



County of Santa Cruz Department of Community Development & Infrastructure

--NOTICE--
Request for Proposals (RFP)
for
Professional Engineering Services

2022 - 2023 Storm Damage Repair Projects

The County of Santa Cruz Department of Community Development & Infrastructure invites qualified Consulting firms to submit a proposal to perform design engineering services for multiple 2022 - 2023 Storm Damage Repair projects.

Issue Date: June 29, 2025

RFP Submittal Deadline: July 31, 2025, 5:00PM

Interested parties are required to submit one (1) electronic PDF version of the proposal to <https://procurement.opengov.com/portal/santacruzcounty> and mail (3) paper copies, double-sided, by the closing date to:

County of Santa Cruz Department of Community Development & Infrastructure
Attention: Joel LaCagnina
701 Ocean Street, Room 410
Santa Cruz, CA 95060

This notice, along with its appendices, comprises the Request for Proposals (RFP) for this project. Responses shall be submitted in accordance with the instructions set forth in this RFP. The County of Santa Cruz reserves the right to amend this RFP by addendum before the closing date indicated above. This RFP and addenda will be available at: <https://procurement.opengov.com/portal/santacruzcounty>

Any questions related to this RFP shall be sent through the online e-Procurement Portal above. DO NOT EMAIL INQUIRIES. **Questions shall be submitted before 5:00pm on July 18, 2025.**



COUNTY OF SANTA CRUZ DEPARTMENT OF COMMUNITY DEVELOPMENT & INFRASTRUCTURE

Request for Proposals

2022 - 2023 December Storm Damage Repair Projects

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Project Introduction

During the December 2022 and March 2023 storm events, the County experienced heavy rains causing roadway and shoulder slip-outs at multiple sites throughout the County's maintained roadway network.

The County of Santa Cruz, Department of Community Development & Infrastructure is seeking proposals for engineering design, geotechnical, and environmental permitting services to aide in the design of repairs for storm damage sites located on Hazell Dell Road PM 2.35, Bear Creek Road PM 7.41, Eureka Canyon Road PM 5.17, Hazell Dell Road PM 2.57, Ice Cream Grade PM 1.24, Jamison Creek Road PM 1.09, Spreckels Drive south of Soquel Drive, and Upper East Zayante Road PM 1.18.

The primary funding source for the repair of these storm damage sites is from the Federal Highway Administration (FHWA). The remaining funds will be provided by the County local match. Consulting firm services must comply with the latest requirements of the Caltrans Local Assistance Procedures Manual (LAPM), Federal, State, and local regulations.

This RFP, and any future Addenda, if issued, will be posted on the OpenGov Procurement website at <https://procurement.opengov.com/portal/santacruzcounty>.

Project Description

The County is seeking a qualified Consulting firm to provide engineering design, geotechnical, and environmental permitting services for a total of five (5) December 2022 through March 2023 storm damage sites that were identified along Bear Creek Road, Eureka Canyon Road, Mountain View Road, and Redwood Lodge Road. Descriptions of the damage in addition to the anticipated repairs for the sites are described below.

1. **Hazell Dell Road at PM 2.35 (2022 December)** - Heavy rain caused water to run over the roadway and down the embankment. The saturated soils could not handle the volume of runoff causing a portion of the road embankment to lose stability and fall into the creek. The slipout has been faced with shotcrete to stabilize the remaining travel lane and the proposed project is to construct an MSE wall to restore the roadway embankment. **Services needed: Design, Geotech, Permits (Water Board, F&W, Army Corps., Riparian Exception-County Planning)**
2. **Bear Creek Road at PM 7.41 (2023 March)** - Heavy rain caused water to run over the roadway and down the embankment. The saturated soils could not handle the volume of runoff causing the embankment to lose stability and fall down the hillside. The proposed project is to construct a soldier pile wall. **Services needed: Design, Geotech, Permits (Water Board, F&W, Army Corps., Riparian Exception-County Planning)**
3. **Eureka Canyon Road at PM 5.17 (2023 March)** - Heavy rain caused water to flow in high volume over the roadway and down the embankment, resulting in a slipout on the West Bound shoulder. The proposed project is to construct rock slope protection and drainage improvements. **Services needed: Design, Geotech, Permits (Water Board, F&W, Army Corps., Riparian Exception-County Planning)**
4. **Hazell Dell Road PM 2.57 (2023 March)** - Heavy rain caused water to run over the roadway and down the embankment. The saturated soils could not handle the volume of runoff causing the road embankment to lose stability and fail. The proposed project is to construct rock slope protection or a retaining structure and drainage improvements. **Services needed: Design, Geotech, Permits (Water Board, F&W, Army Corps., Riparian Exception-County Planning)**



5. **Ice Cream Garde PM 1.24 (March 2023)** - Heavy rain caused water to run over the roadway, over a log retaining wall, and down the embankment. The saturated soils could not handle the volume of runoff causing the road and retaining wall to lose stability and fail. The proposed project is to construct rock slope protection and drainage improvements. **Services needed: Design, Geotech, Permits (Water Board, F&W, Army Corps., Riparian Exception-County Planning)**
6. **Jamison Creek Road PM 1.09 (March 2023)** - Heavy rain caused water to run over the roadway and down the embankment creating a 40 foot long slipout. The saturated soils and failed culvert could not handle the volume of runoff causing the road to lose stability and slump. The proposed project is to construct a soldier pile wall. **Services needed: Design, Geotech, Permits (Water Board, F&W, Army Corps., Riparian Exception-County Planning)**
7. **Spreckels Drive south of Soquel Drive (March 2023)** – Heavy rain caused water to run over the roadway and down the embankment. The saturated soils could not handle the volume of runoff causing the road side to lose stability and fail. The proposed project is to construct a soldier pile wall. **Services needed: Design, Geotech, Permits (Water Board, F&W, Army Corps., Riparian Exception-County Planning)**
8. **Upper East Zayante Road PM 1.18 (March 2023)** - heavy rains caused water to run over the roadway and down the embankment. The saturated soils and could not handle the volume of runoff causing the road to lose stability and fall into the creek. The proposed project is to construct a soldier pile wall. **Services needed: Design, Geotech, Permits (Water Board, F&W, Army Corps., Riparian Exception-County Planning)**

Please note, the preliminary assessment of the repairs is for information purposes only. The selected consultant will need to determine the most feasible and cost-effective repair method for each storm damage site. The County will coordinate applicable changes scope and revisions to the approved Damage Assessment Form with Caltrans.

The Consultant will be required to assess the damage at each site and provide conclusions on the cause and mode of failure. The Consultant will need to prepare a draft and final geotechnical report and provide repair methods and recommendations for the most feasible and cost-effective repair method to pursue. The geotechnical report will be used to support a Damage Assessment Form worksheet, which will require FHWA approval before civil and structural design can be underway for the Storm Damage Repair projects. It will also be used in the preparation of plans, specifications and estimates (PS&E) for the construction documents for the recommended storm damage repairs.

Please note, when evaluating the most feasible and cost-effective repair for each storm damage site, consider environmental ramifications of the repair method, as it is easier to obtain permits for repairs that do not impact creeks or wetlands.

Project Scope of Work

See Exhibit A

Project Schedule

The Kick Off meeting shall be schedule the week of October 6, 2025.

The County intends for the Consultant to schedule drilling of the storm damage sites upon execution of the contract, tentatively scheduled the week of September 30th, 2025.



A Draft Geotechnical Report will need to be submitted 3 weeks after drilling.

It is currently anticipated the scope of work, from execution of the contract to submitting the final Geotech Report, will take the Consultant 2 months to complete.

- 35% Design Plans & Engineer's Estimate shall be submitted by December 12, 2025.
- Environmental Permits - The consultant shall submit environmental permit application by the end of February, 2026.
- 65% Design Plans & Engineer's Estimate shall and Appraisal Exhibits shall be submitted by March 13, 2026.
- 95% PS&E shall and Appraisal Exhibits shall be submitted by May 29, 2026.
- 100% PS&E shall and Appraisal Exhibits shall be submitted by July 31, 2026.

Construction of the storm damage repairs can take approximately two years to complete from execution of the contract and are dependent on various site-specific factors such as regulatory approval, environmental permitting, right of way and utility relocation.



Proposal Overview

- A description of your proposed scope of services including the methodology to investigate and assess the sites, including number and type of subsurface investigation holes and the analyses you will undertake.
- Your proposed project schedule includes a timeline for undertaking the work and submitting the final geotechnical report.
- Required Local Assistance Procedures Manual (LAPM) Exhibits.
 - LAPM Exhibit 10-O1 Consultant Proposal DBE Commitment
 - LAPM Exhibit 15-H Good Faith Effort, if applicable
 - LAPM 10-Q Disclosure of Lobbying Activities
- A separate, sealed envelope, containing:
 - Cost Proposal
 - Rate Sheet

Proposal Schedule

The following represents the tentative schedule for this Request for Proposal (RFP) Schedule. Any change in the scheduled dates for the question deadline, or submission due date will be advertised in the form of an addendum to this RFP. The schedule for the evaluation process and other futures dates may be adjusted without notice. All times shown are in Pacific Time.

Advertise RFP	Sunday June 29, 2025
Requests for clarification/questions due	Friday July 18, 2025, by 5:00 PM
Response to questions/addendum posted	Friday July 25, 2025
RFP Submittal Deadline	Thursday July 31, 2025, by 5:00 PM
Conclude Negotiations and Award Contract	September 30, 2025

Proposal Evaluation

Proposals will be evaluated according to each Evaluation Criteria category below. The scores will be tallied and the highest total will be deemed of higher quality than a proposal with a lesser total.

The final maximum score for any proposal is 100 hundred (100) points.

Evaluation Criteria Category	Number of Points
Understanding of the work to be done.	25 points
Experience with similar kinds of projects.	25 points
Consulting firms and staff qualifications.	15 points
Ability to meet the County's desired schedule.	20 points
Demonstrated financial responsibility.	15 points
Total Score	100 points



Proposal Requirements

Each response shall include the information described in this section. Failure to include all the elements specified in these requirements may be cause for rejection. The submitted material should be succinct and focus on content that demonstrates experience and understanding in providing the requested consulting services.

1) Cover Letter

A one-page cover letter shall be provided with the following information:

- Title of the RFP
- Name and mailing address of Consultant
- Contact person, telephone number, fax number (if available), and email address
- Confirmation and acceptance of the terms included in the attached *Draft Independent Contractor Agreement (Design Professionals)*.

Address to:

County of Santa Cruz Department of Community Development & Infrastructure
Attention: Joel LaCagnina
701 Ocean Street, Room 410
Santa Cruz, CA 95060

The cover letter must be signed by an officer empowered by the Consultant to sign such material and thereby commit the Consultant to the obligations contained in the RFP response. Further, the signing and submission of a response shall indicate the intention of the proposer to adhere to the provisions described in this RFP and a commitment to enter into a binding contract, if offered.

Note: The County will use the email provided to notify the Consultant of critical developments such as notification of selection/non- selection, etc.

2) Project Approach

Discuss Consulting firm's understanding of the Scope of Work needed and the services to be performed. Describe the method for management of the overall project costs, schedule, quality assurance/quality control, and other critical project needs.

Provide a detailed schedule for all phases of the project and the proposed Consultant's services including time for reviews and approvals. The schedule shall meet the Project Schedule however, expedited schedules are preferred with justification for timeline feasibility.

3) Relevant Project Experience

Provide a summary of the Consulting firm's experience with similar kinds of projects. The summary should include a minimum of three related projects, including dates and brief descriptions of the projects (completed within the last 10 years). Describe your Consulting firm's past record on controlling fees, delivering projects within the project cost estimate, quality of work, and established schedules. Identify the client, project name, original project cost estimate, actual project cost, original project schedule, and completion time of the project.



4) Consulting Firm's and Staff Qualifications

Describe the Consulting firm and provide a statement of the qualifications for performing the requested consulting services. Indicate any specialized expertise relevant to the proposed project scope. Identify the services which would be completed by your staff and those services to be provided by subconsultants. Identify subconsultants proposed to supplement your firm's staff.

Provide a brief summary of the qualifications/experience of each team member proposed for this particular project, including length of service with the firm. Include the qualifications/experience of subconsultant staff on your project team. Provide an organization chart, including sub-consultants if any, of the staff available and proposed for the project.

5) Client References

Include references for three of the projects stated in your summary, including date of project, contact person and phone number.

6) Resumes

As an appendix, provide brief resumes for each team member and their roles on the project. No more than one page shall be used per resume, except for the principals, which may not exceed two pages each and no more than two principals may be listed per firm (i.e. Project Manager, Principal in charge, etc.)

7) Cost Proposal

The Consultant will be contracted to perform the services detailed in the selected proposal for an agreed not to exceed amount that is based on a Cost-Plus-Fixed Fee method of payment.

The cost proposals **shall be broken down per site** since each site is a separate Federal Project Number.

The Consultant will need to submit the following under separate sealed envelope from the technical proposal documents;

- Cost Proposal using the Caltrans Sample Cost Proposal 1 at <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/ae/files/sample-cost-proposal-1-for-contracts-with-cost-plus-fixed-fee-or-lump-sum.pdf>
 - The cost proposal must be broken down per storm damage site,
 - Provide actual hourly rates for job classifications and indicate the names of staff who will be assigned under the job classifications.

The cost proposal envelope is confidential and will be unsealed after all proposals have been reviewed, and the most qualified consultant has been selected. All other cost proposals will be returned, unopened, to the proposers after the contract is awarded.

Please note, no markups are allowed.

Consultants will be required to submit certified payroll records, as required.

8) Quality Control/Assurance Measures

Implementing and maintaining quality control procedures to manage conflicts, ensure product accuracy, and identify critical reviews and milestones. Also, provide knowledge, experience, and familiarity Quality Control and Quality Assurance (QC/QA) for California Test Methods and laboratory.



Federal-Aid Provisions

The proposed Consultant's services are federally funded, which necessitates compliance with additional requirements. Special attention is directed to the Exhibit B Local Assistance Procedures Manual Required Forms, Notice to Proposers DBE Information 10-I, <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/c10/10i.pdf>. The proposed Consultant shall complete and submit the following forms with the proposal to be considered responsive. These forms and instructions are provided for the proposer in Exhibit B.

- LAPM Exhibit 10-O1 Consultant Proposal DBE Commitment
<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/c10/10o1.pdf>
- LAPM Exhibit 15-H Good Faith Effort, if applicable. Required only if DBE goal is not achieved. It is recommended that the proposer prepare and submit a GFE irrespective of meeting the DBE goal.
<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/c15/15h.pdf>
- LAPM 10-Q Disclosure of Lobbying Activities
<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/c10/10q.pdf>

As stipulated in 49 CFR 26, proposers are allowed to submit exhibits 10-O1 and 15-H up to 5 calendar days after the deadline for submitting their technical proposals.

The local agency's current contract DBE Goal is 17%.

Upon award and through completion of the project, the successful proposing Consultant will be required to follow applicable federal-aid requirements and shall complete and submit with the agreement the following forms at the time of award:

- LAPM Exhibit 10-O2 Consultant Contract DBE Commitment
<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/c10/10o2.pdf>
- Any other relevant forms required during the project.

Consultant shall demonstrate familiarity of providing services for federally funded projects and has clear understanding of requirements/needs to facilitate the project through Caltrans Local Assistance and Local Assistance Procedures Manual.

State Prevailing Wage Rates

Consultant shall comply with the State of California's General Prevailing Wage Rate requirements set forth in Exhibit A Architecture and Engineering (A&E) Contract Agreement for Local Assistance Federal Aid Projects.

Contract Agreement Terms and Conditions

The Consultant selected to provide the scope of services shall be required to enter an Architecture and Engineering (A&E) Contract Agreement for Local Assistance Federal Aid Projects with the County for the work to be performed. A sample Contract Agreement is included in Exhibit A.

The Consultant will also be required to provide evidence of insurance for the coverage specified in the agreement.

The Consultant shall state in the submitted response that the Consulting firm has reviewed the sample Contract Agreement and will meet all the terms and conditions if selected by the County for the requested services.

If a Consultant desires to take exception to the above, Consultant shall provide the following information:

- Consultant shall clearly identify each proposed change to the agreement, including all relevant exhibits.



- Consultant shall include the reasons as well as specific recommendations for alternative language.

Please note, the above factors will be taken into account in evaluating Consultants. Consultants that take substantial exceptions to the Agreement or proposed compensation terms may be determined by the County, at its sole discretion, to be unacceptable and no longer considered for award.

Financial System and Accounting System Requirements

Consultants are advised that compliance with federal financial management and accounting system requirements, as outlined in 48 CFR Part 31 and 2 CFR Part 200, is mandatory. These regulations govern the allowability, allocability, and reasonableness of costs charged to federally funded contracts. Additionally, for contracts exceeding \$1 million, consultants must undergo a financial document review conducted by the Caltrans Independent Office of Audits and Investigations (IOAI) to establish acceptance of their indirect cost rate. This review ensures full compliance with applicable federal regulations and provides transparency and accountability in the use of public funds. Consultants should ensure their accounting systems and financial documentation are aligned with these standards prior to contract award.

Consultant Selection Procedure

It is the intent of the County to select and contract with one Consultant team for these services. However, the County may decide to select separate consultants for individual storm damage sites.

The County will select the Consultant team based on the following procedure:

- The Selection Committee will receive and evaluate the proposals and develop a final ranking of Consultants deemed the most highly qualified.
- The County will then proceed with negotiations with the top ranked Consultant(s). Should negotiations with the top ranked Consultant(s) be unsuccessful for whatever reason, the County will proceed to the next highly ranked Consultant(s), and so on.
- The County will notify the Consultant(s) of the results.

Consultants will be selected based on qualifications and the quality of their responses.

The County reserves the right to contract with additional consultants.

The County reserves the right to reject any and all responses to this RFP.

Award Protest

Protests that do not comply with the protest procedures outlined below will be rejected.

A. Protest Eligibility, Format, and Address:

1. Protests or objections may be filed regarding the procurement process, the content of the solicitation or any addenda, or contract award.
2. The County will only review protests submitted by an interested party, defined as an actual or prospective proposer whose direct economic interest could be affected by the County's conduct of the solicitation. Subcontractors do not qualify as interested parties.
3. Submit protests in hard copy to *County of Santa Cruz Department of Community Development & Infrastructure* Attn: Joel LaCagnina 701 Ocean Street, Room 410 Santa Cruz, CA 95060

B. Protest Deadlines:

Submit protests with any supplemental materials by 5 p.m. PST, as appropriate, on the deadlines set forth below. The date of filing is the date the County receives the protest, unless received after 5 p.m. PST, or on other than a Business Day, in which case the date of filing will be the next Business Day. Failure to file by the relevant deadline constitutes a waiver of any protest on those grounds. Supplemental materials filed after the relevant deadline may be rejected by the County.



1. If relating to the content of the solicitation or to an addendum, file within five Business Days after the date the County releases the solicitation or addendum.
2. If relating to any notice of non-responsiveness or non-responsibility, file within five Business Days after the County issues such notice.
3. If relating to intent to award, file within five Business Days after the County issues notice of Intent to Award. No protests will be accepted once the actual award has been made.

C. Protest Contents:

1. The letter of protest must include all of the following elements:
 - a. Detailed grounds for the protest, fully supported with technical data, test results, documentary evidence, names of witnesses, and other pertinent information related to the subject being protested; and
 - b. The law, rule, regulation, ordinance, provision or policy upon which the protest is based, with an explanation of the violation.
2. Protests that simply disagree with decisions of the Evaluation Committee will be rejected.

D. Reply to Protest:

The County will send a written response to the protestor and to any other party named in the protest.

E. No Stay of Procurement Action during Protest:

Nothing in these protest requirements will prevent the County from proceeding with negotiations or awarding a purchase order or contract while a protest is pending.

OpenGov Uploading Instructions

One (1) electronic copy in PDF format of your Proposal must be submitted via the OpenGov Procurement website by the RFP submittal deadline stated in the Proposal Schedule.

Prospective consultants must create a FREE account with OpenGov Procurement. To get started go to <https://procurement.opengov.com/signup> and sign up for an account.

You'll receive an email to activate your account. Then subscribe to our solicitations/bids by navigating to <https://procurement.opengov.com/portal/santacruzcounty> and clicking the green subscribe button.

For more information about how to register, please see the help file at <https://help.procurement.opengov.com/en/articles/2482165-vendor-registration>.

Any questions concerning the RFP process, required submittals, evaluation criteria, bid schedule, and selection process should be sent through the online portal at <https://procurement.opengov.com/portal/santacruzcounty>.

It shall be the Consultant's responsibility to check the OpenGov Procurement website to obtain any addenda that may be issued.



Exhibit A:
Scope of Work

Exhibit B:
DRAFT Independent Contractor Agreement

Exhibit C:

Local Assistance Procedures Manual (LAPM)
Required Forms

Notice to Proposers DBE Information (LAPM 10-I)

Consultant Proposal DBE Commitment (Consultant Contracts); (LAPM 10-O1)

Consultant Contract DBE Commitment; (LAPM Exhibit 10-O2)

Disclosure of Lobbying Activities (LAPM 10-Q)

Proposer/Contractor Good Faith Effort (LAPM 15-H)

Exhibit D:

Site Information and Photos