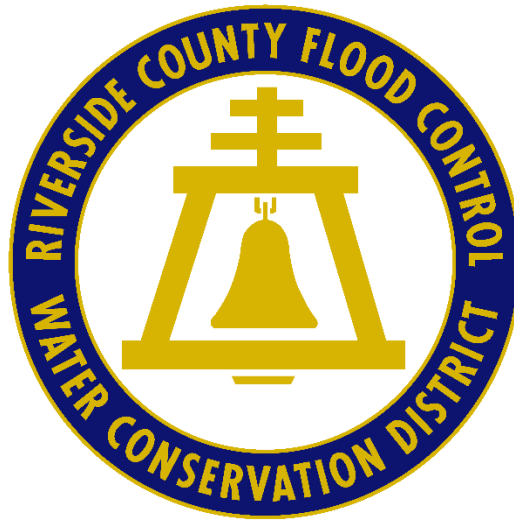


REQUEST FOR QUALIFICATIONS (RFQ)

for

2022 Professional Services On-Call List



ADDENDUM NO. 1 July 21, 2021

Administrator:

Marilyn Weisenberg, Administrative Services

Purchasing Supervisor, Finance Division

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ADDENDUM NO. 01

1.0 This addendum is considered to be part of the RFQ. All other terms of the RFQ remain unchanged and in effect. This addendum is intended to provide additional information and/or to change requirements in the above referenced RFQ. Any information contained herein will be considered part of the RFQ and as such will be used in the evaluation of the RFQ responses. If you have already submitted your proposal prior to the RFQ closing date, please review this addendum and resubmit your proposal should this addendum modify your initial RFQ response.

2.0 SELECTION SCHEDULE CHANGE IN DATES

	The tentative schedule and sequence of this RFQ is as follows:	
	Issuance of this RFQ	July 8, 2021
	Deadline for Submission of Questions to the District*	<u>July 27, 2021</u>
	Responses to Questions**	<u>August 3, 2021</u>
	Deadline for Submission of SOQ	<u>August 20, 2021 1:30 pm Pacific Standard Time</u>
	Notification to Firms	September 30, 2021
	Approval of the Pre-Qualified On-Call List by District's Board of Supervisors	June 2022 with a contract effective date of July 1, 2022

**Submit all questions via email to Marilyn Weisenberg @ mcwesisen@rivco.org.*

***Responses will be posted under 'Public Notices' on the District's website www.rcflood.org.*

3.0 SERVICE CATEGORY G. DEVELOPMENT PLAN CHECK REVISION TO THE ENTIRE CATEGORY AS FOLLOWS:

After reviewing the Service Category definitions on the following pages, please check all applicable boxes on Table G-1 below for the Task(s) that your firm and sub-consultant (if any) can perform, and include this checklist in Section 1 of your Service Category Qualifications PDF.

- ✓ **CONDUCT:** Indicates that your firm has the necessary qualifications and experience to directly perform the work.
- ✓ **SUB-CONSULT:** Indicates that your firm has an established business relationship with another consultant that has the necessary qualifications and experience. (Note that firms that are able to directly perform work on a Task are typically preferred over those that use sub-consultants.)

**Table G-1
SERVICE CATEGORY CHECKLIST DEVELOPMENT PLAN CHECK**

TASK		CONDUCT	SUB-CONSULT
G.1	Full-Service Plan Checking	<input type="checkbox"/>	<input type="checkbox"/>

Task G.1 Full-Service Plan Checking

Overview

The District provides comprehensive plan check services for a variety of land development projects (e.g., subdivisions, plot plans, use permits, etc.). Additionally, other projects that are not associated with a specific land development proposal (e.g., outside agency capital improvement/public works projects or major encroachment permits) may also be reviewed.

Typically, the following plans, calculations, and documents shall be reviewed for compliance with the land use authority's recommended Conditions of Approval and/or District engineering and maintenance standards and other applicable requirements:

- Drainage improvement plans including storm drain, detention basin, levee, and channel plans;
- Hydrologic and hydraulic calculations;
- Structural calculations;
- Street improvement plans (drainage related);
- Grading plans (rough and precise);
- Water-sewer plans (conflict with drainage plans only);
- Final subdivision maps and environmental constraint sheets;
- Adequacy of right of way and/or easement requirements;
- Covenants, conditions, and restrictions (CC&R's);
- Bonding estimates (drainage improvements);
- CEQA documents, regulatory/resource agency permits, MSHCP compliance documents;
- Encroachment permits (EP);
- Geotechnical reports;
- Storm Water Pollution Prevention Plans (SWPPP);
- Technical specifications (drainage improvements);
- FEMA Conditional Letter of Map Revision (CLOMR/LOMR) documents.

Review Process

Generally, the land use authority's Conditions of Approval serve as the initial scope of work for review of a developer's improvement plans/project. District Plan Check staff will discuss each project in detail with the Consultant and define project specific scope of work, including any special requirements, prior to authorizing any work. Consultant shall propose a budget for each assignment prior to commencing the plan review.

Overall Procedure and Deliverables

- 1) Consultant shall write corrections directly on the submitted plans, reports, and related documents and prepare a summary checklist of review comments. This will include calling out any conflicts, mistakes, inaccuracies, and/or omissions shown on the plans. Provide substantive comments identifying any portion of the project that, in the opinion of Consultant, does not meet or satisfy the applicable hydrology/hydraulics, structural design, environmental/regulatory, or operation and maintenance requirements.
- 2) It is critically important that the first plan review is comprehensive and that the Consultant provides as much feedback as possible to the applicant and the applicant's engineer. Specific plan check comments shall be annotated in red on the plans, reports, or related documents. In addition, a concise and descriptive plan check comment letter summarizing the most substantive comments on the plans and any additional comments not indicated on the plans shall be prepared. All correspondence shall be prepared on Consultant's letterhead stationery, stamped, and signed by the Consultant, and countersigned by District staff prior to sending out plan check letter. A copy of the comment letter and check prints shall be neatly packaged and made ready for pick up by the applicant's engineer. Consultant shall promptly notify the applicant's engineer to pick up the redlines.
- 3) For projects in unincorporated County area, the Consultant shall also review storm drain plans and drainage reports with an eye toward meeting Riverside County Transportation Department drainage related design standards using a checklist.
- 4) All plans and correspondence shall be neatly organized and submitted to the District staff for filing.
- 5) Upon receipt of 60% plan submittal, the 3rd submittal (typical), coordinate scheduling of a District "all hands" meeting to introduce and discuss the project with pertinent District staff.
- 6) Approval letters for all plans, hydrologic and hydraulic studies, environmental documents, regulatory permits, and any other reports shall be clear, concise, and shall specifically identify each submitted document by date.
- 7) After the check prints have been reviewed and approved (QA/QC) by the Chief of Planning, advise applicant's engineer to proceed with the printing of the final mylar plan set.

- 8) Initial each mylar sheet of the final drawings prior to recommending for signature.
- 9) Ensure all final approved documents are labeled as such and provided to the District prior to issuing final plan check approval.
- 10) Update case status in the District's improvement plan tracking system (DLMT).

Time

Time is of the essence. Completed plan review comments shall be returned to the applicant/engineer within twenty-one (21) calendar days of authorization to proceed. Consultant must allow sufficient time to review all plan check comments with District staff prior to providing comments to the applicant/engineer.

Review of Improvement Plans

The following are key elements of the plan check process and services required:

- 1) Examine the overall concept prior to checking the details. Any fatal flaws must be identified as early as possible. Conduct a thorough investigation of the proposed facility and its relationship to other facilities, waterbodies, adjacent projects, and real property.
- 2) Review hydrology and hydraulic reports to ensure the proposed facility has adequate capacity to convey the design peak discharge (interim or ultimate condition, whichever is greater).
- 3) Determine whether the proposed improvement's drainage facilities are to be operated and maintained by the District, or whether they are facilities to be "maintained by others." If the subject improvements are:
 - a) *District Maintained Facilities*: The Improvement Plans shall be checked for meeting District's drafting, design, and operation and maintenance standards. Consultant should further check for appropriate right of way, egress, and ingress routes and consult with District staff for specifics, as necessary. Plans shall be reviewed not only for constructability but also for practicality of maintenance.
 - b) *Facilities Maintained by Others*: The Improvement Plans shall be checked in accordance with the Memorandum of Understanding between the District and the Riverside County Transportation Department, dated March 2020, and any amendments or addendum thereto. The maintaining agency shall be consulted and kept informed of progress, constraints, and unique situations.
- 4) Improvement plan reviews shall include, but may not be limited to, all of the following Tasks:
 - a) Checking the design for conformance with:
 - 1) Approved Tentative Map, Specific Plans, and Site Plans;
 - 2) Applicable conditions of approval;

- 3) Other agencies' recommendations (e.g., Riverside County Transportation Department, Caltrans, etc.);
 - 4) District Master Drainage Plans or other proposed drainage plans;
 - 5) District Drafting Standards; and
 - 6) Standard and General Construction Notes.
- b) Checking for good engineering practice and verifying that the proposed design will function properly with emphasis on:
- 1) Structural integrity of facility;
 - 2) Hydraulic capacity;
 - 3) Facility alignment;
 - 4) Inlet and outlet conditions;
 - 5) Appropriate construction notes and general notes;
 - 6) Constructability;
 - 7) Access for maintenance and ease of maintenance including rehabilitation/restoration;
 - 8) All pertinent information including right of way/easement limits shown on plans;
 - 9) Proximity to other utility lines; and
 - 10) Other items that may be unique to the project.
- c) Checking the associated street improvement plans, grading plans, sewer, and water plans to ensure no conflict with drainage facility.

Review of Environmental Documents and Regulatory Permits

The following guidelines provide the minimum standards of practice that must be met in reviewing environmental documents submitted in conjunction with the review of improvement plans for facilities that are to be owned, operated, and maintained by the District, not only for construction, but also for subsequent operation and maintenance. Ensure that any compensatory mitigation proposed with the project would not in any way encumber or otherwise prohibit the District from carrying out its operation and maintenance responsibilities in any manner.

- 1) *California Environmental Quality Act (CEQA)*: Ensure that the Project Description of any applicable CEQA document(s) accurately describes and specifically discusses the construction, operation, and maintenance of any facilities that the District is to accept for ownership, including any offsite facilities.
- 2) *Western Riverside County Multiple Species Habitat Conservation Plan (MSHCP)*: Review MSHCP compliance documentation of the proposed construction of all onsite and offsite drainage facilities with Section 3.2.1. (Criteria Area and Public/Quasi Public Lands); Section 6.1.2. (Riparian/Riverine Areas and Vernal Pools); Section 6.1.3. (Narrow Endemic Plant Species); Section 6.1.4. (Urban/Wildlife Interface Guidelines); Section 6.3.2. (Additional Surveys);

Section 7.5.3. (Construction Guidelines); and Appendix "C" (Standard Best Management Practices) of the MSHCP. Ensure that the MSHCP compliance documents adequately address future District maintenance activities.

- 3) *Coachella Valley Multiple Species Habitat Conservation Plan (CVMSHCP)*: Review CVMSHCP compliance documentation of the proposed construction of all onsite and offsite drainage facilities and ensure compliance documents adequately address future District maintenance activities, pursuant to Section 13.5 of the "Implementing Agreement" between the District and Coachella Valley Association of Governments. Requirements include: (1) Compliance with relevant processes and measures to ensure application of the Conservation Area requirements set forth in Section 4 of the CVMSHCP; (2) Compliance with the applicable Land Use Adjacency Guidelines as set forth in Section 4.5 of the CVMSHCP; (3) Compliance with the Avoidance, Minimization and Mitigation Measures in Section 4.4 of the CVMSHCP; (4) Ensure implementation consistent with the Species Conservation Goals and Objectives in Section 9 of the CVMSHCP; (5) Permanently protect and manage Mitigation Land within the reserve system legally owned and/or controlled by the entity unless conveyed to the Coachella Valley Conservation Commission; and (6) Participate in the Joint Project Review Process for projects within the Conservation Areas as described in Section 6.6.1.1 of the Plan, if applicable.

- 4) *Regulatory Permits*: Review draft regulatory permits and applications authorizing the construction, operation and future maintenance of the proposed flood control facilities, including U.S. Army Corps of Engineers Section 404 permits, Regional Water Quality Control Board Section 401 Water Quality Certifications, California Department of Fish and Game Section 1602 Streambed Alteration Agreements and Regional Water Quality Control Board Porter-Cologne program Waste Discharge Requirements. Ensure that the draft regulatory permits include/address all necessary future District maintenance activities.

Review of Encroachment Permits

Consultant shall review the encroachment permit in accordance with the scope of work defined by the Planning Division including, but not limited to, the requirements covered above.