

(updated 3/14/2013)

DRAFT March 2013

Alameda County Flood Control and Water Conservation District

REQUEST FOR PROPOSAL

Drainage Master Plan Study

I. Introduction

The Alameda County Flood Control and Water Conservation District (District) is seeking proposals from shortlisted firms (Consultants) that wish to provide hydrologic and hydraulic modeling and professional engineering services for a drainage master plan study of District facilities. The District intends to enter into a contract with the Consultant for a maximum period of two years.

This Request for Proposal (RFP) generally describes the project, the anticipated scope of services, the requisite consultant experience and capabilities and the information that must be included in the proposal. Failure to submit information in accordance with the RFP requirements and procedures may be cause for disqualification.

The written proposals will be evaluated on thoroughness, completeness and content as described under Section VI "Form of the Proposal" of this RFP. The District intends to conduct oral interviews with the top ranking Consultants (up to four). It will be required that the Consultants make oral presentations of their proposals at the interviews.

Final ranking will be based on proposals, presentations, and oral interviews. The top-ranked firm will be invited to enter into a Standard Agreement with the District. A sample Agreement can be viewed on our website at www.acgov.org/pwa. Under "Doing Business With Us," click on "Current List of RFQs/RFPs." Please note the Standard Agreement provisions are Alameda County standard language and cannot be altered.

The District expects that the Consultant will use its experience and knowledge to make recommendations and refine the scope of work needed to satisfy District objectives for the project.

II. Background

It is desired to fully evaluate certain District facilities to ascertain their condition, identify capacity issues, structural deficiencies and other problems and then develop a programmed approach to implementing capital improvements based on District design criteria to bring the facilities up to current District standards and provide levels of flood protection acceptable to the District.

III. Scope of Services

A. Scope of Services – **General Tasks.**

1. Project Management. This includes, but is not limited to, preparing project schedules, budgets, reports, coordinating with the District, and performing quality control by monitoring all project activities. Components may also include, but are not limited to:
 - a. Project Meetings. Consultant shall schedule, attend and conduct meetings with District staff and others to discuss issues relevant to the project(s). Consultant shall prepare reports, maps, charts, etc. for use in meetings with the District, other governmental agencies and/or the public. Consultant shall record meeting minutes, including issues discussed and agreements made.

Meetings may be scheduled for, but are not limited to:
 - i. Project kick-off meeting.
 - ii. Site visit meeting(s).
 - iii. Periodic project update meetings with District staff.
 - iv. Coordination meetings with other public agencies.
 - v. Community outreach/public meeting(s)
 - vi. Consultant team meetings, if there are subconsultants.
 - b. Project Schedule. Prepare a Microsoft Project schedule (Professional 2010 version) at a sufficient level of detail to show a clear understanding of the precise work required to meet the project goals, objectives and delivery timeline. The schedule shall show the interdependencies among tasks and interim and final milestones for project completion.
 - c. Project Files. Consultant shall assemble and maintain project files that include all documentation and data resulting from or related to Consultant's services for the projects, including but not limited to survey files, engineering computations, assumptions, working drawings, meeting minutes, all correspondence, digital image and video libraries, etc.
 - d. Respond to requests for information.
2. Reports. Prepare project reports (hardcopy and digital formats, as may be appropriate), including the following:
 - a. Field investigation reports, including all data collected during the reconnaissance process and all pictures and video.
 - b. Monthly project status reports that are sufficiently detailed for District staff to determine if the Consultant is performing to expectations and is on schedule

and on budget, and to communicate interim findings and convey discovery of any difficulties or special problems that need to be remedied.

- c. Technical memoranda, including analysis and evaluation for each facility and identified alternative improvements.
 - d. Design recommendation report(s), including design alternatives analysis.
 - e. Final report.
3. Deliverables. Deliver the Drainage Master Plan documents, database, models, and maps to the District. The deliverables shall be organized so that they are fully accessible and usable by the District.

B. Scope of Services - **Phase One Tasks**.

1. Flood Control Facilities Evaluation. Prepare hydrologic and hydraulic models and a GIS database of the studied watersheds, including all District facilities, and all pertinent flood control and storm drainage system facilities.
 - a. **Perform facilities reconnaissance**. Conduct field visits to verify actual field conditions versus construction drawings and to ascertain existing conditions including siltation, erosion, structural deterioration, etc., and photo document the District's flood control and storm drainage system.
 - b. **Assessment of existing data**. Gather and evaluate all information, including existing as-built plans, databases, surveys, LiDAR, reports, existing hydrologic and hydraulic models, etc. to develop a GIS database of the District's Flood Control and Drainage System infrastructure and watershed characteristics relevant to this project. Gaps in the data shall be identified and documented for discussion with the District.

Review any existing models and supporting maps and update as necessary to reflect current land use and/or land use designated in the local General Plan. The District will provide any existing topographic coverage of the project area. This may include ground survey points, raw LiDAR, DTMs, point clouds, and paper records. Use of GIS and AutoCAD Civil 3D software will be necessary.

Consultant shall make an independent assessment of the accuracy of the information provided by the District, as well as information obtained from other sources concerning existing conditions and conduct further investigations of existing conditions as necessary to perform the required tasks. Consultant shall rely on the results of their own independent investigations and not solely on information provided by the District.

- c. **GIS data layers**. Data Development and Input, including creating hydrologic data layers and hydraulic data layers in a geodatabase format.
- d. **Study Data-GIS linkage**. Link project study data, including watershed parameters, as-built drawings, digital images, cross-sections, rainfall data, hydrographs, hydraulic profiles, flood extents, etc., to GIS.

- e. **Hydrologic and Hydraulic Models.** The consultant shall develop linked dynamic hydrologic and hydraulic models to simulate both event based and continuous storms. The models shall consist of link-able hydrologic and one- and two-dimensional hydraulic models.

The hydrologic model should be capable of simulating rainfall-runoff transformations using physically-based methods, and should be capable of reflecting conveyance capacities in the watersheds, storage in the watersheds, and backwater effects on flows at the junction with the hydraulic models. Additionally, the hydraulic models should be capable of accounting for pipe system junction losses and should be capable of specifically simulating open channel bridges, crossings and pump stations. The hydraulic models shall also be capable of simulating two-dimensional flexible mesh depth average flow for overbank flooding.

The models shall use existing available models that have been developed to the extent possible. Use surveyed cross-sections, LiDAR and as-built construction drawings to develop model geometry. The hydrologic and hydraulic models shall be prepared to run select design storms as directed by the District.

- f. **Model Calibration.** The hydrologic and hydraulic models shall be calibrated using available stream gage and precipitation data from recent storms. The precipitation data shall be used to 'ground-truth' radar rainfall data for use in the calibration and validation. A minimum of three to four historical storms should be used for model calibration and validation. The calibrated models shall be used to evaluate the existing system for design storms, to identify design deficiencies, and to develop floodplain maps of the existing conditions.

2. Flood Control and Storm Drain System Improvements Alternative Evaluation. Analyze the results of the modeling to conceptualize and propose several watershed-based alternative solutions to each of the identified problems. Develop conceptual designs with visual representations of various alternatives and prepare preliminary estimates of cost. Make recommendations for improvement programs. The recommendations shall weigh cost, constructability, environmental concerns and opportunities such as streambed and habitat restoration, and stakeholder concerns.
3. Flood Control and Storm Drain System Master Plan Document and Floodplain Maps. Develop a Storm Drainage System Master Plan report that documents the system and the models, maps existing floodplains, provides plan and profile drawings of each of the major conveyance components of the District's system and clearly lays out the recommended improvements. Preparation of the floodplain maps shall conform to FEMA mapping standards. The Consultant shall give presentations to the District on the development and use of hydrologic & hydraulic models and their results.

- C. Scope of Services - **Phase Two Tasks** (Optional).
1. Preliminary Construction Documents. Prepare preliminary plans, specifications and estimates of cost for the improvement of select facilities based on alternatives preferred by the District.
 2. FEMA Applications for Letter of Map Revision. Prepare preliminary Conditional Letter of Map Revision (CLOMR) applications and Letter of Map Revision (LOMR) applications and supporting documentation for submittal to FEMA as directed by the District.
 3. Assist in conducting community outreach and public meetings. When requested by the District, the consultant shall participate in public information, community outreach, and/or public hearings and meetings related to individual projects. Consultant shall gather information from the community and local agencies regarding individual projects and assist the District in answering questions related to proposed capital improvement projects.

The Consultant may also be required to prepare reports and exhibits to be used in presentations, hearings, and/or meetings with the public and other governmental agencies.

4. Coordination with other agencies. Consultant may be required to participate in coordinating design efforts with other governmental agencies, community groups and/or property owners.
5. Permits. In cooperation with the District, the Consultant shall ensure that all permit requirements directly related to project tasks will be identified and fully met. Consultant shall ensure that permit requirements are incorporated into the preliminary project plans and specifications.
6. Rights of Way. Determine right of way needs for preferred project alternatives.

The above scope of work is a general outline of the Drainage Master Plan Study and will be developed in more detail after the selection of the top firm and during the development of the actual contract.

IV. Consultant Experience and Capabilities

Consultants proposing on this contract must have in-depth knowledge of and demonstrable practical experience with large-scale, complex hydrologic and hydraulic modeling for geomorphic, hydrologic, and hydraulic conditions similar to that found in western Alameda County, and development of Geographical Information Systems (GIS) databases.

More specifically, the District expects that the Consultant will have:

- A. Experience and demonstrable proficiency in the development of GIS databases for documenting the development of models, in the application of GIS to modeling efforts, in evaluating the data, and in the use of GIS for clearly and accurately depicting model results.

- B. Experience and demonstrable proficiency in organization and interpretation of large data sets including but not limited to as-built plans, databases, LiDAR, survey, field data, and hydrologic and hydraulic models.
- C. An understanding of a variety of hydrologic and one- and two-dimensional flexible-mesh hydraulics modeling software packages, including an understanding of the algorithms that drive the models and an understanding of how various models interact with each other.
- D. Experience and demonstrable proficiency in the use of gage-adjusted radar rainfall data for the use in calibrating hydrologic models.
- E. Demonstrated proficiency in building, documenting, calibrating, and validating event-based and continuous hydrologic models, and one-dimensional and two-dimensional unsteady-state hydraulic models.
- F. Direct experience in one-dimensional and two-dimensional floodplain mapping per FEMA requirements and in preparing FEMA Letter of Map Revisions (LOMRs) and Conditional LOMRs (CLOMRs).
- G. An understanding and proficiency in developing appropriate boundary conditions for hydraulic modeling, including variable tidal elevations and creek/estuary/marshland hydraulic interaction.
- H. Experience and demonstrable proficiency in innovative technologic approaches to increasing the quality and efficiency of the development of large-scale, complex hydrologic and hydraulic models and GIS databases.
- I. Experience and demonstrable proficiency in the Quality Assurance and Quality Control of large-scale, complex hydrologic and hydraulic models and GIS databases.
- J. A demonstrable systematic, thorough, and creative approach to watershed based alternatives development and evaluation for flood control facilities.
- K. Experience and demonstrable proficiency in flood control and drainage facility design, and operational optimization, including identifying and balancing various goals (flood control, recreation, water quality, system capacity, etc.).
- L. Excellent communications skills, including but not limited to report preparation; information depiction through maps, charts, graphs, etc.; preparation of visual aids for use at public hearings and meetings with governmental agencies and special interest groups; presentations to and negotiations with regulatory agencies such as the U.S. Army Corps of Engineers, Regional Water Quality Control Board, State Department of Fish & Game, and FEMA consultants; and presentations to the general public.
- M. Comprehensive project management skills, including a demonstrated commitment to quality, schedule and budget control, resource allocation, and responsiveness to District needs and requests. The Consultant will participate in monthly status report meetings with District staff, and possibly other people, to review work status and progress.

V. Conduct of the Work

This assignment is intended to be a cooperative effort between the District and Consultant staff. The Consultant is expected to provide all the necessary technical resources and skills, support services, and the related project management of these resources. Consultant is required to provide a management plan as described under Section VI.E.2.

The consultant is responsible for taking all necessary safety precautions in the performance of its services. Due to the necessity to enter active storm drain facilities to fulfill this contract, the Consultant must be trained and hold appropriate permits for confined space work. The Consultant must provide traffic control (as needed) in accordance with the most currently adopted California Manual on Uniform Traffic Control Devices, and all necessary permits.

District staff will provide the overall project management and administrative direction.

VI. Form of the Proposal

Proposal content and completeness are important and, although proposal length is not limited, the District appreciates brevity. Clarity and conciseness are essential and will be considered in assessing the proposer's capabilities.

The Proposal shall be presented at the firm's interview. Four (4) copies will be required for distribution to interview panel members at the start of the interview. The firm will then have a maximum time of 40 minutes to present the Proposal based on the Scope of Work discussed above. A structured question and answer session will immediately follow.

In order to simplify the process and to obtain the maximum degree of comparability, the proposal should be organized in the following manner:

- A. **Transmittal letter.**
- B. **Title page** - Show the RFP subject, the name of the proposer's firm, address, telephone number, name of the contact person and their e-mail address, and the date.
- C. **Table of Contents** - Include a clear identification of the material by section and page number.
- D. **Narrative** - The Consultant shall provide a narrative (maximum of two pages) outlining the reasons why your firm should be selected to provide the requested services.
- E. **Proposal Content:**
 1. Overview and Summary (10% relative weight). This section should clearly convey the Consultant's understanding of the work and project approach. Consultant should address the following:
 - a. Understanding of the purpose of the project as specified in "Section III. Scope of Services." The scope of services described in Section III is only a rough outline. Identify other activities that you propose to implement in support of the required tasks. Identify all tasks or activities that would be

fully supported by your organization and those that would require assistance from the District.

- b. Summary of the overall approach to the project and the methodologies that will be used, and administrative and operational management expertise that will be employed.
2. Management Plan & Technical Expertise (50% relative weight). This section should describe the Consultant's approach to management of the work and point to the technical capabilities of the project team members. If the proposal is a team effort, the allocation of work to the team members should be indicated. The management plan should describe the following:
- a. Organizational work assignments structure, including work elements and sub-elements performed by any subcontractors.
 - b. Staffing plan, including the names and qualifications of key personnel and the assignment of personnel to individual work elements. Resumes should be attached as an appendix. Staffing assignments should be specific enough to demonstrate understanding of skills required and commitment of proper resources. Any changes in staffing must be mutually agreed upon by the Consultant and District.
 - c. Project management approach, including the role of the prime contractor and subcontractors, if any, and any specific features of the management approach that require explanation. Include a description of subcontractor supervision if applicable.
 - d. Quality Assurance and Quality Control Procedures. Provide a description of the techniques to be used to provide quality control and assurance. Include a narrative of how the District's data quality objectives will be addressed.
 - e. Because of the highly technical nature of the work proposed under this contract, changes in staffing that result in a substitution of less qualified personnel may be grounds for termination of the contract.
 - f. SLEB participation: The District supports Alameda County's efforts to contract with small local emerging businesses (SLEBs). If a portion of the work is subcontracted and if Consultant is not a small local emerging business (SLEB), consultant will be required to partner, joint venture or subcontract a minimum of 20% of the estimated contract award to a SLEB firm in order to be eligible for the contract award.

Indicate whether proposing firm(s) and other firms serving as subcontractors are certified SLEBs. Indicate the percentage of work to be performed by SLEBs. Indicate if prime Consultant has an office located in Alameda County.

For more information regarding the SLEB program, go to: www.acgov.org/auditor/sleb.

3. Detailed Work Plan (10% relative weight). The Consultant should include a full description of the work elements and the proposed methodology. The work description should be detailed to a sufficient level (work elements, sub-elements, etc.) to show a clear understanding of the precise work required to meet project goals and objectives. Provide a detailed description covering all the discussed requirements. Discuss the reasons for any changes made to the scope of work as outlined in Section III.
4. Project Delivery Schedule (5% relative weight). Include a schedule with major milestones. It is anticipated that the Consultant contract will be approved by the Alameda County Board of Supervisors before the end of May 2013.
5. Experience, Qualifications and References (25% relative weight).
 - a. Examples of the firm's experience with similar projects and the firm's ability to meet the skills and qualifications outlined in "IV. Consultant Experience and Capabilities."
 - b. Provide a project listing of similar work, including organizations' names and contacts (minimum three).

VII. Small Local Emerging Business (SLEB) Certifications for Consultant Firm and Subconsultants

The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services. As a result of the County's commitment to advance the economic opportunities of these businesses the following provisions shall apply to the RFP:

- A. If Consultant is a locally owned business, the Consultant will receive a preference award of five percent (5%) of the maximum evaluation points. If Consultant is certified by the County as either a small and local or an emerging and local business, the Consultant will receive a preference award of ten percent (10%) of the maximum evaluation points; 5% for being local plus 5% for being small or emerging.
- B. Consultants not meeting the small or emerging local business requirements set forth above do not qualify for a preference award and must subcontract with one or more County certified small and/or emerging local businesses for at least twenty percent (20%) of the total contract amount in order to be considered for the contract award. SLEB subcontractors must be independently owned and operated from the prime contractor with no employees of either entity working for the other. Consultant, in its Proposal, must provide written documentation evidencing a firm contractual commitment to meeting this minimum local participation requirement. Participation of a small and/or emerging local business must be maintained for the term of any contract resulting from the RFP. Evidence of participation shall be provided immediately upon request by the District at any time during the term of such contract.
- C. The District reserves the right to waive these small/emerging local business participation requirements in this RFP if the additional estimated cost to the District which may result from inclusion of these requirements, exceeds five percent (5%) of the total estimated contract amount or Ten Thousand Dollars (\$10,000), whichever is less.

- D. The following entities are exempt from the Small and Emerging Local Business (SLEB) requirements as described above and are not required to subcontract with a SLEB:
- a. Non-profit community based organizations (CBOs) that are providing services on behalf of the County directly to County clients/residents;
 - b. Non-profit churches or non-profit religious organizations (NPO);
 - c. Public schools and universities; and
 - d. Government agencies

Non-profits must provide proof of their tax exempt status. These are defined as organizations that are certified by the U.S. Internal Revenue Service as 501(c)3.

If additional information is needed regarding this requirement, please contact the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak Street, Room 249, Oakland, CA 94612, at telephone number (510) 891-5500, fax (510) 272-6502, or via email at ACSLEBcompliance@acgov.org.

Subject to the requirements of the SLEB program and the criteria of each procurement process, the maximum evaluations preference points for a consultant being a certified SLEB is ten percent (10%); five percent (5%) local and five percent (5%) certified. Compliance with the SLEB program is required for goods, services and professional services contracts, including but not limited to architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services projects.

VIII. Special Contract Requirements

- A. Consultant shall conform to the requirements of the First Source program. For more information regarding the First Source program, go to www.acgov.org/auditor/sleb/sourceprogram.htm.
- B. As stated in Section 11 of said Agreement, Consultant is required to submit a Certificate of Insurance. Information on insurance requirements can be found in the document "Professional Services Agreement District - Appendix C," which can be viewed on our website at www.acgov.org/pwa. Under "Doing Business With Us," click on "Current List of RFQs/RFPs."
- C. Consultant shall also adhere to all appropriate provisions of the California Labor Code, in particular with Division 2, Part 7, Chapter 1, Articles 1-3. Information on the labor code requirement can be found in the "Professional Services Agreement District" in Section 33 "Labor Code Requirements." Labor performed under this contract shall be subject to payment of prevailing wage. Wage rates for this contract are on file and available for review at the District's office at 399 Elmhurst Street, Hayward, CA 94544.
- D. Consultants who do business with the District shall hold the District and the County of Alameda, their Boards of Supervisors, officers, agents and employees, harmless from

liability of any nature or kind, including cost and expenses, for infringement or use of any unpatented invention, article or appliance furnished or used in connection with the contract or purchase order, as provided in Section 8 of the District's Standard Professional Services Agreement, a copy of which may be found at www.acgov.org/pwa.

- E. Consultant understands, acknowledges and agrees that any intellectual property developed pursuant to any agreement entered into between Consultant and the District shall become property of the District and Consultant shall not seek to copyright or patent any such intellectual property.
- F. Consultant shall review the sample standard agreement, which can be viewed on our website at www.acgov.org/pwa, and if Consultant finds they have concerns with the standard language, Consultant shall note these exceptions in their proposal.

IX. Pre-proposal Meeting

A mandatory pre-proposal meeting will be held on Thursday, March 21, 2013 at 10:00 a.m. at the Alameda County Public Works building located at 399 Elmhurst Street, 2nd Floor Annex Training Room, in Hayward.

X. RFP Submittal Deadline

One original, signed by an officer authorized to bind the company, and four copies of the proposal must be received at the Alameda County Public Works Agency at the address below by **4:00 p.m. PDT on Thursday, April 11, 2013**. Submittals received after that date and time will not be considered and shall be returned to the consultant unopened. Fax or e-mail submittals will not be accepted.

Alameda County Flood Control and Water Conservation District
399 Elmhurst Street, Room 113
Hayward, CA 94544
Attention: Rohin Saleh, P.E., CFM
Project Manager

XI. Proposal Protest/Appeals Process

The District prides itself on the establishment of fair and competitive contracting procedures and the commitment made to following those procedures. The following is provided in the event that proposers wish to protest the proposal process or appeal the recommendation to award a contract for this project.

- A. Any Proposal protest by any Proposer regarding any other Proposal must be submitted in writing to the General Manager, Alameda County Flood Control and Water Conservation District, 399 Elmhurst Street, Room 113, Hayward CA 94544, Fax: (510) 782-1939, before 5:00 p.m. of the **FIFTH (5th)** business day following the date of issuance of the Notice of Intent to Award, not the date received by the Proposer. A Proposal protest received after 5:00 p.m. is considered received as of the next business day.

1. The Proposal protest must contain a complete statement of the reasons and facts for the protest.
2. The protest must refer to the specific portions of all documents that form the basis for the protest.
3. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.
4. The District will transmit a copy of the Proposal protest to all proposers as soon as possible after receipt of the protest.
5. Upon receipt of written protest, General Manager, or designee will review and evaluate the protest and issue a written decision. The General Manager, may, at his or her discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Proposer and others (as appropriate) to discuss the protest. The decision on the Proposal protest will be issued at least ten (10) business days prior to the Board hearing or award date.
6. The decision will be communicated by e mail or fax, and certified mail and will inform the proposer whether or not the recommendation to the Board in the Notice of Intent to Award is going to change. A copy of the decision will be furnished to all Proposers affected by the decision. As used in this paragraph, a Proposer is affected by the decision on a Proposal protest if a decision on the protest could have resulted in the Proposer not being the apparent successful Proposer on the RFP.
7. The decision of the General Manager on the Proposal protest may be appealed to the Auditor- Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612, Fax: (510) 272-6502. The Proposer whose Proposal is the subject of the protest, all Proposers affected by the General Manager's decision on the protest, and the protestor have the right to appeal if not satisfied with the General Manager's decision. All appeals to the Auditor-Controller's OCC shall be in writing and submitted within five (5) business days following the issuance of the decision by the General Manager, not the date received by the Proposer. An appeal received after 5:00 p.m. is considered received as of the next business day.
8. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
9. In reviewing protest appeals, the OCC will not re-judge the proposal(s). The appeal to the OCC shall be limited to review of the procurement process to determine if the contracting department materially erred in following the RFP/RFQ or, where appropriate, District contracting policies or other laws and regulations.
10. The appeal to the OCC also shall be limited to the grounds raised in the original protest and the decision by the General Manager. As such, a Proposer is prohibited from stating new grounds for a Proposal protest in its appeal.

11. The decision of the Auditor-Controller's OCC is the final step of the appeal process. A copy of the decision of the Auditor-Controller's OCC will be furnished to the protestor, the Proposer whose Proposal is the subject of the Proposal protest, and all Proposers affected by the decision.
12. The District will complete the Proposal protest/appeal procedures set forth in this paragraph before a recommendation to award the Contract is considered by the Board of Supervisors.
13. The procedures and time limits set forth in this paragraph are mandatory and are each Proposer's sole and exclusive remedy in the event of Proposal Protest. A Proposer's failure to timely complete both the Proposal protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Proposal protest, including filing a Government Code Claim or legal proceedings.

XII. Important Dates

Consultant SOQ's Due	February 27, 2013
Short Listed Firms Notification	March 14, 2013
Mandatory Pre-proposal Meeting	March 21, 2013
Proposal Submittal Deadline	April 11, 2013 April 10, 2013
Presentations/Oral Interviews	April 18, 2013 April 10, 2013
Notice of Award/Selection Notifications	April 24, 2013
Contract Negotiations	Beginning April 24, 2013
Board of Supervisors Approval	June 2013

The District reserves the right to reject any and all proposals or issue subsequent RFP's. It is to be understood and agreed by the Consultant that this RFP does not obligate District to pay any costs incurred by consultant in the preparation and submission of a proposal, or participating in an oral interview, if conducted. District reserves the right to approve or reject any sub-consultants proposed for work under this proposal.

Do not submit confidential, proprietary, or trade secret material as the District cannot guarantee any part of the submission will be maintained as confidential. Submissions may be considered public records subject to public disclosure.

If you have any technical questions related to this RFP or the RFP process, please contact Andrew Otsuka by email at andy@acpwa.org, and the question(s) and its response will be posted on the District web page, <http://www.acgov.org/pwa/>.