

**REQUEST FOR PROPOSALS  
FOR LAGUNA JOAQUIN DETENTION BASIN –  
CONSULTING SERVICES**

District Contact:  
Paul Siebensohn  
Director of Field Operations

Proposals Due By:  
November 2, 2020  
At 4:00 p.m.  
No late proposals will be accepted.

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
REQUEST FOR PROPOSALS  
FOR LAGUNA JOAQUIN DETENTION BASIN–  
CONSULTING SERVICES**

**1. INTRODUCTION**

**A. General Information**

Rancho Murieta Community Services District (District) is requesting proposals for professional environmental services for evaluation of the Laguna Joaquin drainage detention basin. Each proposal shall specify each and every item as set forth in the attached Scope of Work (“SOW”). Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the SOW without taking exception may be grounds for rejection. The District reserves the right to reject all proposals and to waive any informality.

The District will not reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Any inquiries concerning this request for proposals should be addressed to Paul Siebensohn, Director of Field Operations via email at [psiebensohn@rmcsd.com](mailto:psiebensohn@rmcsd.com).

**2. NATURE OF SERVICES REQUIRED**

**Scope of Work to be Performed**

The District assumes that, at a minimum, the following services will be required. If the consultant identifies areas of concern not mentioned in this request, these should be described in the consultant’s proposal and included in the cost estimate.

- a. Evaluate and provide options for improvement of Laguna Joaquin basin.** This includes evaluation of water quality throughout basin; sources of water and their quality; estimates of cost for each improvement. Improvements are for water quality, less bugs, and better aesthetics overall.
- b. Evaluate extent and test silt material to be removed and develop engineer’s estimate for removal and disposal.** This includes laboratory evaluation of volume and laboratory analysis of silt materials and hazard classification report.
- c. Evaluate the hydrology related to the Cosumnes Irrigation ditch as it relates to providing fresh water to Laguna Joaquin.** The District will provide information of the current flow-lines. This task may require field surveying. Provide report of maximum possible potential elevation to fill Laguna Joaquin.
- d. Develop a report for the District which includes all data compiled.** Provide report in Word and pdf formats, along with any supporting documentation. Present report to District Board at a committee meeting and a Board meeting with

recommendations of findings. (Currently Board and committee meetings are being held via Zoom web-based platform).

- e. **Develop RFP for removal, dewatering, and disposal of removed material**
- f. **Consultant shall include a general table of costs for:** hourly rates for any staff to be utilized, and travel, for any special projects to be billed on time and travel. Costs will be at the billing rates for any additional services requested by the District.

Any task or subtask that you assume is to be accomplished by District staff or with the assistance of District staff should be identified and include the approximate level of District participation expected.

### **3. GENERAL INFORMATION**

#### **A. Rancho Murieta Community Services District Background**

Rancho Murieta Community Services District (District) was formed in 1982 by State Government Code 61000 to provide essential services in Rancho Murieta. The District provides essential services to an area of 3,500 acres (covering roughly five and a half square miles) located in the beautiful wooded hills of eastern Sacramento County. The approved master plan calls for residential development on 1,920 acres with single-family residences, townhouses, apartments, and mobile homes for a total of 5,189 units. Current estimates indicate Rancho Murieta has 2,700 households with a population of approximately 6,000 persons. The community is a balanced blend of both custom and production homes, townhouses, mobile homes, and a thriving retail complex. In addition, an airport, office building, fire station, and equestrian center are located in the District.

The District is an independent Special District which provides the following services:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment, and reuse
- Storm drainage collection, disposal, and flood control
- Security
- Solid Waste collection

While each service maintains and operates under its own separate budget, a combination of taxes and user fees fund these services.

The District is determined to deliver superior community services efficiently and professionally at a reasonable cost while responding to and sustaining the enhanced quality of life the community desires. Information about the Rancho Murieta community and the District is available on the District website at <https://www.rancomurieta.com>.

#### **B. Laguna Joaquin Site Description**

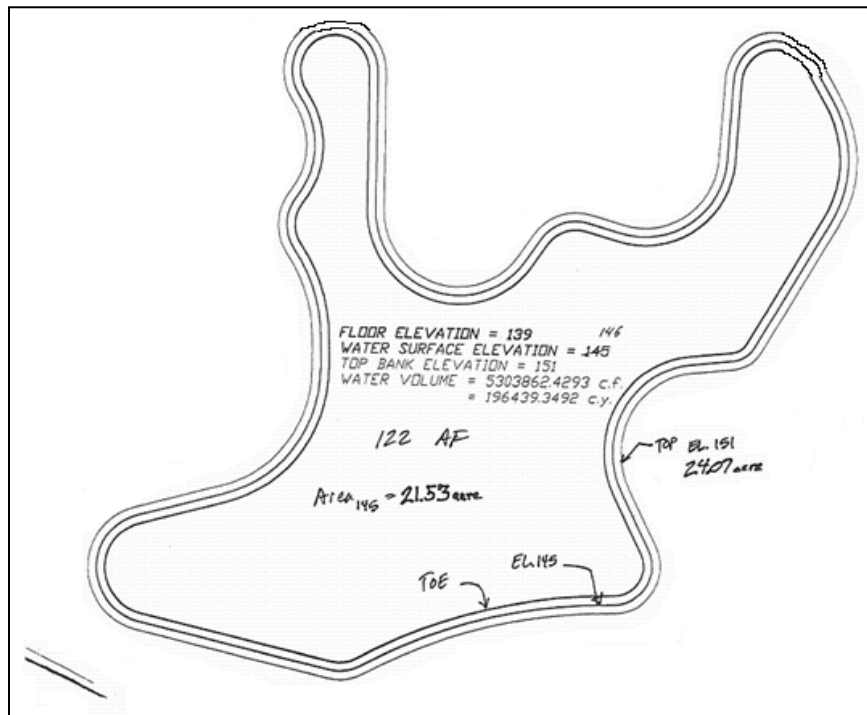
It is a relatively large body of water (approximately 21.5 surface acres) located on the North side of the Rancho Murieta community within the gates of the Rancho Murieta Association's home-owners association (RMA). Laguna Joaquin is owned by the RMA, but the Rancho Murieta Community Services District (District) has an Easement for operation and maintenance.

Laguna Joaquin serves several purposes for the community of Rancho Murieta. For the District it is a drainage detention basin serving north side developments Units 1, 2, 3, and 4. The District is a small non-traditional MS4 requiring that the states mandates for stormwater quality are met by this basin. For the Cosumnes Irrigation Association (CIA) it may serve as a temporary water storage basin for downstream ranch irrigation. For the Rancho Murieta Association (RMA) Home Owner’s Association it is a source of water for irrigation of common ground landscaping, an aesthetic amenity, and for fishing recreation as a local fishing club stocked it with fish.

Seasonal storms, typically November – March, can create enough stormwater runoff to fill and spill the basin. Overflow from the basin flows over a manmade spillway and channel and into a drainage ditch that flows onto the Anderson Ranch property south west of Rancho Murieta. Approximately a mile downstream from Laguna Joaquin is another catch basin located on the Anderson Ranch. From that catch basin the drainage ditch then may flow another mile to the Cosumnes River.

Size:

1) Laguna Joaquin	Area 21.53 – 24.07 acres, volume 122 acre-feet Shoreline 1.14 miles long
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**Main Issues:**

**Midge Flies:** As the basin is relatively shallow, between 4-6 feet with a soft silty bottom, it is ideal for midge fly larvae to live in, as well as other insects. Midge flies proliferate in the warm months and cover neighboring areas.

**Algae/Water Clarity/Aesthetics:** Water clarity is generally very poor due to algae growth and suspended particles. As the surrounding soils are predominantly clay, the clay stays in suspension. Algae proliferates in the basin when flows are stagnant, and temperatures rise.

**Shoreline Vegetation:** Aquatic primrose, Cattails (Typha). Some residents enjoy the wildlife habitat the vegetation creates. They also provide nutrient uptake of nitrogen and phosphorus and help clean the water prior to discharging. However, despite attempts at discussing the value of the vegetation some residents are very vocal about their displeasure that anything green is allowed to proliferate along the shorelines.

**Previous Ideas:**

There have been several suggestions over many years on how to clear up the lake, deal with midge flies and how to improve the water quality in the lake. All of them have stalled due to availability of funding. However, *some* of the suggestions put forth to do this are:

1. Public Outreach: Request public, Rancho Murieta Country Club and RMA-HOA does not over-fertilize, over apply pesticides, and create excessive irrigation runoff. Promote solutions to public.
2. Dredging
3. Draw down and dry out shallow areas to kill Midge Flies
4. Backfill areas to create more park space
5. Drain & Excavate
6. Remove sport fish and stock only with mosquito fish. They eat midge flies and there would be less worry for fish kills.
7. More treatments for midge flies
8. Add Aquashade (dye) to block sunlight to limit algae production
9. Facilitate guidelines for MS4 permit by allowing basin to operate in a more natural state, allowing vegetation catches at basin inlets to catch, filter, and allow nutrient uptake of pollutants.

#### 4. PROPOSAL SUBMITTAL AND SELECTION

- A. All proposals must be received no later than 4:00 p.m. on November 2, 2020. **Late proposals will not be considered.**

Deliver via email in pdf format to: [psiebensohn@rmcsd.com](mailto:psiebensohn@rmcsd.com)

- B. This request does not constitute an offer of employment or to contract for services.
- C. All proposals submitted shall become District property.
- D. All proposals shall remain firm for sixty (60) days following the closing date for receipt of proposals.
- E. The District reserves the right to award the contract to the firm who represents the proposal which in the judgment of the District best accomplishes the desired results and shall include but not be limited to a consideration of the professional service fee.
- F. Selection will be made on the basis of the proposals submitted.

#### 5. PROPOSAL FORMAT

A qualifying proposal must address all of the following points:

- A. Project Title
- B. Applicant or Firm Name, address, contact information and website
- C. Firm Qualifications
  - i. Type of organization, size, professional registration and affiliations.
  - ii. Names and qualifications of personnel to be assigned to this project.
  - iii. Outline of recent projects completed that are directly related to this project that are similar in subject matter and scope. Proposer is required to demonstrate specific project expertise relating to the requirements of this RFP.
  - iv. Client references from recent related projects including name, address, and phone number of individuals to contact for reference.

## **6. PROPOSAL REQUIREMENTS**

### **A. General Requirements**

1. Inquiries concerning the RFP and the subject of the RFP shall be made to:

Paul Siebensohn  
Director of Field Operations  
P.O. Box 1050  
Rancho Murieta, CA 95683  
916 354 3700  
[psiebensohn@rmcsd.com](mailto:psiebensohn@rmcsd.com)

2. Submission of Proposal.

One (1) electronic copy of the Proposal shall be received in the office of the District by 4:00 p.m. on November 2, 2020 for the proposal to be considered.

The proposal should address the items listed in sections C and D below.

The Proposal should be addressed as follows:

Email to: [psiebensohn@rmcsd.com](mailto:psiebensohn@rmcsd.com)

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarification from Proposers, to allow corrections of errors or omissions, and to negotiate terms.

The District reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposing firm is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the District and the firm selected.

The District reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept, negotiate, or reject any items or combination of items.

### **B. Format for Technical Proposal**

1. Title Page showing the RFP subject; the firm's name; the name, address and telephone number and email address of a contact person, and the date of the proposal.
2. Table of Contents identifying the materials submitted by section and page number. Cross-referencing to section and page number in the RFP would be helpful.
3. Signed Transmittal Letter briefly stating the proposer's understanding of the work to be done; the commitment to perform the work within the time period; the name(s) of the person(s) authorized to represent the Proposer along with title, address, email address and telephone number.
4. Detailed proposal following the order set forth in Section C below.

### **C. Contents for Technical Proposal**

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the Laguna Joaquin detention basin Improvements Consulting Services for the District in conformity with the requirements of this Request for Proposals (RFP). As such, the Technical Proposal should demonstrate the qualifications of the firm and of the staff to be assigned to this engagement. It should also specify an approach that will meet the RFP requirements.

The Technical Proposal should address all the points outlined in the RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. While additional data may be presented, the following subjects must be included. They represent the criteria against which the proposal will be evaluated.

No dollar amounts should be included in the technical proposal.

The Cost proposal shall be submitted at the same time as the technical proposal, but in an email addressed to Amelia Wilder, District Secretary at [awilder@rmcsd.com](mailto:awilder@rmcsd.com) with the subject line "Cost Proposal."

#### 1. Insurance

Attached to the RFP is a draft copy of the District's Services Agreement (Agreement; Attachment A) which contains the insurance requirements. These requirements include Commercial General Liability, Workers' Compensation, Automotive Insurance and Professional Liability or Error and Omissions.

The selected firm will be required to maintain the minimum insurance requirements during the entire time of the engagement.

### **NO DOLLAR AMOUNTS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL**

#### **D. Cost Proposal**

##### 1. Total All-inclusive Maximum Price

The cost proposal should contain all pricing information relative to Consulting Services as described in this RFP. The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses.

The District will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

##### 2. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's proposal. Interim billings shall cover a period of not less than a calendar month.

### **7. Understanding of and Approach to the Project**

#### **A. Summary of approach to be taken.**



- B.** Description of the organization and staffing to be used for the project.
- C.** Indication of information and level of participation the proposer will require from District staff.
- D.** Availability of firm to provide services.
- E.** Provide evidence of acknowledgment and understanding that the services will be provided under and subject to the terms and conditions of the District's Standard Services Agreement (Attachment 6). If the proposer is unable to execute the District's standard agreement, suggested modifications to the standard agreement must be detailed in the proposal. The District will consider any proposed deviations to the standard agreement in the evaluation of the proposal.

**8. Fees**

- A.** Provide a detailed breakdown of the level of effort and cost anticipated for each task in bid schedule related to tasks identified in the SOW using table to follow.

**CONTRACT BID SCHEDULE**

ITEM #	DESCRIPTION	COST
1	Evaluate and provide options for improvement of Laguna Joaquin basin	
2	Evaluate extent and test silt material to be removed and develop engineer's estimate for removal and disposal	
3	Evaluate the hydrology engineering related to the Cosumnes Irrigation ditch as it relates to providing fresh water to Laguna Joaquin.	
4	Develop a report for the District which includes all data compiled	
5	Help develop RFP for removal, dewatering, and disposal of removed material (optional task)	
	<b>Total Cost</b>	

Respectfully Submitted:

\_\_\_\_\_ Signature  
 \_\_\_\_\_ Title  
 \_\_\_\_\_ Company  
 \_\_\_\_\_ Address  
 \_\_\_\_\_ City, State  
 \_\_\_\_\_ Date  
 \_\_\_\_\_ Phone Number

**SEAL** (If Bidder is a Corporation)

\_\_\_\_\_  
 Contractor License Number      Type      Exp. Date

Federal Tax ID # \_\_\_\_\_

## 9. TIME REQUIREMENTS

### A. Proposal Calendar

Following are the key dates:

Date	Time	Event
September 17, 2020		RFP Issue Date
September 29, 2020	4:00 p.m.	Deadline for Questions
November 2, 2020	4:00 p.m.	Proposal Due Date
November 9, 2020		Anticipated Award Date
November 20, 2020		Anticipated Notice to Proceed
February 15, 2021		Provide Draft Report for review
March 1, 2021		Provide Final Report

The dates in this RFP are subject to change at the District's discretion. You may contact Paul Siebensohn, Director of Field Operations at [psiebensohn@rmcsd.com](mailto:psiebensohn@rmcsd.com) with any questions related to the RFP.

### B. Date Final Report is Due

The final report is due on March 1, 2021.

## 10. EVALUATION PROCEDURES

### A. The District will evaluate proposals based on but not limited to the following criteria:

1. Understanding of the Scope of Work to be performed
2. Demonstrated understanding of the project objectives.
3. Consultant's approach to accomplishing the scope of work.
4. Timetable and costs for completing the scope of work. Consideration will be given to demonstrated ability of completing the work in a timely manner.

### B. Consultant's Methods and Procedures Used

1. Consultant's general approach to evaluating the site-specific needs for Environmental compliance per SOW.

### C. Management, Personnel and Experience

1. Qualifications of each member assigned to the project.
2. Experience and performance on projects of a similar nature.
3. Information obtained from reference checks.

### D. Cost Estimates

1. Are professionals and nonprofessionals used appropriately by task?
2. What quality of product will be delivered for the fee?
3. Are the cost estimates reasonable for the work product proposed?

The District will evaluate all proposals received before the submittal deadline and select a consultant based on the contents of the proposal. A recommendation from District staff will be presented to the District Board of Directors for consideration and final approval.

ATTACHMENT 1

Storm Drainage & Flood Control Master Plan

ATTACHMENT 2  
Small non-traditional MS4

ATTACHMENT 3  
District's Services agreement