

CITY OF CARPINTERIA
REQUEST FOR PROPOSAL
TO PROVIDE

**PROJECT MANAGEMENT, OUTREACH, ENVIRONMENTAL, AND ENGINEERING
SERVICES FOR THE
CARPINTERIA LIVING SHORELINE PROJECT**



March 2025
Amended April 2025

Proposals are due by 4:00 p.m., Thursday, May 1, 2025, at:

Electronic submittals: Sustainability@carpinteriaca.gov

OR

Physical submittals may be delivered to:
City of Carpinteria
City Clerk's Office
5775 Carpinteria Avenue
Carpinteria, California 93013

TABLE OF CONTENTS

| | |
|---|---|
| INTRODUCTION..... | 1 |
| PROPOSAL SUBMISSION INSTRUCTIONS | 2 |
| SCOPE OF SERVICES | 3 |
| PROPOSAL REQUIREMENTS | 5 |
| INSURANCE REQUIREMENTS | 6 |
| EVALUATION CRITERIA | 6 |
| RIGHT TO REJECT ANY OR ALL PROPOSALS | 7 |
| ENCLOSURES: Agreement for Consultant Services Example Environmentally Preferable Purchasing Policy | |

INTRODUCTION

The City of Carpinteria (City) is requesting proposals from qualified firms to provide consulting project management services for the Carpinteria Living Shoreline Project (Project). In April 2024, the City was awarded a grant from the State Coastal Conservancy to advance the planning of a nature-based adaptation strategy to address identified hazards, including coastal flooding, coastal erosion, and sea level rise, along the Carpinteria City Beach. This phase of the Project would allow for environmental review, engineering design, and extensive community engagement for a proposed living shoreline, consisting of a stabilized dune system combined with a sediment nourishment program, with the objective of protecting landward resources and critical infrastructure in the beach neighborhood, areas north of the Carpinteria City Beach, including downtown Carpinteria, while maintaining a wide sandy beach.

As the success of a dune system along this segment of the coast would also be dependent upon coastal sediment and sand transport processes, the Project also proposes to modify two beach access points, at Ash Avenue and Linden Avenue, to accommodate sediment deposition for sediment management and nourishment activities to maintain a wide sandy beach to buffer the coast, dissipate high wave energy, and slow the erosion of beach and proposed dune system. This adaptation strategy builds upon the conceptual design outlined in the Carpinteria Dune and Shoreline Management Plan, as well as work completed for the City's Sea Level Rise Vulnerability Assessment and Adaptation Plan (SLRVAAP).

The Project is driven by guiding principles of the California Coastal Act and the Safeguarding California Plan: 2018 Update which require agencies to acknowledge and address sea level rise, avoid significant coastal hazards risks, and design adaptation strategies according to local conditions and existing development patterns (Public Resources Code Sections 30006.5 and 30335.5). The Project is also a community-driven strategy for building resiliency to sea level rise, and was identified during development of the City's SLRVAAP and Dune and Shoreline Management Plan.

Much of Carpinteria, including Carpinteria State Beach, beach neighborhood, and Downtown lie at low elevations behind an unarmored coast. As part of the City's ongoing sea level rise vulnerability assessment and adaptation planning investigations, the western portion of Carpinteria is identified as potentially vulnerable to climate-related coastal hazards, including coastal erosion, coastal flooding, and sea level rise.

Due to this region's low elevation, the unarmored shoreline, when combined with fluvial flood hazards from three major creeks and Carpinteria Salt Marsh, Carpinteria is particularly vulnerable to damage from sea level rise. Historically, Carpinteria was occupied by an extensive wetland and dune system where Carpinteria's western one-mile of shoreline supported a large dune complex that buffered low-lying areas from wave attack and flooding. These dunes allowed the formation of vegetated wetlands and intertidal sand and mud flats. Much of the low-lying neighborhoods and Carpinteria State Beach are within these former wetlands and are likely to be subject to future coastal flooding and tidal inundation as sea levels rise based on recent sea level rise flood and inundation projections identified in both the SLRVAAP and Dune & Shoreline Management Plan.

The Project's objectives are as follows:

1. Build on existing local sea level rise adaptation planning and coastal modeling efforts to advance the engineering design of a nature-based adaptation strategy that that would decrease the vulnerability of the Carpinteria shoreline to coastal hazards, coastal erosion, and sea level rise.
2. Facilitating a comprehensive community and tribal engagement strategy that reaches all levels of the community to determine appropriate design elements for the Living Shoreline.
3. Preparing a detailed right of way report.
4. Preparation of documents for compliance with the California Environmental Quality Act (CEQA)
5. Preliminary Engineering for a nature-based solution to address coastal erosion, coastal flooding, and sea level rise.

The general scope of services under this Request for Proposal (RFP) includes community engagement, right of way research, preparation of environmental and technical documents, and engineering design. See Scope of Services section elsewhere in this RFP for detailed requirements. The estimated schedule to perform the scope of services is two (2) years, and the successful firm shall be able and willing to commit the necessary resources to complete all deliverables as required by the scope of services within this timeframe.

The award will be made to the most qualified firm based on the responsiveness to this RFP. The consulting services will be administered by the Public Works Department and under the supervision of the Public Works Director/City Engineer.

The City implemented an Environmental Purchasing Policy, and the City encourages other businesses to adhere to similar principles (City Council Resolution No. 5686. Adopted July 25, 2016).

PROPOSAL SUBMISSION INSTRUCTIONS

Physical Submittal Instructions: Submit one (1) original proposal and three (3) copies to the place and by the date and time stated on the cover of this RFP. The proposal shall be submitted in a sealed envelope and clearly marked on the outside as follows:

“Living Shoreline Project Proposal”

The name and address of the firm shall appear in the upper left-hand corner of the envelope. If more than one envelope is required, each envelope shall be legibly numbered below the name of the firm, e.g. Envelope 1 of 3, as required.

Electronic submittals will be accepted at sustainability@carpinteriaca.gov. The City does not recognize the U.S. Postal Service, UPS, FedEx, or other carriers in determining the date and time the proposal was received.

The City will not be responsible for proposals that are delinquent, lost, incorrectly marked, or sent to an address other than that given herein, or sent by mail or courier service and not signed for by the City. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

Questions

All questions regarding this RFP must be submitted via email to the following contact:

Erin Maker, Environmental Program Manager
City of Carpinteria
Public Works Department
erinm@carpinteriaca.gov

Questions must be submitted at least four working (4) days before the proposal deadline. Questions submitted after this time will not be responded to.

SCOPE OF SERVICES

The Consultant(s) shall furnish all materials, labor, supervision, and equipment necessary to perform all work required for the services in accordance with federal, state, and local laws and regulations. The services to be provided include those listed below. The services include specific tasks as well as goals, which are expected to be reached.

An existing familiarity with the City of Carpinteria and surrounding jurisdictions' sediment and beach operations, experience with local jurisdictions' sea level rise and coastal vulnerability efforts, and understanding of cultural and socio-economic factors in the region are desired qualifications for the tasks outlined below.

1. Project Management

A. Project Administration

This service shall include organizing, coordinating, and controlling the quality of the necessary personnel and subconsultants; monitoring and reporting the status of the budget, schedule, and action item progress for the task items; and creating and maintaining project file. Other services, as assigned by the City, not mentioned herein this RFP for the successful administration of the agreement shall be part of this service.

B. Progress Meetings

This service shall include conducting pre-project kickoff meeting and monthly progress meetings with the City. Preparation and distribution of agendas and meeting minutes shall also be a part of this service.

Project Management Deliverables:

1. Project File
2. Monthly Project Progress Reports
3. Monthly Progress Meeting Agendas and Minutes

2. Community and Tribal Engagement

The Carpinteria City Beach is a highly frequented beach with a fully developed coastline. Engaging the community throughout the course of the Project and soliciting feedback is important for Project Success. While this service is listed as a separate task, community and tribal engagement will be required throughout all phases of the Project. This will require a dedicated Outreach Consultant to participate in Tasks 2 through 5.

A. Outreach Strategy:

One of the initial deliverables under Task 2 will be a comprehensive outreach strategy to be implemented throughout each phase of the Project. Anticipated outreach tasks may include:

- Assigning a dedicated individual within the Outreach Subconsultant team to lead the outreach strategy
- Creating and managing a website (dashboard) with contact lists, story-maps, and graphics
- Community surveys (online and/or paper)
- Mailers, brochures, or similar literature, presentations, and engagement with technical and non-technical audiences in multiple languages.
- Managing stakeholder contact lists and response data
- Appearances and assistance organizing community events
- Graphics that may be used for any related documents and outreach under Tasks 2 through 5

Public outreach and community engagement efforts shall include coordination with community groups, including:

- *Public Agencies:* The City's Living Shoreline Project is occurring concurrently to other related projects that are also performing outreach. The Outreach Consultant will be required to coordinate with those groups and consulting teams, including the County of Santa Barbara Flood Control Division's BeachSMART Project and the Goleta Slough Management Committee's Coastal Resilience Adaptation Project, as well as California State Parks, the Beach Erosion Authority for Clean Oceans and Nourishment, California Coastal Conservancy, California Coastal Commission, and other partner jurisdictions and regulatory agencies. The Outreach Consultant is expected to collaborate and partner on joint efforts, consolidated messaging, opportunities for efficiency and streamlining with the other projects.
- *Property Owners:* The Carpinteria City Beach is a developed coastline, with property lines onto the beach. Targeted outreach to property owners, homeowner's associations, and renters will be required as part of the Project.
- *Santa Barbara County Promotores Network:* The Promotes are a grassroots network of members who are active members of the community. Their mission is to promote healthy communities through education, policy change, and linking Santa Barbara County resources to services.

- *Other Community Stakeholders:* Santa Barbara Channelkeeper, the Environmental Defense Center, businesses, residents, and others have expressed interest and support in participating in development of a regional sediment management and beach enhancement program. The Outreach Consultant will engage with these and other community groups.
- *Tribal Engagement:* The Living Shoreline Project seeks to engage local tribal members throughout all phases of the Project. The City anticipates Tribal engagement for two local bands, Coastal Band of the Chumash Nation (<https://coastalbandofthechumashnation.weebly.com>) and Santa Ynez Band of Chumash Indians (<https://chumash.gov>) as well as personal engagement with Tribal members and other members of the public

Community and Tribal Engagement Deliverables:

1. Community Engagement Strategy;
2. Graphics, including brochures, website, and other items outlined above;
3. Progress reports that include a summary of public engagement activities, including estimated attendance/participation and photographs as relevant;
4. Final report of public engagement findings, including how they were incorporated into Task 2-5 deliverables for the Project.

3. Right of Way

Implementation of the Project will require resolving historic property line determinations along the Carpinteria City Beach. This service will comprise right of way research, review, coordination, appraisal, and acquisition services to assist the City with acquiring property and easements for the Project. shall include determining property lines or boundaries of the Project site. This service shall also include preparing and filing record of survey or corner record, if needed. If acquisition of real property for construction and maintenance easements is recommended, this service shall include performing right-of-way acquisition and appraisal activities in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended in 1987 (Uniform Act). If needed, this service shall also include performing relocation assistance activities in accordance with the Uniform Act.

Right of Way Deliverables:

1. Detailed Right of Way Report
2. Record of Survey or Corner Record, if needed

4. Environmental and Cultural Resources

A. California Environmental Quality Act (CEQA)

The Project will need to comply with the requirements of the California Environmental Quality Act (CEQA). The environmental scope of work includes conducting analyses, investigations, surveys, and technical studies related to the preparation of the appropriate level of CEQA documentation for the project. The Environmental Consultants selected for this Project will be required to prepare an

Environmental Impact Report (EIR) that evaluates the potential impacts on the environment that would result from Project implementation. The EIR must evaluate the proposed Project's environmental impacts related to: Aesthetics, Agriculture/Forestry Resources, Air Quality, Biological Resources, Cultural Resources, Energy, Geology / Soils, Greenhouse Gas Emissions, Hazards & Hazardous Materials, Hydrology / Water Quality, Land Use/ Planning, Mineral Resources, Noise, Population and Housing, Public Services, Recreation, Transportation, Tribal Cultural Resources, Utilities/Service Systems, Wildfire, and any other issue areas that may arise during the CEQA review. The EIR must be prepared in accordance with the State CEQA Guidelines and the Environmental Thresholds Manual set forth in the City of Carpinteria Environmental Review Guidelines https://carpinteriaca.gov/wp-content/uploads/2020/03/cd_Environmental-Review-Guidelines.pdf.

Environmental and Cultural Resources Deliverables:

1. Draft and final EIR, technical memoranda, and supporting documents.

5. Preliminary Design

A. Topographic Mapping

This service shall include performing any additional land survey and creating topographic map of the surface terrain within and immediately adjacent to the Project site in order to show accurate contours and elevations of the existing ground, details of the surface terrain, and area drainage for incorporation with the preliminary and final plans. This service shall not include positive location of underground utility facilities. This excluded service is requested elsewhere herein this RFP.

B. Field Investigation and Data Collection

This service shall include field investigating and collecting the necessary data of the existing conditions within and immediately adjacent to the Project site. Field investigation and data collection shall include visual reconnaissance and as-built plan or record drawing research, and recordation of findings in order to obtain other knowledge of existing conditions not ascertained through land survey. This service shall not include utility company coordination, subsurface investigation of soils, and positive location of underground utility facilities. These excluded services are requested elsewhere herein this RFP.

C. Utility Company Coordination

This service shall include coordinating, on behalf of the City, directly with the various utility companies or owners that service or traverse through the Project site. Coordination shall include preparing and disseminating notices to the various utility companies or owners; researching any available utility facility maps, as-built plans, record drawings, and/or preliminary plans from the various utility companies or owners; identifying utility facility

conflicts; developing utility facility conflict resolutions; preparing utility facility conflict and resolution report; and conducting utility coordination meetings as necessary to successfully resolve utility facility conflicts.

This service shall also include supporting the City with utility facility relocation claim proceedings, if needed as determined by the City. Support shall include preparing exhibits or other graphical communication materials, and communicating directly with the various utility companies or owners to address questions regarding the preliminary and final plans.

This service shall not include positive location of underground utility facilities. This excluded service is requested elsewhere herein this RFP.

D. Utility Facility Positive Location

This service shall include exposing and recording underground utility facilities for positive location. Positive location of underground utility facilities shall include potholing, probing, electronic detection, or a combination thereof for the successful location of such facilities.

This service shall not include revising preliminary and final plans for utility facility relocations. These excluded services are requested elsewhere herein this RFP.

E. Preliminary Plans, Specifications, Estimate, and Storm Water Pollution Prevention Plan (50%)

This service shall include preparing preliminary plans, specifications, estimate, and Storm Water Pollution Prevention Plan at the 50-percent stage of design. Plans shall be prepared in accordance with City standards.

Specifications shall be prepared as a method-type specification and formatted in accordance with City standards and the Standard Specifications for Public Works Construction, latest edition. The City will prepare the front-end specifications. Estimate shall be prepared in a format which describes the item of work, unit amount, quantity, unit price, amount, a subtotal, contingencies, and a total.

Storm Water Pollution Prevention Plan shall be developed in accordance with the National Pollutant Discharge Elimination System General Permit for Storm Water Discharges Associated with Construction and Land Disturbance Activities (Construction General Permit) requirements, as amended.

This service shall also include revising preliminary plans, specifications, estimate, and/or Storm Water Pollution Prevention Plan as required by the City's review.

This service shall also include revising preliminary plans, specifications, estimate, and/or Storm Water Pollution Prevention Plan in order to coordinate with any utility facility relocation, if needed as determined by the City.

This service shall also include revising preliminary plans, specifications, estimate, and/or Storm Water Pollution Prevention Plan as required by the federal, state, and county regulatory permitting agencies.

This service shall also include revising preliminary plans, specifications, estimate, and/or Storm Water Pollution Prevention Plan at the 50-percent stage of design as determined by independent constructability and biddability reviews, which are not a part of this service.

Preliminary Design Deliverables:

1. Preliminary Soils Engineering and Engineering Geology Reports
2. Topographic Map
3. Field Investigation and Data Collection Findings Record
4. Utility Notices
5. Utility Facility Conflict and Resolution Report
6. Utility Coordination Meetings
7. Positive Location of Underground Utility Facility Record
8. Preliminary Plans, Specifications, Estimate, and Storm Water Pollution Prevention Plan

1. Final Design

A. Bid Documents- Final Plans, Specifications, and Storm Water Pollution Prevention Plan (100%)

This service shall include preparing bid documents that incorporate final plans, front-end and technical specifications, and Storm Water Pollution Prevention Plan. This service shall also include revising bid documents as required by the City's review.

This service shall also include revising bid documents as determined by independent constructability and biddability reviews, which are not a part of this service.

This service shall not include revising bid documents for addenda during the bid period.

B. Final Estimate

This service shall include preparing final estimate (100%) for City budget purposes and comparing contractor bids.

This service shall also include revising final estimate as required by the City's review.

This service shall also include revising final estimate as determined by independent constructability and biddability reviews, which are not a part of this service.

This service shall not include revising final estimate during and after the bid period.

Final Design Deliverables:

1. Bid Documents
2. Final Estimate

6. Environmentally Preferable Purchasing Policy

The Consultant shall conform to the City's Environmentally Preferable Purchasing Policy as set forth in the enclosed City Council Resolution No. 5686. Any reports that are required to be produced as a part of the scope of services shall be submitted on post-consumer recycled and recyclable paper.

PROPOSAL REQUIREMENTS

The proposal(s) shall demonstrate the qualifications, competence, and capacity of the Consultant to provide the services in accordance with the requirements of this RFP. The proposal(s) shall specify an approach that will meet the RFP requirements. If submitting a proposal for only one task outlined in the RFP, please note which task the proposal is for.

The proposal shall contain the information as set forth in this section. Failure to include this information, or an incomplete response, may be cause for disqualification. The proposals will be used to evaluate and select the most qualified firm or firms.

The proposal shall include the following information as a minimum:

1. Transmittal cover letter signed by the person or persons authorized to represent the firm.
2. Executive summary.
3. The firm's name, background, and contact person, including corporate office and local office address, city, state, zip code, telephone number, facsimile number, web site address, and electronic mail address.
4. All existing and past financial relationships including agreements between your firm and proposed subconsultants, with current Members of the City Council and City staff, and entities for which said members are employed, or have an interest, both past and present. If there are none, the proposal shall clearly state this. The Members of the City Council can be viewed at <https://carpinteriaca.gov/city-hall/city-council/>.
5. A statement that the firm commits to meet the schedule.
6. Descriptions of the proposed service organization and specific experience and capabilities of the personnel related to the scope of services. Include licenses and affiliations. Résumés for personnel shall be included and attached separately in an appendix to the proposal. Copies of résumés will not count as part of the page limitation.
7. A brief explanation of why the firm is best-suited to provide these services, and why participation will make its services successful. The firm's related experience, qualifications, expertise, experience, areas of specialization, and government contracts shall be stated. Provide contact names and phone numbers for at least three (3) relevant contracts listed that will serve as references.
8. A summary of the firm's approach to the services. Address the scope of services as presented, but include other approaches, items, or considerations; or exceptions and additions. The approach should demonstrate a thorough understanding of the issues that may be anticipated in the services.

9. Estimated hours for each major task including those of all subconsultants to complete the scope of services. If tiered subconsultants are part of the project organization, they shall be listed under the task performed.

The proposal shall be a maximum of twenty (20) pages and double-sided on recycled content paper.

A proposal may be amended only if the City receives such amendment before the deadline stated herein for receiving proposals.

A proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the proposal.

INSURANCE REQUIREMENTS

Insurance shall be obtained and maintained at all times during the term of the agreement, and not less than the following coverage and limits of insurance under forms of policies satisfactory to the City:

- Commercial General Liability, limit \$1,000,000 per occurrence to cover bodily injury and property damage.
- Commercial Automobile Liability, limit \$1,000,000 per occurrence to cover bodily injury and property damage.
- Workers' Compensation Insurance, Statutory Limits of State of California, including \$1,000,000 Employers' Liability.
- Professional Liability (errors and omissions) in the amount of \$1,000,000 per occurrence/\$2,000,000 policy aggregate.

Proof of insurance shall be submitted before award of the agreement. The insurance company shall be an admitted carrier in the State of California with an A.M. Best rating of A-IV or better.

All insurance required pursuant to the agreement shall name the City, its employees, city council members, officers, and agents as additional insureds.

Specific provisions for insurance are set forth in the enclosed agreement template.

EVALUATION CRITERIA

From the proposals received, the City will select the three (3) highest rated firms for interviews. Evaluation of the proposals including the interviews will be based on the following criteria:

1. The Consultant's qualifications and ability to perform the work as outlined above based on information provided by the Consultant and client references.
2. Consultant's key personnel and subconsultant's qualifications, knowledge of local conditions and ability to perform the work as outlined in the RFP, based on information provided by Consultant.
3. Consultant's responsiveness and availability to City staff, and the ability of the Consultant's key personnel to effectively and efficiently complete a project.
4. The Consultant's understanding of the Project as demonstrated by its approach, the proposal's responsiveness to the RFP and project needs, and its demonstrated ability to meet the Project schedule.
5. Based on client references, the Consultant's performance on similar projects.

The City will enter into negotiations with the firm receiving the highest rating. A separate fee proposal will be requested from the firm that received the highest rating. This fee information will be used as a basis for negotiation with the successful firm. If such negotiations are not successful, the City will then enter into negotiations with the firm or firms receiving the next highest rating. The fee proposal will be valid for ninety (90) calendar days.

The successful firm is required to obtain insurance, as set forth in the RFP, with an insurer or insurers that are satisfactory to the City. Failure to meet the insurance requirements will result in the Consultant's disqualification. By signing and submitting a proposal, the Consultant is certifying that it has reviewed the City's insurance coverage requirements, and that the said insurance coverages will be obtained and be in force upon execution of an agreement with the City. The successful firm shall submit a completed certificate of insurance with the signed agreement.

Failure to respond to the RFP requirements will result in the disqualification of the proposal as non-responsive to the RFP.

The tentative schedule for selection is as follows:

| | |
|-----------------|------------------------|
| Proposals Due | Thursday, May 1, 2025 |
| Interviews | Thursday, May 22, 2025 |
| Selection | Thursday, May 29, 2025 |
| Award Agreement | Monday, June 9, 2025 |

RIGHT TO REJECT ANY OR ALL PROPOSALS

The City reserves the right to reject any or all proposals or to select the proposal most advantageous to the City. The City reserves the right to verify all information submitted in the proposal. The City reserves the right to amend the RFP or issue a notice of amendment. The City reserves the right to reject any and all proposals and to waive any informality, irregularity, or technicality in any proposal. The posting of this RFP is not a guarantee that services will be purchased by the City.

The City may reject a proposal from any firm who previously failed to perform properly, or complete on time, contracts of similar nature, or to reject a proposal from the firm who is not

in a position to perform such a contract satisfactory. The City may reject a proposal from any firm who is in default of payment of taxes, licenses, or other monies due to the City.

No compensation will be made for the cost of preparing any proposal. All submitted materials of a proposal will become the property of the City. The City will retain all proposals submitted and may use any idea in a proposal regardless of whether that proposal is selected.

Evaluations of the proposals will be available for public inspection at the conclusion of the selection process.

Submission of a proposal constitutes acceptance of the conditions contained in the RFP unless clearly and specifically noted in the proposal submitted and confirmed in the agreement.