing negotiations and contract award, the Firm(s) shall be required to execute a contract with SBFCA. The standard master agreement is provided in Exhibit B. SBFCA may modify the contractual requirements of the contract prior to execution of a contract for services.
3. SBFCA reserves the right to request additional information from Firms that have submitted proposals in response to this RFQ and to enter into negotiations with more than one Firm.
4. SBFCA reserves the right to reject any or all Proposals received if the RWG and SBFCA determine that it is in the MUSR RGW's best interest to do so. Further, SBFCA may cancel or amend this RFQ at any time and may submit similar solicitations in the future.
5. SBFCA may reject any Proposal that does not meet all of the mandatory requirements of this RFQ, is conditional or is incomplete.
6. SBFCA may request clarification of any submitted information and may request additional information on any or all responses provided and may waive minor inconsistencies deemed to be irrelevant.
7. The RWG may enter into negotiations with one or more firms.
8. SBFCA may award more than one contract if it is in the best interest of the RWG.

Exhibit A  
Draft Scope of Work

## **Exhibit A**

### **Feather River Region RFMP**

### **Scope of Work, Budget, and Schedule**

#### **1. DESCRIPTION OF TASKS**

This contract provides funding for the following tasks:

- Task 1 – Project Administration, Management, and Reporting
- Task 2 – Communication and Engagement
- Task 3 – RFMP Activity Updates and Participation in the 2027 CVFPP Update
- Task 4 – Financial planning and Funding Support
- Task 5 – Regional Governance
- Task 6 – Multi-Benefit Opportunities and Performance Tracking
- Task 7 – Regional Climate Resilience
- Task 8 – Institutional Barriers and Process Improvements
- Task 9 – NFIP-Related Activities
- Task 10 – Region-Specific Activities

#### **TASK 1. PROJECT ADMINISTRATION, MANAGEMENT, AND REPORTING - \$100,000**

Efforts under this task will include the following types of activities related to grant administration and contract management, as well as internal team coordination:

- Tracking and managing budget and expenditures
- Tracking and managing schedule and tasks
- Scheduling and facilitating recurring internal project team meetings and/or conference calls
- Prepare agendas and take notes during monthly Steering Committee meetings
- Preparing quarterly invoices
- Developing and submitting quarterly progress reports to DWR within 60 days of end of quarter
- Directing and managing consultants supporting the RFMP

##### **Task 1. Deliverables:**

- *Quarterly Invoices and Progress Reports within 60 days of completion of the quarter*
- *Meeting summaries*

#### **TASK 2. COMMUNICATION AND ENGAGEMENT - \$50,000**

Efforts under this task will be focused on continued stakeholder engagement and outreach. Stakeholders include all internal regional stakeholders; the Working Groups of adjacent Regions with interest in implementing the CVFPP to include environmental interests, tribes and any interested parties; and State and Federal agencies with ongoing studies, projects and regulatory responsibilities that affect the Region. Activities under this task include:

- Coordinating and conducting regular regional meetings for the purpose of sharing information and updates on relevant flood management topics and the progress of CVFPP implementation
- Attending Coordinating Committee meetings, CVFPB Workgroup meetings, CVFPB



Workshops, CVFPB Levee Inspection Compliance Program, CVFPB Advisory Committee, OMRR&R Meetings, and other RFMP Regional meetings

- Managing the Feather River Regional/RFMP website with updated information regarding the Region, RFMP process, and the CVFPP
- Meetings and presentations to regional stakeholders
- Developing and distributing outreach materials
- Small group meetings with targeted stakeholders
- Participating in coordination meetings with DWR, other resource agencies, and other government entities
- Coordinating with LMAs on issues such as OMRR&R of SPFC facilities, maintaining active PL84-99 status, and inspection protocols
- Continuing engagement with local stakeholders, including landowners and the public in regional flood management activities
- Managing website, email notifications, and list serves
- Tracking relevant news and funding opportunities
- Relaying information to regional stakeholders via email, the RFMP website, or other means

**Task 2. Deliverables:**

- *Meeting materials, agendas, and notes*
- *Periodic stakeholder outreach emails*
- *Website content updates*

**TASK 3. RFMP ACTIVITY UPDATES AND PARTICIPATION IN 2027 CVFPP UPDATE - \$100,000**

Efforts under this task will be focused on providing input on the 2027 CVFPP update. A review of the region's current 2022 RFMP will be conducted in anticipation of preparing a Regional Report for 2027. Additionally, as DWR is preparing the 2022 CVFPP and its associated documents, the region will engage with DWR and CVFPB throughout the process to provide input from the region's perspective. Activities under this task will include:

- Meetings and communications with LMAs and stakeholders
- Gathering status updates on the 2014 RFMP project list
- Developing a Regional RFMP Report
- Reevaluating regional priorities
- Meetings and coordination with DWR's 2027 CVFPP Update team
- Reviewing CVFPP technical deliverables
- Reviewing other CVFPP interim deliverables to provide regional perspectives
- Tracking progress methodology (indicators)

**Task 3. Deliverables:**

- *Updated Project List*
- *Summary of changes from 2022 project list to new project list*
- *Draft Regional RFMP Report*

**TASK 4. FINANCIAL PLANNING AND FUNDING SUPPORT - \$100,000**

Efforts under this task are intended to advance the information developed in the original RFMP by utilizing data developed as part of flood risk reduction projects, feasibility studies,

and any Proposition 218 election analyses that have been performed since the original data was gathered. Additionally, this task aims to study a more comprehensive, long-term strategy for local funding mechanisms that can be used to finance flood protection initiatives and potentially consolidate local funding programs. Activities under this task will include:

- Analysis to identify the current funding status for flood management activities within the region
- Financial analysis and support to identify and pursue potential State or Federal funding mechanisms
- Financial and technical planning and activities to pursue and secure additional local funding shares including obtaining grant funding for technical studies, project development, and/or implementation (as needed/requested) that will help advance regional implementation projects

**Task 4. Deliverables:**

- *Update to Regional Financial Plan or the preparation of more specific financial plans for projects (if needed/requested)*
- *Grant applications (if needed/requested)*

**TASK 5. REGIONAL GOVERNANCE - \$50,000**

Efforts under this task will be focused on evaluating opportunities for improved governance and developing organizational structure so the Region can effectively engage in flood risk management from a Regional perspective. Activities under this task include:

- Evaluate opportunities for improved governance and explore the viability of establishing new governance framework(s) to improve how local stakeholders can effectively engage in regional flood risk management planning and action implementation.
- Facilitate stakeholder-driven discussion and coordination on maintenance activities, funding, and project development, as well as the exploration of options for greater regional flood management cooperation and governance.

**Task 5. Deliverables:**

- *Stakeholder meeting summaries*
- *Review and update previously completed Feather River Regional Governance White Paper if needed/requested (summarizing stakeholder engagement and providing recommendation)*

**TASK 6. MULTI-BENEFIT OPPORTUNITIES AND PERFORMANCE TRACKING - \$400,000**

Efforts under this task will be focused on facilitating the development and enhancement of multi-benefit projects in the region. To promote multi-benefit opportunities and ecosystem functions, and to identify multi-benefit features that can be woven into the regions flood protection projects. Activities under this task include:

- Studying multi-benefit opportunities at both a project and a regional scale
- Conceptual planning and recommendations for the identified multi-benefit opportunities

**Task 6. Deliverables:**

- *Draft and final technical memorandum or report summarizing conceptual planning and recommendations for the identified multi-benefit opportunities.*

- *Prepare Program Approach for Cherokee Canal CMP*
- *Revise/Update Feather River Priorities and Progress Report*
- *Advance Oroville Wildlife Area Robinson's Riffle Multi-benefit Project*
- *Prepare Bear River Setback Levee Habitat Improvement Plan*
- *Prepare Bear River Side Channel and Floodplain Habitat*
- *Prepare North Training Wall Habitat Improvement Plan*
- *Prepare Approach to Restore Intermittent Flows to Old Feather River Channel at Eliza Bend*

## **TASK 7. REGIONAL CLIMATE RESILIENCE - \$25,000**

Efforts under this task will be focused on conducting workshops with regional stakeholders to gather their stories about climate change, and compile and synthesize stories to identify common themes. The central goal of these workshops will be to engage in discussions around current on-the-ground climate change impacts and perspectives, and how these relate to what the modeling and forecasts tell us about future conditions. Activities under this task include:

- Identifying management and restoration actions that can build climate resilience
- Developing a common vision for climate resilience in the Region
- Review DWR deliverables on climate resiliency

### **Task 7. Deliverables:**

- *Workshop agendas, notes, and materials – posted on website (if meetings are conducted)*
- *Draft and final message point: Climate Resilience Perspectives in the Feather River Region (if meetings are conducted)*
- *Update Tech Memo from our Region summarizing all available information if needed*

## **TASK 8. INSTITUTIONAL BARRIERS AND PROCESS IMPROVEMENTS - \$40,000**

Efforts under this task will be focused on identifying, assessing, and addressing institutional barriers which hinder both ongoing flood risk management efforts, and future implementation of flood risk reduction actions. Activities under this task include:

- Developing stable institutional structures, coordination protocols, and financial frameworks that enable effective and adaptive integrated flood management
- Developing and advancing long term remediation plans with the goal of restoring and maintaining PL84-99 eligibility for the levee systems within the regions
- Providing non-structural flood risk reduction support, such as improved flood emergency preparedness will be an integral component of the overall regional suite of flood risk reduction measures.

### **Task 8. Deliverables:**

- *White Paper (i.e. Work Plans or Planning Documents as appropriate) Meeting summaries*
- Participation in Mid-Sacramento Valley Regional Conservation Investment Strategy
- Implement Sac Bank Authorization
- Coordination on SSJDD Assessment
- Meetings with various agencies
- Inspection Compliance Workgroup Meetings and other CVFPB Meetings

## TASK 9. NFIP-RELATED ACTIVITIES - \$20,000

Efforts under this task will be focused on coordination and support activities associated with FEMA NFIP reform and FEMA re-mapping efforts. Activities under this task include:

- Coordinating and supporting activities associated with FEMA NFIP reform and re-mapping efforts, including supporting Congressional legislations to establish a FEMA flood zone for agriculturally based communities
- Developing flood hazard maps, including all necessary studies and surveys

### Task 9. Deliverables:

- *White Paper summarizing findings and providing recommendations for NFIP related activities*

## TASK 10. REGION-SPECIFIC ACTIVITIES - \$400,000

Efforts under this task will be focused on supporting regional activities to improve water resource objectives related to flood risk reduction, habitat enhancement, sustaining agricultural viability, improved water quality and reliability, or/and to increase recreational opportunities. Efforts also include coordination related to implementation of projects that are consistent with the RFMP.

### Task 10. Deliverables:

- *White paper relevant to Region specific activities*
- *Project implementation details, including but not limited to Project Descriptions, plan sets, project budgets, planning documents, and project schedules*
- *Prepare Lower Feather River Side Channel and Habitat Restoration Plan*
- *Prepare Tudor SCFRR Preferred Alternative – Sutter Bypass East Levee Critical Repairs*
- *Prepare Approach and Plans for Nicolaus and Rio Oso Critical Levee Repairs*
- *Prepare Approach to Nelson Slough Strengthen in Place Levee Project and Potential Large-Scale Habitat Restoration*
- *Floodplain inundation mapping downstream from Oroville Dam*

## 2. SCHEDULE

Task #	Task Name	Start	End
1	Project Administration, Management, and Reporting	10/1/2022	6/30/2025
2	Communication and Engagement	10/1/2022	6/30/2025
3	RFMP Activity Updates and Participation in the 2022 CVFPP Update	10/1/2022	6/30/2025
4	Financial Planning and Funding Support	10/1/2022	6/30/2025
5	Regional Governance	10/1/2022	6/30/2025
6	Multi-Benefit Opportunities and Performance Tracking	10/1/2022	6/30/2025
7	Regional Climate Resilience	10/1/2022	6/30/2025
8	Institutional Barriers and Process Improvements	10/1/2022	6/30/2025
9	NFIP-Related Activities	10/1/2022	6/30/2025
10	Region-Specific Activities	10/1/2022	6/30/2025

### 3. BUDGET

<b>Task #</b>	<b>Task Name</b>	<b>FR RFMP Proposed Budget</b>
1	Project Administration, Management, and Reporting	\$100,000
2	Communication and Engagement	\$50,000
3	RFMP Activity Updates and Participation in the 2022 CVFPP Update	\$100,000
4	Financial planning and Funding Support	\$100,000
5	Regional Governance	\$50,000
6	Multi-Benefit Opportunities and Performance Tracking	\$400,000
7	Regional Climate Resilience	\$25,000
8	Institutional Barriers and Process Improvements	\$40,000
9	NFIP-Related Activities	\$20,000
10	Region-Specific Activities	\$400,000
<b>TOTAL</b>		<b>\$1,285,000</b>