

Response to questions received on the Request for Proposal: Sea Level Rise Adaptation Planning Services

as of 9/12/2023

1. Who is on the steering committee?

The Steering Committee hasn't been formed yet, but applications and interviews are underway. It's the intention that Steering Committee will allow local residents of the potentially affected areas to oversee the development of the study. Individuals who live, work, or rent in the affected area are eligible to apply for the committee. There's an effort to ensure that the two disadvantaged census tracts are well represented, and that representation is broadly proportional to population.

2. Will the City or Canal Alliance / Multicultural Center provide translators for in-person events and/or for translating written documents as part of the process?

This project is focused on meaningful engagement with our residents who speak Spanish as their first language, therefore teams that have qualified, bilingual personnel available for public engagement throughout the project will be awarded more points during the evaluation process. As mentioned in the RFP we are seeking proposals from teams who can support the design of accessible and engaging materials that are culturally relevant, non-technical, and easily understood by residents with a variety of educational and language backgrounds. This will require personnel fluent in Spanish. The original intention was to develop materials for this audience in Spanish, as opposed to translating materials from English.

3. Although we understand that Part A and B are two different funding sources that need to be tracked/invoiced separately, our team is considering developing a project approach and schedule that more fully integrates tasks and deliverables in an overall framework that we believe will better serve final project outcomes. Is this approach acceptable? Are there any recommendations with mixing the two parts in this way?

This approach is more than acceptable it is very much encouraged! From a public perspective there is no need to make a distinction between the parts. As you mentioned, the two funding sources need to be tracked separately for invoicing, but beyond that it is hoped they can be seamlessly integrated. We defer to the teams to see how best to do that, but many approaches could be successful and creative ideas are very welcome. The specifics of this can also be negotiated with the selected team as we fine tune the final scope of work.

4. Can a contractor propose to do only one part of the project (e.g., Part A or Part B)?

We do not intend to award this work in parts and are seeking proposals that would address both parts A and B. If a firm is interested in working on just one part, we encourage you to reach out to other firms to form teams. Teaming is very much encouraged on this project.

5. What type of contract will be awarded (e.g., fixed price or time & materials [T&M])?

- If T&M contract, can a contractor provide fully burdened billing rate per labor category?
- If fixed price contract, can a contractor provide all-inclusive fixed price per task or deliverable?

At this time, it is our preference to award a fixed price contract that is tied to successful completion of the deliverables. Firms can provide an all-inclusive fixed price per task or deliverable, provided that they can ensure they are meeting the grant requirements (auditing, transparency, documentation etc.) which are required by both the state grants and the City of San Rafael.

Additionally, at this RFP stage we recommend that enough detail is provided under the "project budget" section and across the proposal to allow reviewers to evaluate and rank the proposals received. Under the evaluation criteria you will note that there are several points related to personnel

availability (proposed personnel availability during the project period is adequate and clearly described; sufficient professional breadth; qualified, bilingual personnel available for public engagement throughout the project, etc.) and proposal quality. We would recommend making it clear in your proposal that you will have adequate staffing and effort dedicated to doing high caliber work for each deliverable.

6. Are there any required cost estimate templates/pricing forms that a contractor should use?  
There are not any required cost estimate templates. Again, we recommend ensuring that all costs are eligible uses of grant funds as defined by the State of California. The grant agreements outlining those costs will be provided to the selected firms. The selected firm can revise their final budget during the scope negotiation phase in consultation with the City.
7. If any team member, including a construction contractor, is involved in this phase of the work, will that preclude them from bidding on and being awarded future phases of design and construction for the project?  
City staff are not aware of any existing City or State policy that would preclude a firm from future work; however, if there is a specific policy that is being referenced, we are happy to look into this more and provide greater clarification. This current RFP is seeking only planning services and one sub-task on conceptual design. At this stage it isn't possible to say how future design and construction could proceed and there may be requirements, such as federal procurement requirements or state public contract code, that would be relevant in such as case. Care would also need to be taken to ensure there was not a conflict of interest that arose during the process.
8. Beyond the data sources listed in the RFP, does the City have additional stormwater and groundwater data available for modeling inputs?
  - a. If the City does not have the data needed for more comprehensive and robust modeling, can you please describe what data is missing, and if this missing data is publicly available, or if the Consulting team would need to develop new data sets?

There are **data gaps** that need to be addressed, which is reflected in the need for Task B1.1 "Improve physical science data that underpins the understanding of climate hazards". This task will require field work, deployment of additional monitoring equipment, and completion of necessary elevation surveys and/or geotechnical work. We recognize that addressing all known data gaps could be a very large project in and of itself, and instead of addressing all gaps we like to focus on the most critical data gaps that are essential to address at the feasibility stage. We would like to work with the selected firm to determine the appropriate level of effort for this task because we want to focus on just addressing the gaps that are necessary for sound design at this preliminary phase. We do not need to complete a full geotechnical or H&H study, which will be part of subsequent design phases. We are leaving space for proposing teams to recommended the right level of effort on this aspect of the project.

That said, there is a significant amount of data that is **publicly available data** that would inform modeling efforts including LiDAR and subsidence rates that can be used. There is also an enormous library of data available through regional adaptation efforts by BCDC, SFEI, USGS and others. The City is also going to have ground-based LiDAR at some point later this year that may have some utility (though it will only provide elevations based on what is measurable from the street and will not provide information on shoreline elevations that are obscured by urban development). We have recently completed some sidewalk surveys to gather better information on the potential height above grade for priority multifamily buildings in the Canal and this can be provided in GIS.

Some **stormwater** information is available, including some GIS information on collection infrastructure, some information on pump station capacity, and some as-builts and this can be

provided. However, information on the existing stormwater system capacity is limited and not fully digitized and therefore will need to be estimated. It is beyond the scope of this project to fill those data gaps.

Regarding **groundwater** levels, this is something we are specifically seeking to address as mentioned in task B1.1. However, groundwater monitoring well data (collected for remediation purposes) has recently been used to project potential future groundwater levels with rising sea levels. The results of these efforts are publicly available.

9. Unfortunately, we were not able to attend the pre-submittal meeting. Was the meeting recorded and if so, will you be releasing a copy sometime soon? If not, will any questions/answers be posted to the website prior to the RFP question deadline of September 10<sup>th</sup>?  
The meeting wasn't recorded, but we have posted the slides from the event online and have posted the Q&A.