

SAN JOAQUIN AREA FLOOD CONTROL AGENCY**REQUEST FOR PROPOSALS (SJAFCA-RFP-25-04) TECHNICAL REVIEW PANEL
INCLUDING SAFETY ASSURANCE REVIEW (SAR) FOR THE MANTECA DRYLAND LEVEE
PROJECT****1. INTRODUCTION**

The San Joaquin Area Flood Control Agency (SJAFCA) requests Statements of Qualifications (SOQs) from consultants on SJAFCA pre-qualified consultant list to serve on a Technical Review Panel including Safety Assurance Review (SAR) (PANEL) for the Manteca Dryland Levee Project (Project). The PANEL will provide independent, objective peer review of cost estimates, in addition to project design, safety considerations, and risk management in compliance with U.S. Army Corps of Engineers (USACE) Engineer Circular 1165-2-217 (Effective 16 September 2025), the State's Urban Levee Design Criteria (ULDC), and California Code of Regulations, Title 23, Waters, Division 1 standards.

SJAFCA seeks a four-member panel consisting of one Civil Engineering expert, one Geotechnical Engineering expert, one Hydrology and Hydraulics expert, and one Cost Estimating expert. One member will be designated as the Chairperson of the panel. The Chairperson will serve as the primary point of contact and liaison between the PANEL and SJAFCA. **Proposals must be submitted as a team**, and panelists must be drawn from SJAFCA's pre-qualified consultant pool ([240118 COMPLETE AGENDA PACKET FINAL.pdf](#)). Individuals from any consultant, prime or sub-consultant under contract to advance project design or provide construction management are ineligible to serve as a panel member.

2. PROJECT BACKGROUND / HISTORY

The Project is a key element in reducing flood risk for the Mossdale Tract Area, which currently does not meet ULDC standards and cannot provide 200-year protection. SJAFCA, its member agencies, and the Department of Water Resources (DWR) have collaborated over the past several years on SJAFCA's Mossdale Urban Flood Risk Reduction Program (Program), which is intended to provide 200-year Urban Level of Protection (ULOP) to the Mossdale Tract area. The Project, a key component of providing an ULOP to the area. The Mossdale Tract area includes urban portions of Stockton, Lathrop, Manteca, and rural areas of unincorporated San Joaquin County. The Project will rehabilitate approximately one mile of existing dryland levee and extend a new levee approximately 2.5 miles east. The intent is for the Dryland Levee to ultimately achieve federal authorization, and all design elements are being developed consistent with USACE and state standards. 35% design has been completed, and the Project will initiate public review of the Environmental Impact Report (EIR) in December 2025.

Given the Project's importance to regional safety, SJAFCA is convening a SAR PANEL to provide expert reviews at key milestones (65%, 95%, and 100% designs) to ensure compliance with federal and state requirements.

3. SCOPE OF SERVICES

The PANEL will perform a SAR of the Project in accordance with the USACE's Engineer Circular 1165-2-217 (Effective 16 September 2025), Water Resources Policies and Authorities –

Civil Works Quality and Review Policy. The PANEL will provide an impartial, independent, and comprehensive technical review to ensure that the Project's design and documentation meet the highest standards of safety, engineering integrity, and risk management, as well as a thorough review of the Project's cost estimates.

The PANEL will be composed of four members—one Civil Engineer, one Geotechnical Engineer, one Hydrology and Hydraulics Engineer, and one Cost Engineer. One PANEL member will serve as Chairperson. Acting as an independent review body, the PANEL will evaluate the Project's design basis, assumptions, analytical methods, risk assessments, and cost estimates. The objective is to verify that the proposed levee improvements are technically sound, consistent with professional practice, compliant with applicable state and federal requirements, and construction cost estimates are reasonable and appropriately supported. The PANEL will review and concur with a Charge Memorandum, developed by SJAFCA in coordination with DWR and USACE, which defines specific review questions and focus areas.

The PANEL will support the project's design phase. The primary tasks and responsibilities of the PANEL will include the following:

1. **Kickoff and Coordination:** Participate in an initial meeting with SJAFCA and DWR representatives to confirm the scope, schedule, and procedures for the SAR. The PANEL will establish communication protocols and agree upon the process and key focus areas. Based on the review guidance, the PANEL should establish standardized review questions to be approved by SJAFCA.
2. **Document Review:** Examine project documentation provided by SJAFCA, including the Basis of Design Reports, geotechnical and hydraulic analyses, design drawings, risk assessments, and any other materials necessary to evaluate the Project's safety and performance. The PANEL will determine whether methods and assumptions are consistent with USACE guidance and accepted engineering practice.
3. **Technical Evaluation:** Assess the adequacy of design features, modeling approaches, and analytical results; evaluate the identification and treatment of potential failure modes; review risk assessments for completeness; comment on the sufficiency of supporting data and documentation, and review cost estimates for consistency with current construction costs. The PANEL will focus on design feasibility, public safety, and risk reduction.
4. **PANEL Meetings and Discussions:** Attend milestone meetings and workshops in person to discuss findings, request clarifications, and interact with SJAFCA's design and project management teams. These meetings will typically coincide with major design milestones (65%, 95%, and 100% submittals).
5. **Site Visit:** Up to two site visits may be required of the SAR panel members. These may be conducted in conjunction with the kick-off meeting, milestone meeting, or workshop.
6. **Findings and Recommendations:** Prepare clear and concise review comments identifying any deficiencies, risks, or recommendations for improvement. Each comment will include the basis for the finding, its significance, and a suggested resolution consistent with USACE review procedures.
7. **Interim Final Report:** Develop a consolidated SAR Report summarizing the PANEL's

activities, key findings, conclusions, and professional recommendations, including the cost estimating review for the project's design phase. The report will be supplemented during the construction phase. The report will document the PANEL's evaluation process, significant comments, and SJAFCA's consultant's responses or proposed resolutions. Each member will document review comments using the review form developed by the PANEL, which SJAFCA's consultant team will respond to in writing. Both comments and responses will be appended to the Final SAR Report.

8. Confidentiality and Independence: Conduct all review activities for SJAFCA with complete independence, objectivity, and confidentiality. PANEL members shall not engage in the Project's design or decision-making process and will disclose any potential conflicts of interest. The PANEL shall not engage with the public, or with prospective bidders for subsequent construction.

Through these tasks, the PANEL will provide SJAFCA, DWR, and the USACE with an independent assessment of the Project's technical soundness, constructability, and overall ability to meet ULDC.

4. SAR STAFFING AND KEY PERSONNEL

Key Personnel, as defined herein, means personnel essential to successful performance of the services to be provided by the PANEL. Individuals from any consultant, prime or sub-consultant under contract to advance project design or provide construction management are ineligible to serve as a panel member. SJAFCA will require that Key Personnel listed in the Respondent's RFP be assigned to the Program and remain assigned for the duration of the contract(s). SJAFCA reserves the right to retain this SAR team for subsequent phases of the Program provided there is no conflict of interest. The SAR review timeline is expected to be from February 2026 through December 2026. Should substitutions become necessary, the PANEL will be expected to submit replacement personnel with similar qualifications to SJAFCA for approval. Personnel to be included in the Respondent's SOQ should include the following:

- Geotechnical Engineer*
- Hydraulics and Hydrology (H&H) Engineer*
- Civil Engineer*
- Cost Engineer

Key Personnel identified with an asterisk (*) are the personnel that will comprise the SAR PANEL members. SAR PANEL members should meet USACE SAR reviewer qualification requirements. Only one person shall be provided for each PANEL position. One member will be designated as the Chairperson of the panel.

SJAFCA will approve PANEL members prior to initiation of any SARs. Additional requirements may be added throughout the contract. If the selected PANEL fails to be deemed acceptable and approved by SJAFCA, SJAFCA may exercise its right to cancel the contract and award a contract to the next-highest-ranked respondent. If a particular team member of the proposed PANEL is deemed unqualified, then SJAFCA may request a substitution for that panel member, with another qualified member, whose qualifications were submitted and reviewed through this solicitation. If the prime proposer rejects the request, then the negotiations will be deemed unsuccessful. PANEL members must be independent of the project design team and may not

have contributed to or supervised any work products under review. The PANEL members shall be further restricted from providing services to the contractor or the construction management team.

5. SUBMITTAL GUIDELINES

The proposal should address the following information in the order listed:

1. Introductory Transmittal Letter
2. PANEL Personnel
3. Safety Assurance Review Understanding and Approach

The proposal shall not exceed ten (10) single-sided 8.5 by 11-inch pages, font size 12. Each page must be numbered. The 10-page limit applies to all content with the following exceptions:

1. An optional table of contents (not to exceed one page);
2. The cover or any section dividers;
3. Key personnel resumes. All resumes shall be limited to two (2) pages in length.

Any 11 by 17-inch sheets will count as two (2) pages.

5.1 Introductory Letter

This letter should be on company letterhead and addressed to the SJAFCA Executive Director with a statement of the consultant's basic understanding of SJAFCA's needs. The letter should include the name(s), business address, and telephone numbers of the proposed PANEL members and their areas of expertise.

5.2 PANEL Personnel

The proposal shall describe the experience of their proposed PANEL members. The description shall include the roles and responsibilities of each PANEL member, their experience within the area of expertise, and their experience conducting SARs.

5.3 Safety Assurance Review Understanding and Approach

The proposal should include enough information to satisfy evaluators that the PANEL members have a clear understanding of the Scope of Services, describe the methods, standards, and tools that will be used to perform the services and tasks required, and describe the quality control procedures that will be implemented by the PANEL.

This section will be evaluated based on the PANEL's ability and approach, considering their current workload, to complete the required SAR during project design and construction. The PANEL's proposal should show a firm understanding of the SAR Scope of Services and lessons learned from previous SAR projects.

6. COST PROPOSAL

The cost proposal should include all costs for which the PANEL expects to be compensated, including all materials furnished, travel, and services provided. The quoted price shall constitute

full and complete compensation for the services and materials provided as outlined above, including costs associated with review of subconsultant work or managing subconsultant contracts. PANEL staff fee schedule should be provided as an attachment and should clearly indicate effective dates and fully burdened hourly rates, applicable escalation clauses, equipment and material costs, and subconsultant mark-up rates.

7. PROPOSAL SUBMISSION REQUIREMENTS

SJAFCA reserves the right to reject any and all proposals, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of SJAFCA. Non-acceptance of any proposal will be devoid of any criticism of the proposal and of any implication that the qualifications or the proposals were deficient.

Costs for developing proposals are entirely the responsibility of the PANEL and shall not be chargeable in any way to SJAFCA. All materials submitted remain the property of the Proposer.

An electronic copy sent via email (in PDF format) of the proposal, signed by an authorized representative, shall be delivered on or before **3:00 pm on Friday, DECEMBER 19, 2025**, to:

Mr. Ryan Curry
San Joaquin Area Flood Control Agency
2800 W March Ln, Suite 200
Stockton, CA 95219
Ryan.Curry@sjafca.org

Note: The proposal should not include cost or rate information. A sealed Cost proposal shall be submitted in a separate sealed envelope by the PANEL. Costs for preparing and submitting a response to this RFP is entirely the responsibility of the PANEL and shall not be chargeable in any way to SJAFCA.

8. PANEL SELECTION SCHEDULE

SJAFCA will follow the PANEL selection schedule listed below. SJAFCA expects to select a PANEL solely based on the contents of this proposal. However, SJAFCA does reserve the right to conduct interviews of all or a select set of finalists, if needed, to make a final decision. SJAFCA reserves the right to modify the schedule in any manner necessary to serve the best interests of SJAFCA:

Release Request for Proposals.....	November 21, 2025
Written Questions Submitted to SJAFCA by	December 5, 2025
SJAFCA Responds to Written Questions	December 12, 2025
Proposals Due from Consultant.....	December 19, 2025 (3:00 p.m.)
PANEL Selection/Notification	January 9, 2026
Conclude Agreement Negotiations.....	January 23, 2026
Issue Notice to Proceed	January 26, 2026

9. SELECTION CRITERIA

The PANEL selected shall demonstrate recent and relevant expertise in the area of civil engineering, hydrology and hydraulics, geotechnical engineering, cost estimating, and SAR experience for similar levee improvement projects.

Selection will be based upon the following factors, weighted (%) for importance as indicated:

- a) History and SAR experience for levee improvement projects. (30%)
- b) Experience and qualifications of PANEL personnel. (25%)
- c) Safety Assurance Review understanding and approach. (25%)
- d) Experience working effectively with SJAFCA, DWR, Central Valley Flood Protection Board (CVFPB), USACE, and/or Reclamation District (RD) 17. (10%)
- e) Compliance with all RFP requirements. (10%)

Consultant shall have 72 hours from the date of notification to protest the decision by submitting an email titled "PROTEST FOR SJAFCA-RFP-25-04" to darren.suen@sjafca.org. The Executive Director will review all protests and will provide a final decision within 24 hours.

10. PROPOSAL TECHNICAL QUESTIONS

Questions regarding the RFP may be directed to Ryan Curry by e-mail at Ryan.Curry@sjafca.org.

Any responses to questions that alter any materials found within this RFP will be communicated to the pre-qualified consultant list prior to the proposal due dates.