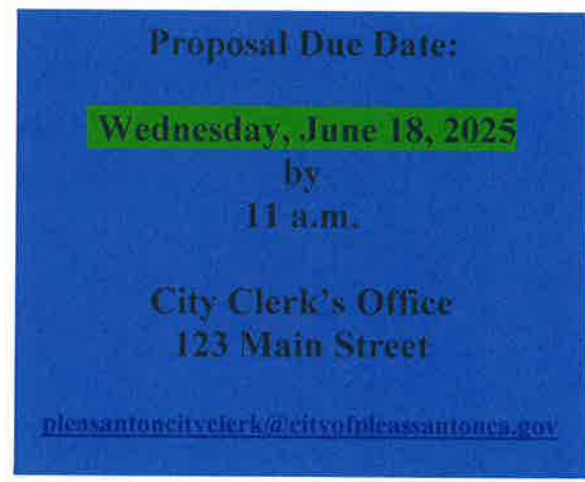


PUBLIC WORKS DEPARTMENT


**REQUEST FOR PROPOSALS
#PWD 25.601**

STORMWATER SYSTEM MANAGEMENT PLAN



PROPOSAL MAY BE DISQUALIFIED IF BID PACKAGE DOES NOT INCLUDE ALL REQUESTED DOCUMENTS AND DOES NOT ADHERE TO ALL OF GUIDELINES IN THIS DOCUMENT

APPROVED


Siew-Chin Yeong
Director of Public Works

I. INTRODUCTION

The City of Pleasanton (City) is seeking high quality and responsible services from a qualified and experienced firm to develop a Stormwater System Management Plan (SSMP) that will provide condition assessments of all assets (a portion of the piping network), develop a new hydraulic model to assess existing and future system capacity, and develop a Capital Improvement Plan with recommended projects for the rehabilitation of the existing system and future flow needs. The Master Plan will also include a financial plan which will investigate and recommend consistent funding sources for capital improvements and maintenance of the storm drainage system, a comprehensive list of recommended maintenance practices, with frequencies, to maintain all aspect of the storm drainage system, as well as an exhaustive review of current and upcoming regulatory/permitting compliance requirements.

Since the City does not have an existing SSMP, experience will be essential in the selection process. This SSMP will serve as a strategic planning guide for maintaining, improving, and expanding the City's storm drainage system.

The SSMP will identify and prioritize necessary or desirable improvements for the City of Pleasanton's storm drainage system, based on development of a new hydraulic model, condition assessments of a prioritized portion of stormwater facilities/infrastructure, and other potential drivers such as future development and regulatory requirements. The SSMP will identify modifications or additions necessary to address any predicted future needs for surface water collection, conveyance, treatment (trash capture), and discharge to Zone 7 facilities. The planning period for this master plan is 20 years. The Consultant shall develop a 10-year Capital Improvement Program with annual expenditures for the first half of the planning period. Lastly, the SSMP will provide guidance on routine inspection and maintenance practices/activities.

The agreement resulting from this Request for Proposals (RFP) shall be for a period of 36 months. See Schedule details for completion of the Stormwater System Management Plan included herein.

II. BACKGROUND

The City's storm drainage system consists of approximately 228 miles of storm drain pipelines, inclusive of both City-owned and privately-owned infrastructure. These pipes range in size from 10-inch to 90-inch, with the vast majority of pipelines being 12-inch, 15-inch, 18-inch, 24-inch, and 36-inch. There are also 4 lift stations system wide. Other assets include numerous trash capture devices, pollution control devices, drop inlets, culverts, manholes, outfalls, and other related system appurtenances.

Discharge from the City's storm drainage system primarily goes directly to local channels and creeks operated and managed by the Zone 7 Water Agency or Alameda County Flood Control and Water Conservation District. However, a small portion of storm drainage flows to City-owned stream corridors and detention basins, specifically a total of 17 stream sections and 8 stormwater detention ponds. The City holds regulatory permits through the Regional Water Quality Control Board (Section 401 Water Quality Certification), U.S. Army Corps of Engineers (Section 404 Regional General Permit), and California Department of Fish and Wildlife

(Streambed Alteration Agreement) in order to conduct annual routine maintenance work related to stormwater conveyance, referred to as the City's Stream Maintenance Program (SMP).

In response to the City's Municipal Regional Stormwater Permit obligations, the City owns and maintains a total of 140 connector pipe screens inserted into selected storm drains, as well as 1 debris separating baffle box (DSBB). These full trash capture devices receive inspections twice a year (at minimum) and are cleaned as needed. Record keeping and project management of the City's FTCDs is facilitated under the Environmental Services Division (ESD). Additionally, the City's ESD largely facilitates the City's stormwater NPDES requirements under Provisions C.4 (industrial and commercial site controls), C.5 (illicit discharge), and C.10 (trash load reduction). The City's storm drain inlets are divided between 21 trash management areas, which are all within low trash generation categorization (see **Attachment II.3**).

III. SCOPE OF SERVICES/WORK

This section provides a summary of services envisioned by the City at the outset to satisfy the purpose described in this RFP. The consultant is encouraged to expand and/or modify these services as they recommend as part of their project approach.

The City does not currently have a 10-year Stormwater System Management Plan.

Major aspects of the study include compiling a comprehensive inventory of the existing public storm drainage system including field surveys, condition assessment, analysis of system related records, maps, drawings, and other related documents, development of hydrologic and hydraulic evaluation criteria, hydraulic and hydrologic analysis of the watershed areas and system components, and establishing recommendations for rehabilitation, maintenance practices, asset management, and other improvements.

The City intends to use this study to establish and prioritize storm drainage capital improvement projects, identify permitting requirements, and develop improved maintenance and management practices and standards that address water quality issues consistent with the City's NPDES stormwater discharge permit and other associated stormwater management guidelines and regulations. The final deliverable will be a comprehensive report that describes the efforts and outcomes of the tasks above.

The City has set a budget for the delivery of all the tasks listed in the RFP. Proposals should be submitted by task. The City reserves the right to issue a contract for a partial or the full scope of work listed in this RFP and at different phases upon final negotiation. It will be incumbent on the Consultant to develop and implement a cost-effective plan to assess key infrastructure so that a reliable CIP can be developed.

Task 1 – Project Management

1.1 Project Administration

Consultant shall provide a Project Administration Plan to direct, coordinate, and monitor the activities of the project with respect to budget, schedule, and contractual obligations. The Project Administration Plan shall be updated on a monthly basis and submitted to the City.

1.2 Coordination Tasks

Consultant shall include budget for coordination and information sharing, including conference calls and/or meetings between the Consultant and City personnel to review project progress, discuss project challenges and findings, and review early study results. Consultant shall ensure that the City personnel and Consultant team members maintain a shared understanding regarding study direction, objectives, and deliverables.

Information sharing and coordination between Consultant and City may be by via email, in-person meetings, and/or MS Teams. At a minimum, the kickoff meeting and meetings to discuss comments about key Consultant deliverables shall be in person. Consultant shall develop minutes/action items for all meetings.

Consultant asset data collected will be in a format to be shared with the City's existing asset applications such as GIS, CMMS (MaintStar) and asset management (IRIS), as well as coordination meetings with the City and their application consultants.

1.3 Community Engagement Meetings and Council Presentations

Consultant shall include resources and budget to prepare material, to host and to attend in person at least five community engagement meetings and events and five council meetings and presentations. The Consultant shall develop presentation materials (agenda, PowerPoint, et al) and submit to the City at least 4 working days prior to the meeting. Proposals should provide cost per meeting/ event. The City reserves the right to adjust number of meetings as needed by issuing a change order.

Task 2 – Data Gathering/Field Verification

2.1 Kickoff Meeting and Project Overview

Consultant shall lead a project kickoff meeting. Consultant shall prepare an agenda for the kickoff meeting, including key milestones, list of data needs, data collection methodologies, expectation of support from the City, schedule of deliverables et al.

2.2 Conduct Interviews/Informational Exchange

Consultant shall conduct interviews with City Utilities personnel, and other identified City staff familiar with the stormwater collection and conveyance system to gather information on the operation and maintenance of the system and any known deficiencies. Consultants should make site visits with City personnel to specific facilities if necessary.

2.3 Collect, Review and Verify City Provided Data and Information

Consultant shall submit a list of information to be collected and provided by the City. The information provided shall be reviewed by the Consultant to determine if it is sufficient for completion of the project objectives. If the information is not sufficient, the Consultant shall suggest alternatives.

The City shall make available to the Consultant all Stormwater System Infrastructure data housed on the City's GIS, including pipelines (length and diameter), pump stations, catch basins/drop inlets, trash capture devices among others. The City will also make available any reports, including annual regulatory compliance reports, as well as maps and drawings.

While the City believes that a high percentage of drainage facilities and infrastructure are captured in the City's GIS, the Consultant shall closely review all information provided and identify any data gaps or inconsistencies. The Consultant shall then propose and implement a strategy to collect missing data necessary to successfully complete all other project objectives, including development of an accurate and acceptable hydraulic model and a reliable and accurate CIP. It is critically important that there is confidence in facility and infrastructure elevation data, which drives the results and findings of the hydraulic model. All missing data points that are determined in the field or by other means, as well as existing data points that are updated, shall be turned over to the City. City will advise on the format of the data point transfer.

Deliverables: *The Consultant shall develop a TM describing data collected, identifying gaps and inconsistencies within data sets, and methodologies used to fill data gaps, as well as postulating the impact to the quality of project objectives if data is not complete. Consultant shall turn over to the City any new data sets it develops in the effort to fill in data gaps.*

Task 3 – Hydraulic Model Development/Capacity Evaluation

The Consultant shall develop and calibrate a new closed pipe integrated all-pipe hydraulic model for the entire storm drainage system, as shown in the City's GIS Stormwater geodatabase. The Consultant shall conduct a survey of currently available closed pipe hydraulic modeling software and make a recommendation to the City before purchasing modeling software and commencing model development. The City currently uses Innovyze ICM for water and sewer system modeling.

The new model is expected to identify hydraulic constraints (capacity evaluation), predict pipe flows, provide discharge volumes to Zone 7's open channel system at each discharge location, and predict system overflows. To aid in model calibration, the City has 6 rain gauges in operation city-wide.

The Consultant is expected to coordinate runoff predictions in a manner consistent with Zone 7 Alameda County Flood Control and Water Conservation District (Zone 7). Zone 7's hydrologic and hydraulic modeling consists of US Army of Engineers HEC-HMS to generate runoffs, and US Army Corps of Engineers HEC-RAS for creek and channel flows. Consultant shall have access to the HEC-HMS to predict runoffs as inputs for the closed pipe model development and calibration.

Some of the information within the GIS (geo)database has not been independently verified, especially as it pertains to facility elevations. The Consultant shall develop a plan and include in this scope of work the necessary field work to verify critical sections, particularly elevations, of stormwater piping infrastructure that could drive the accuracy of modeling results.

Deliverable: *The Consultant shall produce a Technical Memorandum highlighting all phases of model development and calibration, including but not limited model inputs, assumptions in lieu of missing data, data used, and model outputs. The TM shall summarize findings of any identified capacity shortfalls, either due to conveyance or pumping.*

Task 4 – System Condition Assessment

The City has not completed a comprehensive condition evaluation of its storm drainage system components and has limited maintenance records available. The City does not currently CCTV these facilities.

Based on input from the City's Asset Management Program and the Alameda Countywide Clean Water Program (ACCWP) developed Asset Management Plan template, the Consultant shall develop an asset class database to assess the condition of components of the City's stormwater collection and conveyance system. The database shall separate the City's stormwater collection system into various components, such as bio-swales, pipes, junction boxes, catch basins/drop inlets, and trash capture devices, and including all others indicated in the ACCWP developed Asset Management Plan to address MRP3 C.21 requirement. The SDMC consultant database shall include lift stations that have been assessed separately by the City's Enterprise Asset Management (EAM) consultant.

Based on information available via GIS, Asset Management, and operator interviews, the Consultant shall develop a rating system to evaluate and rank the asset classes, focusing primarily on pipelines and pump stations, for the purpose of Capital Improvement Plan development. The first step will be rating and prioritizing specific infrastructure for inspection. Due to budgetary constraints, it will likely not be practical for the Consultant to physically inspect all storm drainage assets, especially piping. Once the inspection plan is approved, the Consultant shall be responsible to lead the inspection/condition assessment effort of a representative sample of facilities/infrastructure, which will provide enough certainty to develop a 10-year Capital Improvement Plan.

The City's EAM consultant will provide guidance on the format and content, including photo images with callouts, of the Inspection Sheets used by the SDMP consultant, and the manner in which information is collected and forwarded to the City.

Deliverables: *The Consultant shall first develop a brief Technical Memorandum describing the rating methodology and inputs (age, material, location et al) which will be used to develop the inspection plan. Consultant shall describe the components of the inspection/assessment plan and expected outcome, and any risks associated with the plan. Once the plan is approved by the City, the Consultant shall implement the Plan. After field inspection is completed, the Consultant shall submit a second Technical Memorandum of the findings of the inspection effort and what prediction might be reached on the condition of all other asset classes not included in the assessment effort.*

Task 5 – Storm Drainage Capital Improvement Plan

Based on work done under Task 3 Hydraulic Model Development/Capacity Evaluation and Task 4 Condition Assessment as well as other City input, the Consultant shall develop a 10-year Capital Improvement Plan with projects prioritized and with associated full project implementation costs. Projects to be categorized by capacity shortfall improvements, rehabilitation or replacement projects, water quality improvement projects et al. The Consultant shall use the likelihood and consequence of failure methodology for project ranking. Consultant

to convene and lead a Workshop with City Staff to discuss details of methodology and get City concurrence.

For those areas within the storm drainage system that have not been uniquely inspected, the Consultant shall recommend additional future studies and their associated costs, as well as using industry expected life assumptions to forecast probable future capital improvement costs for rehab or replacement.

Deliverables: *The Consultant shall develop a prioritized list of Capital Improvement Projects, with a discussion of the methodology used for decision making with an emphasis on criticality. Develop a 10-year Capital Improvement Program with annual expenditures for the first half of the planning period.*

Task 6 – Maintenance and Inspection Plan

After meeting with Utilities and Environmental Services staff and reviewing available maintenance records, the Consultant shall develop an inspection and maintenance plan for day-to-day as well as long-term activities of all storm drainage assets, including type and frequency of activities, including City-owned stream sections and detention ponds under the SMP. The plan shall address recommended staffing levels and equipment needs.

Consultant shall develop routine inspection and maintenance program and practices including creating best management practices and maintenance program that support the sustainability of system components and maximize cost efficiencies and reduce long-term liabilities

Deliverable: *The Consultant shall prepare a Technical Memorandum describing best practices for the operation and maintenance of the City's assets. Consultant is encouraged to benchmark with other local agencies with similar responsibilities.*

Task 7 – Regulatory Assessments and Master Plan Updates Approach

7.1 General

Consultant shall review and assess regulatory mandates and determine their applicability to the City's stormwater management requirements. Consultant shall provide analysis on how to address pertinent regulatory requirements.

7.2 Permit Planning

Identify specific necessary improvements to mitigate deficiencies and meet water quality objectives and State mandated regulations on existing system and prioritize necessary or desirable improvements for the City of Pleasanton's storm drainage system, based on development of a new hydraulic model, condition assessments of a prioritized portion of stormwater facilities/infrastructure, and other potential drivers such as future development and regulatory requirements.

Consultant shall review applicable sections (Section C.5.f of Provision C.5 and Provision C.10) of the City's current Municipal Regional Stormwater NPDES Permit, Order No. R2-2022-0018, Permit No. CAS612008 (MRP3). Consultant shall assist the City with a strategy for the Stormwater Master Plan update that addresses the current MRP3

requirements and provides recommendations for updates to current compliance implementation.

Include the option to address the MRP3 Provision C.5.f.iii.2 MS4 mapping update, which requires review of current publicly available MS4 mapping for waterways within the City of Pleasanton city limit, in conformance with guidance currently under development by the ACCWP.

Furthermore, the consultant shall review the regulatory permits issued to the City to conduct stormwater conveyance work associated with the Stream Maintenance Program to incorporate permit expirations and permitting renewal needs for inclusion for a comprehensive SDMP.

***Deliverable:** The Consultant shall prepare a Technical Memorandum providing their recommendations on how to address regulatory requirements reviewed, including the City's plan to fulfill MRP3 Provision C.5.f.iii.2 in accordance with ACCWP guidance dependent upon its availability.*

Task 8 – Financial Analysis and Plan

8.1 General

The City currently funds all stormwater expenses from the General Fund. The City wishes to investigate and potentially adopt new funding sources and practices. The Consultant shall propose alternative funding sources/mechanisms, with pros/cons analysis, as well as a reasonable timeline to implement each, for the City's consideration. The proposal shall delineate various stormwater management functions such as staffing, operations and maintenance, and capital improvements, among others. The Consultant shall work with the City to develop a Level of Service (LOS) and the expected annual cost to maintain the LOS, as well as Key Performance Indicators (KPIs) to evaluate the efficiency/performance of the stormwater management program.

***Deliverables:** The Consultant shall develop a TM that provides sufficient detail of each of the potential funding approaches with a pro v con analysis of each of them, timetable of implementation, and what cost centers would be covered by the potential funding approach. The Consultant shall investigate (benchmark) what other local agencies have done to develop funding programs for their storm drainage systems.*

Task 9 – Stormwater System Management Plan

9.1 General

Based on the Technical Memoranda (TM) generated in earlier Tasks, the Consultant shall develop an overarching Management/Master Plan which address all topics covered in the project analyses. The City will provide guidance on how the discrete topics investigated under the TMs are to be addressed in the Management Plan.

The Management Plan shall emphasize the condition of existing infrastructure, both what was actually assessed as part of the contract and what infrastructure remains to be assessed, along with a prioritization schedule to fully assess all existing infrastructure.

Consultant shall provide a list of construction/remediation projects that are ranked and prioritized from condition assessment data collected. Costs for each identified project shall be developed, with a yearly cash flow estimate.

Deliverables: *The Consultant shall provide a draft Management Plan for City review. After review comments are generated and returned to the Consultant, a final Management Plan shall be submitted to the City, including a digital final and three (3) hardcopies.*

Task 10 – Revenue Generation (optional service)

10.1 General

Pending the results of Task 10 Financial Plan and with direction provided by the City, the Consultant shall develop and fully execute a Revenue Generation Plan, from concept to the time of public voting. For purposes of budgeting, this may be assumed to be a property owner approved process for a stormwater fee proposal. Consultant shall analyze all data collected under this Management Plan to determine a suitable proposed fee, inclusive of, at minimum, capital, operating, and regulatory costs, as well as generating any necessary supporting studies to enable a public approval process. The Consultant shall advise on the proper process with identified steps, including but not limited to public outreach, meetings with property owners, mailings, presentation and publication materials, etc. The Consultant shall identify what roles and assistance are needed from City staff.

IV. SUBMITTAL PROCESS

Proposals will be received by the City of Pleasanton City Clerk's office:

- In-person, Civic Center, at 123 Main Street, Pleasanton, CA 94566
- By mail to City of Pleasanton, P.O. Box 520, Pleasanton, CA 94566
- By Express Courier only, send to City Clerk's Office 123 Main Street
- By email to: pleasantoncityclerk@cityofpleasantonca.gov

Deadline: Wednesday, June 18, 2025 at 11 a.m.

Please reference the Title and Project Number for all Submittals

**“Stormwater System Management Plan”
Project No. PWD 25.601**

Bid proposals shall include completed Bid Response Package with the following: Consultant Information, Implementation Plan, Relevant Experience, Bid Proposal, and any Additional Information deemed relevant by the Consultant.

This RFP has been posted on the City's website and at the following locations: <https://www.cityofpleasantonca.gov/business/bids/>
<https://www.bidnetdirect.com/california/cityofpleasantonca>

It shall be the Consultant's responsibility to check the City's website to obtain any addenda that may be issued.

It is the bidder's responsibility to ensure that it is received by the City Clerk prior to the bid due date and time. It is strongly encouraged to allow several additional days for mail processing. Late submissions may not be accepted and will be returned unopened.

IV. CONSULTANT PROCUREMENT SCHEDULE

The procurement schedule is tentatively scheduled as follows:

Advertise RFP PWD 25.601:	April 29, 2025
RFP Submittal Deadline:	June 18, 2025
Interviews (week of):	July 7, 2025
Consultant Selection:	late July 2025
City Council Contract Approval:	September 16, 2025
Notice to Proceed:	Oct 1, 2025

VII. CONSULTANT SELECTION PROCESS

It is the City's intention to select the most qualified consultant in terms of relevant work experience, the implementation plan and project approach, as well as offering the most competitive project cost. All proposals will be evaluated by the City Selection Committee (CSC). The CSC will be composed of City and Public Works staff and other parties that may have subject matter expertise or experience in Stormwater System Management Plan.

Any additional information deemed necessary by your company to assist the City in the selection process including any special provisions or specifications that the contractor brings to the bid process and actual services may be submitted.

Rejection of Proposal - The City reserves the right to reject any or all proposals and to determine which bid is, in the City's judgment and/or by the CSC who has the highest-ranking proposal. The City also reserves the right to waive any inconsequential omissions or discrepancies in any bid and to delete certain items listed in the bid as set forth therein. Costs for developing, submitting, and presenting bids are the sole responsibility of the Bidder and claims for reimbursement will not be accepted by the City.

Bid Withdrawal - Bidders claiming mistakes must specify in written detail how the errors occurred and must file their written statement with the Office of the City Clerk within five (5) working days of the bid deadline. For bids opened between 11:00 a.m. - 12:00 p.m. on a Wednesday, the deadline is 12 p.m. the following Wednesday. Failure to meet the deadline may result in an otherwise valid claim for relief due to a mistake being denied. (ref. Public Contract Code §5100-5110). A bidder that has withdrawn its bid for mistake is prohibited from participating in further bidding on the project, including re-bids or a substantially similar project.

Bid Protest - Any bidder or other interested party desiring to protest any proposal must file a written bid protest with the Office of the City Clerk within five (5) working days of the bid opening. For bids opened 11:00 a.m. - 12:00 p.m. on a Wednesday, the Bid Protest Deadline is 12:00 p.m. the following Wednesday.

The written bid protest must comply with the following requirements:

- a. Only a bidder who has actually submitted a bid for the subject project is eligible to submit a protest against another bidder. Subcontractors are not eligible to submit protests. A bidder may not rely on the protest submitted by another bidder but must timely pursue its own protest.
- b. The protest must contain a complete statement of the basis for the protest and all supporting documentation. Material submitted after the Bid Protest Deadline will not be considered. The protest must refer to the specific portion(s) of the Contract Documents upon which the protest is based. The protest must contain the project number and project name. The protest must contain the name, address and telephone number of the person representing the protesting bidder.
- c. A copy of the protest and all supporting documents must also be transmitted by fax or email, by or before the Bid Protest Deadline, to the protested bidder and any other bidder who has a reasonable prospect of receiving an award depending upon the outcome of the protest.
- d. The protested bidder(s) may submit a written response to the protest, provided the response is received by the City before 5:00 p.m. within two (2) working days after the Bid Protest Deadline or after receipt of the bid protest, whichever is sooner (“Response Deadline”). The response must include all supporting documentation and the name, address and telephone number of the person representing the protested bidder. Material submitted after the Response Deadline will not be considered.
- e. A copy of the protest response and all supporting documents must also be transmitted by fax or email, by or before the Response Deadline, to the protesting bidder and any other bidder who has a reasonable prospect of receiving an award depending upon the outcome of the protest.
- f. The procedures and time limits set forth in this section are mandatory and are the bidder’s sole and exclusive remedy in the event of bid protest. The bidder’s failure to comply with these procedures shall constitute a waiver of any right to further pursue a bid protest, including filing a Government Code Claim or initiation of legal proceedings.
- g. In all cases, the first level of review of any protest shall be conducted by PWD Management Analyst which shall, within 48 hours of receiving a protest from the City Clerk’s office, will acknowledge receipt of protest in writing to the protesting bidder. As appropriate, the City Clerk, the Project Manager, the Management Analyst, and/or the City Attorney will be consulted to resolve the protest.
- h. The City shall make their best effort to resolve the protest within twenty-five (25) working days after the protest is filed. A written determination of the protest will be issued to the protesting bidder by the PWD Management Analyst on behalf of the City.

The City may not award the contract pending the City’s determination of the protest unless the contract award is justified for urgent and compelling reasons or is determined to be in the best interest of the City. Such justification or determination shall be approved by the Director of the Public Works Department or the designee.

VIII. EVALUATION CRITERIA

1. All contact during the evaluation phase shall be through Public Works Department's Management Analyst. Consultants submitting proposals should neither contact nor lobby evaluators during the evaluation process. Attempts to contact and/or influence members of the CSC may result in disqualification.
2. The CSC will select a short-list of firms qualified for this project to participate in an oral interview. The interviews, at the discretion of the City, will be either via a video conferencing service or in person.
3. Based on qualifications provided in statements and oral interviews, the committee will rank the proposals. The top ranked proposal will be selected.
4. The basic information that each section should contain is specified below, these specifications should be considered as minimum requirements. Much of the material needed to present a comprehensive proposal can be placed into one of the sections listed. However, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the services being solicited.
5. Each of the Evaluation Criteria below will be used in determining the quality of proposals. The scores for all Evaluation Criteria will then be added, according to their assigned weight (below), to arrive at a score for each proposal. A proposal with a high total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any proposal is one hundred (100) points, total of ninety (90) points prior to interviews.

The Evaluation Criteria and their respective weights are as follows:

	Evaluation Criteria	Weight
A.	Completeness of Response: Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration.	Pass/Fail
B.	Implementation Plan (Approach to Work) and Schedule: The Plan will be evaluated against the proposer's understanding of the project's scope of work. Consultant to provide a detailed plan specific to how they will handle the project with an understanding of each identified task. The plan will include but not limited to communication, key personnel (subcontractors included if applicable), estimated schedule/duration of project, and any other pertinent information deemed necessary by the Consultant to fulfill the Scope of Work. Please identify any sub-contractors that will be used for any work performed.	40 Points

C.	Relevant Experience: Proposals will be evaluated against the RFP specifications and the questions below: 1. What experience does the firm have with recent similar master plans? 2. How extensive is the applicable experience of the personnel designated to oversee the project (please include resumes)? 3. What experience does the firm/personnel have with implementing and creating a new Management/Master Plan for Stormwater System or Drainage or similar Utilities infrastructure? 4. Relevant experience conducting condition assessments for Stormwater Drain infrastructure?	30 Points
D.	Bid Proposal: Consultant to submit a bid proposal, as a separate document, based on the proposed cost broken out by each identified task to complete the requested Project, please include firms current rate sheet with the Bid Proposal, along with any sub-contractors.	15 Points
E.	Oral Presentation and Interview: The oral presentation by each qualified proposer shall not exceed thirty (30) minutes in length. The oral interview will consist of standard questions asked of each of the companies or person making a proposal and specific questions regarding the specific proposal. Proposers will also be expected to elaborate and explain the Implementation Plan and Schedule.	15 Points

IX. SPECIAL CONDITIONS

Professional Services Agreement

Within ten days of being notified by the City, the highest ranked bidder shall submit to the City:

- A signed copy of the City's Construction Agreement (**Attachment IV**)
- Certificates of Insurance, with Endorsement letter naming the City as additional insurer
- Evidence of a current business license to conduct business in the City of Pleasanton
- Completed W-9 Form (if a new vendor)

Insurance

Consultants and Sub-contractors must provide and maintain in full force for the duration of the Agreement General Liability and Bodily Injury Insurance, Automobile Insurance, Worker's Compensation Insurance. Professional Liability Insurance and Certificates of Insurance with a supporting endorsement letter according to Agreement (**Attachment IV**).

Self-Performance by Consultant

Any Consultant being awarded this contract must have Self-Performance at a 30% minimum of the total scope of services, excluding Specialty Items if any per the Bid Schedule.

Labor Nondiscrimination

The awarded Contractor shall comply with the requirements of the State of California's Standard Specification Code Section 7-1.01A(4) "Labor Nondiscrimination" under this contract.

City of Pleasanton's Standard Specifications and Details (July 2024)

To the extent applicable, all projects shall adhere to the latest City of Pleasanton's [Standard Specifications and Details](https://www.cityofpleasantonca.gov/assets/our-government/public-works/engineering/standard-specifications-and-details-july-2024.pdf) July 2024 which can be accessed (see link below). The purpose of these Specifications is to provide minimum standards for materials used of construction for the City's public infrastructure.

<https://www.cityofpleasantonca.gov/assets/our-government/public-works/engineering/standard-specifications-and-details-july-2024.pdf>

Conflict of Interest

The City has established a policy concerning potential conflict of interest in maintenance services, program management, design, and construction. This policy applies to all proposers and their proposed contractors/consultants/sub-consultants.

RFP as a Public Record

All statements submitted in response to this RFP become the property of the City and thus become public records and, as such, may be subject to public review.

Right to Cancel

The City reserves the right to cancel or change, for any or no reason, in part or in its entirety, this RFP, including but not limited to selection schedule, submittal date, and submittal requirements.

Additional Information

The City reserves the right to request additional information and/or clarification from any or all respondents to this RFP.

Public Information

Consultants who wish to release information regarding the consultant selection process, contract award, or data provided by the City at any Public Hearing, must receive prior written approval from the City before disclosing such information to the public.

Clarification Questions

Questions should be directed to the Management Analyst, Daniel Villasenor, dvillasenor@cityofpleasantonca.gov. If interpretation or change is deemed necessary to the original documents, then the question(s) or modifications shall be addressed in writing and an Addendum shall be posted to the City's website. To allow time for issuance of addenda, questions shall only be accepted prior to seven (7) calendar days before the bid opening date.

X. REFERENCE INFORMATION

ATTACHMENT I – BID RESPONSE PACKAGE

ATTACHMENT II - MAPS

- 1. Storm System Map**
- 2. Storm Basin Wall Map**
- 3. Trash Generation Map**
- 4. Storm Drain Ownership Map**
- 5. Storm Drain Main Diameter Map**
- 6. Pleasanton Stream and Pond Maintenance Map**

ATTACHMENT III - Storm Drain Main Length List & Material List

ATTACHMENT IV - City's Standard Professional Services Agreement

ATTACHMENT I BID RESPONSE PACKAGE

Required Documentation and Submittals

All the specific documentation listed below is **required** to be submitted in order for a bid to be deemed complete. Bidders shall submit all documentation in the order listed below and clearly label each section with the appropriate title.

Submitted bid MUST contain the following or may be subjected to disqualification:

- ☐ 1. **CONSULTANT INFORMATION:** name, address, year established, principals of company and professional status as applicable.
- ☐ 2. **IMPLEMENTATION PLAN:** Is a comprehensive plan that will be Implemented by the Consultant to perform and accomplish all tasks within the Scope of Services.
- ☐ 3. **RELEVANT EXPERIENCE:**
 - Bid response shall include a detailed discussion of a minimum of three recent similar municipal projects
 - Include name and location, and any relevant information for each project.
 - Discuss the key personnel that will be used for this project and their credentials and provide a complete list of personnel associated with the RFP.
 - Describe your experience with creating and implementing Stormwater Management or Master Plan or similar master plan
 - Include your experience sourcing all necessary aggregate materials required for this project
- ☐ 4. **BID PROPOSAL:** Consultant to submit a bid proposal, as a separate document, based on the proposed cost broken out by each identified task to complete the requested Project. For each task identify the number of staff hours to complete the tasks broken out by each member or job classification responsible for work. Also, include firms current rate sheet with the Bid Proposal.
- ☐ 5. **SUPPLEMENTAL INFORMATION:** Any additional information deemed necessary by your company to assist the City in the selection process including any special project provisions or specifications that the consultant brings to the bid process and actual service work.

IMPORTANT NOTICE: If Bidder or other interested person is a corporation, provide legal name of corporation, state where incorporated, and names of the president and secretary thereof; if a partnership, give name of the company, also names of individuals co-partners composing company; if contractor or other interested person is an individual, give first and last names in full.

CONSULTANT INFORMATION

(Required)

CONSULTANT: (Company Name)		Year Est.:
BUSINESS ADDRESS:		
WEBSITE:		
APPLICABLE LICENSE(S) # AND MEMBERSHIPS:		
SUBMITTED BY: (Name & Title)	Name: Title:	
TELEPHONE:	Office: Cell:	
EMAIL:	Email: Email:	

SIGNATURE: _____ DATE: _____

TITLE: _____

I declare under penalty of perjury that I have the authority to execute this bid and that the foregoing is true and correct.