



**ALAMEDA COUNTY FLOOD CONTROL
AND WATER CONSERVATION DISTRICT**

**Request for Qualifications
Hydrologic Data Acquisition and Management in Alameda County**

February 24, 2009

I. Purpose

The Alameda County Flood Control and Water Conservation District (District) is seeking firms (Consultant) that wish to be evaluated for inclusion on a short-list of firms that will be invited to propose to provide support to District staff on hydrologic data acquisition and data management services.

The draft Request for Proposal (RFP) associated with this RFQ is available for review on the Alameda County Public Works Agency's website to ensure that each consultant has the information necessary for preparing a focused Statement of Qualifications (SOQ). To review the RFP, go to: <http://www.acgov.org/pwa/>. Under "Doing Business with Us/Consultant Services," select "Current List of RFPs/RFQs."

The District is receptive to the Consultant forming teams or joint ventures to perform any combination of the main tasks. Alternatively, a single Consultant or team may perform all of the tasks. Please indicate in the SOQ which portions of the contract the Consultant feels most qualified to conduct. Consultants who wish to be selected for the short-list must demonstrate experience and knowledge in one or more of the following:

- Installing, monitoring and maintaining rain and stream gauges
- Establishing real-time connectivity between hydrologic monitoring equipment and computer servers
- Hydrologic data acquisition, management, depiction, and storage on password-protected websites; web-based hydrologic analyses tools, and spatial mapping using GIS technology

- Inventorying, verifying and cataloging historic hydrologic data

II. Submittal Requirements

If your firm is interested in providing the services requested by this RFQ, please complete the attached “**Statement of Qualifications Questionnaire for Hydrologic Data Acquisition and Management in Alameda County.**” Responses on the Questionnaire should not exceed 10 pages total, excluding resumes and organization chart.

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

The purpose of the SLEB program is to provide incentives for Alameda County to assist SLEB in enhancing their participation in the public procurement process and to provide training and development opportunities to support their growth.

Consultants not meeting the definition of a local small or emerging business are required to subcontract a **minimum of 10%** of the estimated contract amount with a SLEB in order to be eligible for contract award.

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

IV. Selection Process

The District will review all written SOQ Questionnaires that are submitted by the submittal deadline, evaluate the submittals, and select one or more Consultant firms for the short list on the basis of the following criteria:

1. Attitude and interest of Consultant as conveyed through the completeness, appearance, organization, and readability of the proposal submittal
2. References
3. Location (preference will be given for firms located within Alameda County)
4. Consultant firm and personnel, and subconsultant (if any) qualifications and experience
5. Commitment to the intent of the SLEB program, and meeting SLEB requirements

Short-listed consultants will be invited in writing to submit a written proposal, attend an interview, and give an oral presentation.

V. SOQ Submittal Deadline

Three (3) copies of the completed Questionnaire must be received by the Alameda County Public Works Agency, at the address below by **4:00 p.m. PST on Monday, March 9, 2009.**

Submittals

received after this date/time will not be considered, and any submittal received after the scheduled time will be returned to the Consultant unopened. Faxed submittals are not acceptable.

Alameda County Public Works Agency
Flood Control Program
Attn: Rohin Saleh, P.E., Project Manager
399 Elmhurst Street, Room 113
Hayward, CA 94544-1307

For questions about the RFQ process, please contact Sybil Hatch, P.E., at 510-558-8825.

VI. General Conditions and Limitations

The District reserves the right to amend the terms of this RFQ, to circulate various addenda, and/or to withdraw the RFQ at any time, regardless of how much time and effort Consultant firms have spent on their responses. Similarly, this RFQ does not commit the District to award a contract or to pay any company for preparation of a submittal in response to this RFQ.

Very truly yours,



Stanley Fung, P.E., T.E.
Deputy Director
Engineering and Construction

**Statement of Qualifications Questionnaire
for
Hydrologic Data Acquisition and Management in Alameda County**

For an electronic version of this RFQ, go to: <http://www.acgov.org/pwa/>. Under “Doing Business with Us/Consultant Services,” select “Current List of RFPs/RFQs.” If you have questions, contact Sybil Hatch, P.E., 510-558-8825.

Please limit answers to 10 pages total, excluding resumes and organization chart.

A. PROJECT TEAM:

1. Prime Consultant Name: _____ Phone: _____
Address: _____ Contact email: _____
2. If main office is outside Alameda County, do you have an office in Alameda County?
Yes No If yes, please list address and phone number of local office: _____
3. Firm Principal(s): _____
4. Proposed Project Manager for this project: _____ Name/Title: _____ Phone: _____
5. Describe which portion(s) of the project the Consultant or team is interested in executing. List sub-consultants’ company names, anticipated work to be performed, names of principals, addresses, and telephone numbers
6. Certified Small, Local, Emerging Business (SLEB)? Yes No
 - a. Subconsultant(s) (if any) SLEB(s)? Yes No
What percentage of the work will be performed by SLEB(s)? (Minimum 10%) _____%
7. On a one-page organization chart or table, show staff assigned to this project and their specific areas of expertise. Include titles and years with firm. Provide a brief description of the project manager’s and key team members’ qualifications to perform the work. Attach a copy of each key team member’s resume in an appendix.
8. List at least three existing or former clients for whom you/your team have/has provided similar work within the past five years, including names, addresses, contact information, and brief descriptions of work performed.

B. EXPERIENCE AND PAST PERFORMANCE

1. Describe your firm’s/team’s experience in preparation of operations and procedures manuals.
2. Describe your firm’s/team’s experience with installing, calibrating, maintaining, and monitoring hydrologic monitoring equipment similar to that described in the draft RFP.
3. Describe your firm’s/team’s experience in establishing and maintaining remote connectivity between monitoring sites and a central data repository.
4. Describe your firm’s/team’s experience with setting up and managing web-based databases, including tools for hydrologic analyses.
5. Describe your firm’s/team’s experience with inventorying, verifying, and cataloging historic hydrologic data.

Completed by: (Name/Title) _____

Date: _____