



Coastal San Luis Resource Conservation District

1203 Main Street, Suite B, Morro Bay, CA 93442
805-772-4391 | www.coastalrcd.org

REQUEST FOR PROPOSALS

Morro Bay Watershed Erosion Repair Design

Funded by grants from

California State Water Resource Control Board (“State Water Board”) Nonpoint Source Pollution Control Program 319(h)

Sponsored by the

COASTAL SAN LUIS RESOURCE CONSERVATION DISTRICT

Distributed
December 8, 2023

Morro Bay Watershed Erosion Repair Design

The Los Osos and Chorro Creek watersheds have been identified as impaired for sediment, nutrients, pathogens, and dissolved oxygen by the Central Coast Regional Water Quality Control Board (CCRWQCB). The predominant land use in these subwatersheds is agriculture and rangeland, acknowledged as a significant source contributing to water quality impairments, particularly sediment loading. Both the CCRWQCB and the Morro Bay Comprehensive Conservation and Management Plan (CCMP), the primary watershed plan for the Morro Bay watershed, emphasize on-farm sediment reduction as a critical priority for watershed and aquatic health.

The Morro Bay Estuary, recognized as a State and National Estuary, faces ecological challenges due to accelerated sedimentation originating from these watersheds. To address these challenges, the Coastal San Luis Resource Conservation District (RCD) plans to implement Management Practices (MPs), focusing on upslope gully erosion control and head cut repair. This RFP seeks proposals from qualified firms for engineering design services to support the repair of two erosive sites within the Morro Bay Watershed.

The scope of services and schedule required for the two projects are outlined below.

These projects are sponsored by the Coastal San Luis Resource Conservation District (RCD) using grant funding. Funding for this project has been provided in full or in part by the United States Environmental Protection Agency and the State Water Resources Control Board (“State Water Board”) under the Federal Nonpoint Source Pollution Control Program (Clean Water Act Section 319). The contents of this document do not necessarily reflect the views and policies of the foregoing, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.

The RCD is a division of state government under Division 9 of the Public Resources Code, and is responsible for conservation of soil, water, and other natural resources. For the purposes of the RFP, the project owner is stated as the RCD Board of Directors. “Landowner” shall refer to the landowner on whose property the project is being implemented.

SCOPE OF SERVICES

The RFP encompasses two distinct projects:

Project 1: Hillslope Gully Repair (WC4)

Existing Project Information

A topographic survey of existing conditions has been performed for the project, and will be provided to the Engineer in AutoCAD Civil3D format. Conceptual-level designs were also prepared for this project and can be provided for review.

Task 1: Project Administration

The Task 1 budget is allocated for efficient project management and administration, encompassing essential responsibilities such as correspondence, coordination, and documentation relevant to the execution of the project. Effective project management and administration play a critical role in ensuring the project adheres to schedule, budget, and maintains a high standard of quality. Task 1 should include administrative tasks crucial for the success of the project.

Task 2: 65% PS&E

Using topo provided by the Coastal San Luis Resource Conservation District (RCD), the Engineer will prepare 65% level plans, specifications, and estimate (PS&E) for the repair of hillslope gully over approximately 0.33 acres of eroded area. 65% designs are expected to be permit-ready, with enough detail to accurately quantify the impacts of the project and convey the scope and scale of the project to permitting agencies. Expected sheets for 65% design plans include, but are not limited to:

- | | |
|-------------------|---------------------------------------|
| 1. Title Sheet | 5. Typical Sections |
| 2. General Notes | 6. Grading Details |
| 3. Site Plan | 7. Erosion & Sediment Control Plan |
| 4. Plan & Profile | 8. Erosion & Sediment Control Details |

This task also includes review of existing background information, a site visit to familiarize the engineer with the project and location, Rational Method hydrologic and hydraulic analysis, and a basis of design memo for submission to permitting agencies.

Task 3: Permit Support

This project will require a Grading Permit within the Coastal Zone from the County of San Luis Obispo. This task includes preparing quantities of project impacts for agency review, as well as replying to agency questions and making minor modifications to the PS&E package to accommodate County feedback.

Task 4: 100% PS&E

Following permitting agency feedback and RCD review, this task includes incorporating those comments and finalizing the PS&E package to a construction-ready level. This task also includes final review and approval of the project following construction, along with the preparation of a signed and stamped project completion letter.

Task 5: Technical Memorandum

Following the completion of construction, this task includes preparing a memo that includes both the basis of design and documenting any and all changes made during construction.

Additive Task A: Bid Support and Construction Oversight

This task includes attending the mandatory bid walk, answering contractor RFIs during bidding and construction, and several site visits during the course of construction to ensure the work is being completed in substantial conformance to the designs.

Additive Task B: As-Built Designs

This task includes a topographic survey of the project site following the completion of construction, as well as the preparation of an as-built set of drawings based on that survey.

Project 2: Headcut Repair (WC1)

Existing Project Information

A topographic survey of existing conditions has been performed for the project, and will be provided to the Engineer in AutoCAD Civil3D format. Conceptual-level designs were also prepared for this project and will be provided for review. Additionally, 100% level designs for similar features in adjacent reaches of the stream channel have been prepared, approved, and constructed and will be provided for review. Those designs include hydrologic and hydraulic analysis, a basis of design memo, and 100% PS&E package.

Task 1: Project Administration

The Task 1 budget is allocated for efficient project management and administration, encompassing essential responsibilities such as correspondence, coordination, and documentation relevant to the execution of the project. Effective project management and administration play a critical role in ensuring the project adheres to schedule, budget, and maintains a high standard of quality. Task 1 should include administrative tasks crucial for the success of the project.

Task 2: 65% PS&E

Using topo provided by the Coastal San Luis Resource Conservation District (RCD), the Engineer will prepare 65% level plans, specifications, and estimate (PS&E) for the repair of an erosive headcut feature in an ephemeral, blue-line stream channel. 65% designs are expected to be permit-ready, with enough detail to accurately quantify the impacts of the project and convey the scope and scale of the project to permitting agencies. Expected sheets for 65% design plans include, but are not limited to:

1. Title Sheet
2. General Notes
3. Site Plan
4. Plan & Profile
5. Typical Sections
6. Grading Details
7. Erosion & Sediment Control Plan
8. Erosion & Sediment Control Details

This task also includes review of existing background information, a site visit to familiarize the engineer with the project and location, review and updating of existing hydrologic and hydraulic analysis, and a basis of design memo for submission to permitting agencies.

Task 3: Permit Support

This project will require a Grading Permit within the Coastal Zone from the County of San Luis Obispo, as well as a California Department of Fish and Wildlife (Habitat Restoration and Enhancement Act 1652 Permit), a Regional Water Quality Control Board (Small Habitat Restoration Projects), and an Army Corps of Engineers (Nationwide Permit 27). This task includes preparing quantities of project impacts for agency review, as well as replying to agency questions and making minor modifications to the PS&E package to accommodate agency feedback.

Task 4: 100% PS&E

Following permitting agency feedback and RCD review, this task includes incorporating those comments and finalizing the PS&E package to a construction-ready level. This task also includes final review and approval of the project following construction, along with the preparation of a signed and stamped project completion letter.

Task 5: Technical Memorandum

Following the completion of construction, this task includes preparing a memo that includes both the basis of design and documenting any and all changes made during construction.

Additive Task A: Bid Support and Construction Oversight

This task includes attending the mandatory bid walk, answering contractor RFIs during bidding and construction, and several site visits during the course of construction to ensure the work is being completed in substantial conformance to the designs.

Additive Task B: As-Built Designs

This task includes a topographic survey of the project site following the completion of construction, as well as the preparation of an as-built set of drawings based on that survey.

Required Schedule

The projects require adherence to a tight schedule with specified deadlines for each task and corresponding deliverables (as detailed in the provided project summary):

PROJECT 1: Hillslope Gully Repair (WC4)

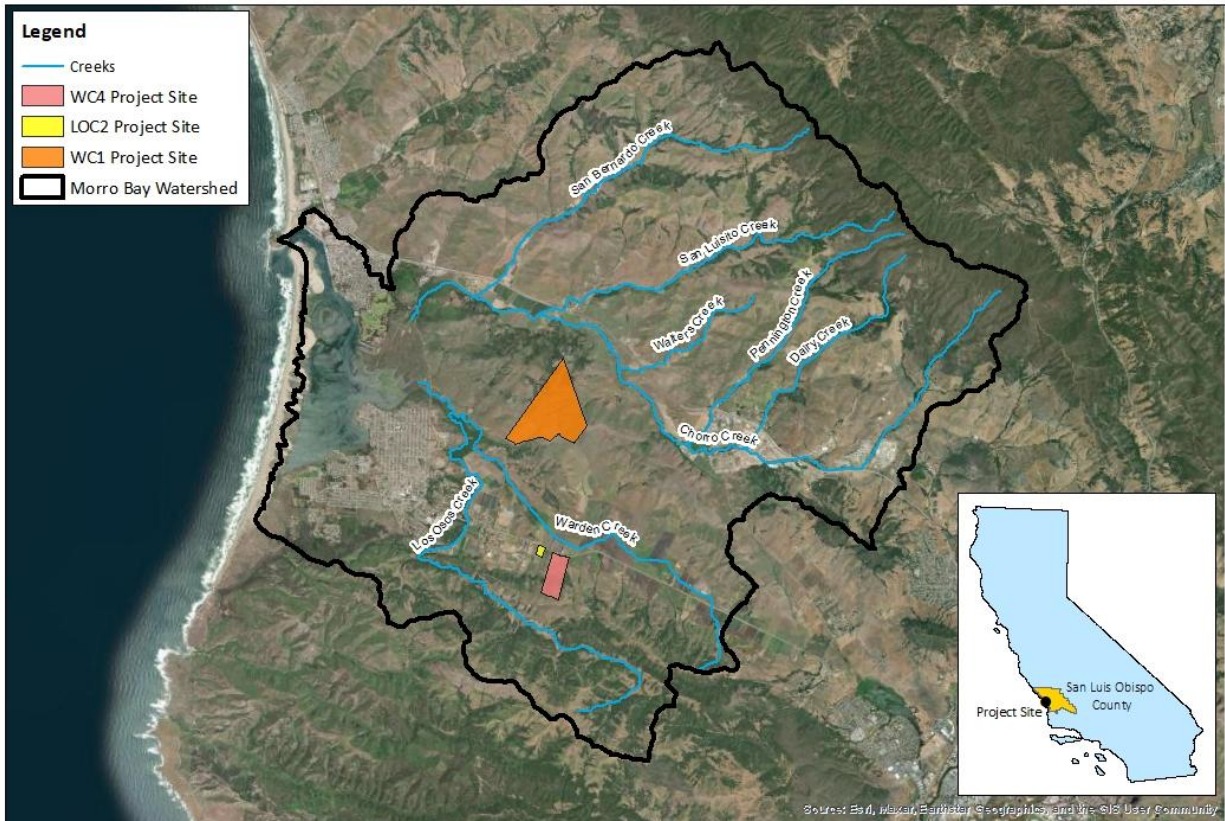
PROJECT SUMMARY		
Task	Schedule	Deliverables
1 – Project Administration	January 2024 - December 2024	<ul style="list-style-type: none"> Meeting notes and monthly or quarterly invoices
2 – 65% PS&E	March 8, 2024	<ul style="list-style-type: none"> 65% Design Plans 65% Specifications 65% Engineer’s Opinion of Probable Cost Basis of Design Memo
2 – Permit Support	March-May, 2024	<ul style="list-style-type: none"> Quantification of project impacts Response to agency comments Updates to 65% PS&E Package
3 – 100% PS&E	May 2024	<ul style="list-style-type: none"> 100% Design Plans 100% Specifications 100% Engineer’s Opinion of Probable Cost Project Completion Letter
4 – Technical Memorandum	May 2024	<ul style="list-style-type: none"> Technical Memorandum
A - Bid Support and Construction Oversight	June 2024 September - October 2024	<ul style="list-style-type: none"> Attendance of bid walk On-site construction inspection as-needed
B - As-Built Designs	November 2024	<ul style="list-style-type: none"> Topographic survey of final conditions As-built drawings

PROJECT 2: Headcut Repair (WC1)

PROJECT SUMMARY

Task	Schedule	Deliverables
1 – Project Administration	January 2024 - December 2024	<ul style="list-style-type: none"> ● Meeting notes and monthly or quarterly invoices
2 – 65% PS&E	March 1, 2023	<ul style="list-style-type: none"> ● 65% Design Plans ● 65% Specifications ● 65% Engineer’s Opinion of Probable Cost ● Basis of Design Memo
2 – Permit Support	March-May, 2024	<ul style="list-style-type: none"> ● Quantification of project impacts ● Response to agency comments ● Updates to 65% PS&E Package
3 – 100% PS&E	May 2024	<ul style="list-style-type: none"> ● 100% Design Plans ● 100% Specifications ● 100% Engineer’s Opinion of Probable Cost ● Project Completion Letter
4 – Technical Memorandum	May 2024	<ul style="list-style-type: none"> ● Technical Memorandum
A - Bid Support and Construction Oversight	June - October 2024	<ul style="list-style-type: none"> ● Attendance of bid walk ● On-site construction inspection as-needed
B - As-Built Designs	November 2024	<ul style="list-style-type: none"> ● Topographic survey of final conditions ● As-built drawings

SITE MAP



 COASTAL SAN LUIS
RESOURCE
CONSERVATION
DISTRICT
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www.coastalrcd.org

SEDIMENT REDUCTION FOR IMPROVED WATER
QUALITY IN CHORRO AND LOS OSOS CREEKS
Watershed Map

Prepared for:
California Department
of Fish and Wildlife


PROPOSAL

Proposals should be a concise statement including the fillable cost estimate tables below, on pages 10-15 of this Document. Please provide documentation of experience with similar projects and resumes or CVs of key persons to be assigned to the project. All proposals must be emailed to hbarnes@coastalrcd.org by **5:00 pm (PST) on January 8, 2024**.

QUESTIONS REGARDING THIS SOLICITATION: The RCD will respond to questions and requests for clarification to the Request for Proposal in written RFP Addendum(s) as needed, to be posted on the RCD website in the same location as this solicitation or emailed directly, upon request.

Inquiries should be directed by email to hbarnes@coastalrcd.org. No verbal requests will be accepted. All requests for clarification must be received by 5:00 pm (PST) on December 27, 2023.

Firms interested in this RFP may email hbarnes@coastalrcd.org to be included on an email list to receive any RFP Addendum(s) generated.

Final responses to questions will be posted by December 29, 2023.

CONTRACT AWARD: A decision on the award of a contract will be made by the Executive Director or Board President, on behalf of the Board of Directors. A contract may be awarded at this time, or the RCD Board may reject all submitted bids and instruct staff to solicit additional bids.

CONTRACT DATE: A contract shall be formed no later than **January 15, 2024**. The successful bidder shall provide the required insurance by this date.

Procurement Timeline	
Request Release	December 8, 2023
Deadline for submission of Questions	December 27, 2023
Planned publication of responses to questions	December 29, 2023
Proposal submission	January 8, 2024
RCD Bid Review and Approval	January 9, 2024
Contract	January 11, 2024
Anticipated Start	January 15, 2024

POINT OF CONTACT:

Hayley Barnes
Conservation Project Manager
1203 Main St, Ste B
Morro Bay, 93442
Phone: 805-772-4391
Email: hbarnes@coastalrcd.org

Morro Bay Watershed Erosion Repair Engineering Design

PROPOSAL FORM

Please fill in general information in Table 1, and cost estimates for project 1 and 2 in Tables 3 and 5, respectively. Please provide documentation of experience with similar projects and resumes or CVs of key persons to be assigned to the project. Submit electronically to hbarnes@coastalrcd.org. Any bid submission missing requested additional explanation/documentation will be considered incomplete. All proposals must be received by **5 pm on January 8, 2024**.

Table 1: Contractor Information
Company Name:
Contact Person(s) and title:
Physical and mailing address:
Primary Contact Phone #:
Primary Contact Email address:

COST ESTIMATE AND SCHEDULE

PROJECT 1: Hillslope Gully Repair

Table 2. PROJECT SCHEDULE (Project 1)		
Task	Schedule	Deliverables
1 – Project Administration	January 2024 - December 2024	<ul style="list-style-type: none"> ● Meeting notes and monthly or quarterly invoices
2 – 65% PS&E	March 8, 2024	<ul style="list-style-type: none"> ● 65% Design Plans ● 65% Specifications ● 65% Engineer’s Opinion of Probable Cost ● Basis of Design Memo
2 – Permit Support	March-May, 2024	<ul style="list-style-type: none"> ● Quantification of project impacts ● Response to agency comments ● Updates to 65% PS&E Package
3 – 100% PS&E	May 2024	<ul style="list-style-type: none"> ● 100% Design Plans ● 100% Specifications

		<ul style="list-style-type: none"> ● 100% Engineer’s Opinion of Probable Cost ● Project Completion Letter
4 – Technical Memorandum	May 2024	<ul style="list-style-type: none"> ● Technical Memorandum
A - Bid Support and Construction Oversight	June 2024 September - October 2024	<ul style="list-style-type: none"> ● Attendance of bid walk ● On-site construction inspection as-needed
B - As-Built Designs	November 2024	<ul style="list-style-type: none"> ● Topographic survey of final conditions ● As-built drawings

Tables 3. COST ESTIMATE TABLE (Project 1)		
Tasks	Estimated Hours by Saff & Hourly Rate by Staff	Cost Estimate
1 – Project Admin		
2 – 65% PS&E		
3 – Permit Support		
4 – 100% PS&E		
5 – Technical Memorandum		
A - Bid Support and Construction Oversight		
B – As-built Designs		
Direct Expenses		
TOTAL COSTS		

**PROJECT 2:
Headcut Repair**

Table 4. PROJECT SCHEDULE (Project 2)		
Task	Schedule	Deliverables
1 – Project Administration	January 2024 - December 2024	<ul style="list-style-type: none"> ● Meeting notes and monthly or quarterly invoices
2 – 65% PS&E	March 1, 2024	<ul style="list-style-type: none"> ● 65% Design Plans ● 65% Specifications ● 65% Engineer’s Opinion of Probable Cost

		<ul style="list-style-type: none"> ● Basis of Design Memo
3 – Permit Support	March-May, 2024	<ul style="list-style-type: none"> ● Quantification of project impacts ● Response to agency comments ● Updates to 65% PS&E Package
4 – 100% PS&E	May 2024	<ul style="list-style-type: none"> ● 100% Design Plans ● 100% Specifications ● 100% Engineer’s Opinion of Probable Cost ● Project Completion Letter
5 – Technical Memorandum	May 2024	<ul style="list-style-type: none"> ● Technical Memorandum
A - Bid Support and Construction Oversight	June - October 2024	<ul style="list-style-type: none"> ● Attendance of bid walk ● On-site construction inspection as-needed
B - As-Built Designs	November 2024	<ul style="list-style-type: none"> ● Topographic survey of final conditions ● As-built drawings

Table 5. COST ESTIMATE TABLE (Project 1)		
Tasks	Estimated Hours by Staff & Hourly Rate by Staff	Cost Estimate
1 – Project Admin		
2 – 65% PS&E		
3 – Permit Support		
4 – 100% PS&E		
5 – Technical Memorandum		
A - Bid Support and Construction Oversight		
B - As-Built Designs		
Direct Expenses		
TOTAL COSTS		

EXHIBIT A

Proposal Evaluation Form

Morro Bay Watershed Erosion Repair Engineering Design

Coastal San Luis Resource Conservation District

(NOTE: This is provided in the solicitation as an example to show bidders how proposals will be scored. Please do not fill out – it will be completed by RCD staff)

Company: _____

#	Category	Score
1	Documented experience with similar projects as demonstrated by a list of completed projects and references (0, 1 or 3 points) ⁴	
2	Documented experience with in-channel erosion repair in jurisdictional waters and within the County of San Luis Obispo, requiring and County Grading Permit (0 or 2 points) ¹	
3	Company's business address is located within a 30-mile radius of the job site (0 or 2 points)	
4	Low bid (0 or 1 point) ²	
5	Commitment to timeline (0, 1 or 3 points) ³	
Total Score		

Note: Categories 1 and 2 are determined by examining relevant project experience as provided by the bidder, including references.

¹ Yes = 2, No = 0

² Low bid = 1

³ Cost considerations are based on engineers estimate, and points are allocated as follows:

More than 10% below designer's low range estimate = 3

Within +/- 10% of designer's estimate = 1

More than 10% above designer's high range estimate = 0

⁴ 5+ years of documented experience = 3

2 – 5 years of documented experience = 1

less than 2 years of documented experience or no reference provided = 0

Appendix A

Insurance Requirements for Professional Services

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the Consultant, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** covering any auto used, including owned, non-owned, or hired, with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions)** Insurance appropriate to the Consultant's profession, with limit no less than **\$2,000,000** per occurrence or claim, **\$2,000,000** aggregate.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the CSLRCD requires and shall be entitled to the broader coverage and/or the higher limits maintained by the consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CSLRCD.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The CSLRCD, its officers, officials, State of CA, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor.

Primary Coverage

For any claims related to this contract, the **Consultants' insurance coverage shall be primary and non-contributory** and at least as broad as ISO CG 20 01 04 13 as respects the CSLRCD, its officers, officials, State of CA, employees, and volunteers. Any insurance or self-insurance maintained by the CSLRCD, its officers, officials, State of CA, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide that coverage and shall not be canceled, except with notice to the CSLRCD.

Waiver of Subrogation

Consultant hereby grants to CSLRCD a waiver of any right to subrogation which any insurer of said Consultant may acquire against the CSLRCD by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the CSLRCD has received a waiver of subrogation endorsement from the insurer.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of B+:VII or better, unless otherwise acceptable to the CSLRCD.

Verification of Coverage

Consultant shall furnish the CSLRCD with original certificates evidencing the issuance of insurance containing the coverages required herein. All certificates are to be received and approved by the CSLRCD a minimum of five (5) business days before work commences. However, failure to obtain the required certificates prior to the work beginning shall not waive the Consultant's obligation to provide them. The CSLRCD reserves the right to require complete, certified copies of all required insurance policies at any time. The CSLRCD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Insurer shall include on the certificate the description of the project:

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the CSLRCD is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

The CSLRCD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.