



RUSSIAN RIVER RECREATION AND PARK DISTRICT
REQUEST FOR PROPOSALS

Project Management Services for the Vacation Beach Dam Repair Project

Issue Date: 9/04/26

Proposal Due Date/Time: Monday, 9/21/26 at 5pm

Submit Proposals To: admin@rrrpd.org

I. Background Information

The Russian River Recreation and Park District (“RRRPD” or “District”) is soliciting proposals from qualified individuals or firms to provide Project Management services for the Vacation Beach Dam Repair Project (“Project”). This Project consists of two related repair efforts, combined here because they share equipment, contractors, and timing:

- The **Upright 5–6 Repair**: a specific repair at uprights 5 and 6, undertaken with the Division of Safety of Dams (“DSOD”) following a breach in August 2024; and
- The **Upright 5–0 Maintenance Work**: additional necessary repair, maintenance, and upgrade work identified across uprights 5 through 0 while preparing for the Upright 5–6 Repair, which worst-case could extend to replacement at uprights 4, 3, 2, and 1.

The Upright 5–0 Maintenance Work falls under ordinary dam maintenance rather than a separate DSOD authorization — DSOD is already supportive of the work and expects RRRPD to keep the dam in safe and functional order. Because alluvial deposits cover the area from uprights 5 through 0, a complicated, multi-agency permitting process is expected for that portion of the work. The goal for the final repaired dam is full accessibility for future repairs and maintenance.

RRRPD intends to engage a Project Manager (“PM”) to guide the Project — spanning both the Upright 5–6 Repair and the Upright 5–0 Maintenance Work — from conception through final closeout, coordinating design, permitting, procurement, and contract administration, and preparing the Project for construction, while reporting regularly to the RRRPD Board.

Scope Boundary: What This Role Is — and Is Not

This Project Manager role covers getting the Project ready for construction and tracking it — and its paperwork — through completion: design coordination, permitting, procurement, contracting, scheduling, and closeout documentation.

It does **not** include day-to-day, on-site oversight or field supervision of the construction contractor during active construction. That function, if needed, will be addressed through a separately procured construction management resource. This RFP is limited to the Project Management scope described in Attachment A.

II. Schedule

To the extent achievable, the following schedule shall govern this RFP. RRRPD reserves the right to modify the dates below and will notify all known respondents of any schedule changes.

Milestone	Date
RFP Released	Monday, 9/4/26, at 10am
Deadline for Questions	Monday, 9/11/26 at 5pm
Proposals Due	Monday, 9/21/26 at 5pm
Interviews (if necessary)	TBD
Anticipated Award / Board Consideration	10/5/26
Contracts Executed	10/12/26

Answers to Proposer questions and any addenda will be posted to *russianriverrecpark.org* rather than distributed on a fixed date.

III. RFP Coordinator

All communications concerning this RFP must be submitted via email to the RFP Coordinator identified below. The RFP Coordinator is the sole point of contact for this RFP. Any communication other than via email to the RFP Coordinator will be considered unofficial and non-binding on the District. Hard-copy responses will not be accepted.

Name and Title: Amanda Benton, District Manager

Email: admin@rrrpd.org

IV. Ideal Candidate Profile

The ideal Proposer will have:

- Experience providing project management for environmentally sensitive infrastructure or public works projects (not necessarily dam- or creek-specific);
- Experience navigating multi-agency environmental permitting (e.g., Permit Sonoma, U.S. Army Corps of Engineers, California Department of Fish and Wildlife, State Water Resources Control Board, Regional Water Quality Control Board) and CEQA compliance;
- Experience preparing and administering public works bid solicitations consistent with the Public Contract Code, including the Uniform Public Construction Cost Accounting Act;
- Experience with contract administration, budgeting, scheduling, and closeout documentation on phased or scalable public infrastructure projects;
- Ability to read and convey information from engineering plans and specifications, which will be necessary to support fabrication and installation of dam parts; and
- Strong written and verbal communication skills, including reporting project status to a public agency's governing board.

This is not a field construction supervision role; hands-on construction inspection experience is a plus but not a requirement.

V. Scope of Services

The selected Project Manager will guide the Project from conception through post-construction closeout, serving as the District's primary point of contact with the engineering firm, permitting agencies, and (once selected) the construction contractor for administrative and reporting purposes, and reporting regularly to the RRRPD Board. A detailed task list is provided in **Attachment A – Detailed Scope of Services**.

VI. Proposal Submission Requirements

Responses shall be submitted as a single PDF file containing the following required contents. Font size shall be no smaller than 12 point. Hard-copy responses will not be accepted. No late responses will be accepted, and no changes or corrections to responses will be accepted after the due date.

1. Cover Letter (Limit: 1 page)

The cover letter should convey a clear understanding of the Project and why the Proposer is uniquely qualified to be awarded a contract, and must include:

- Company name (firm, entity, or organization);
- Federal Employer Identification Number;
- Name and title of the Proposer's contact person;
- Contact information (address, phone, email);

- Proposer's organizational structure (e.g., corporation, LLC, sole proprietorship), including any subconsultants/team members;
- Description of any other services or business activities beyond what this RFP requests; and
- Signature of an authorized officer of the Proposer, and date.

2. Respondent's Qualifications (Limit: 12 pages)

Explain demonstrated experience and success providing the services described in Attachment A, including for comparable environmentally sensitive infrastructure or public works projects, comparable projects in Northern California, and comparable grant- or agency-funded projects. Include:

1. Approach and Management Plan (limit 2 pages): Proposed approach and management plan for preparing the Project for construction and administering it through completion, including strategies for cost-effective, on-time, on-budget delivery, and an organization chart showing proposed relationships among Proposer staff, subconsultants, RRRPD, and other key parties.
2. Team Qualifications and Experience: Qualifications and experience of the proposed team, with emphasis on environmentally sensitive infrastructure project management, multi-agency permitting, and public contract administration experience.
3. Staffing Plan: Anticipated staffing for the duration of the contract, including current and anticipated workload and capacity of key team members.
4. Additional Relevant Information: Any other information helpful to the selection process.
5. Acknowledgement of Agreement Terms: Acknowledgement of the terms of the District's professional services agreement (if attached as Attachment B) and any requested exceptions.

3. Fee Proposal

Complete the pricing table in Attachment B. RRRPD is open to a contractual arrangement that scales project management hours to project needs rather than requiring a full-time resource commitment throughout the Project.

4. References

Provide up to five (5) references from public or nonprofit sector clients for whom the Proposer (or its key team members) has provided comparable project management services within the last five (5) years, including project description, scope, dates, and contact information for a person with direct knowledge of the Proposer's performance.

5. Debarment or Other Disqualification

Proposer must disclose any debarment or other disqualification as a supplier, vendor, or contractor for any federal, state, or local entity, including the nature of the debarment/disqualification and where to find further detail.

VII. Standard Agreement Provisions

Following negotiations, the selected Proposer will be expected to enter into a professional services agreement with RRRPD. Failure to timely execute the agreement, or to furnish required insurance certificates, will be deemed an abandonment of the Proposer's offer.

VIII. Evaluation Process and Criteria

RRRPD will review Proposals to ensure each meets the requirements of this RFP and will score responsive Proposals using the criteria below. Because selection is not based solely on lowest price, proposals will not be opened publicly; however, proposals are public records and may be released once an award recommendation has been made, consistent with the California Public Records Act.

- Experience providing project management for environmentally sensitive infrastructure or public works projects;
- Experience with multi-agency environmental permitting and CEQA compliance;
- Experience with Public Contract Code / Uniform Public Construction Cost Accounting Act bid solicitation and contract administration;
- Experience with budgeting, scheduling, and closeout documentation on phased or scalable public infrastructure projects;
- Ability to read and convey information from engineering plans and specifications;
- Reference recommendations;
- Comprehensiveness and reasonableness of the fee proposal; and
- Thoroughness and clarity of the submission.

RRRPD reserves the right to award a contract based on written responses alone; however, interviews and/or written clarifying questions may be required of some or all Proposers.

IX. Right to Reject Proposals / General Terms

- Right to Reject: RRRPD reserves the right to reject any or all proposals without indicating reasons, terminate or reissue this RFP, extend any deadline by written addendum, procure the services by other means, or disqualify any Proposer for conflict of interest or evidence of collusion.
- Public Records: Proposals are subject to public inspection under the California Public Records Act unless exempt. Language purporting to render an entire proposal confidential will be disregarded.
- No Reimbursement of Proposal Costs: RRRPD will not reimburse any costs associated with preparing, submitting, or presenting a proposal.
- Non-Discrimination: RRRPD does not discriminate on the basis of any protected classification in the award or administration of this contract, and requires the same of its contractors.
- Board Approval Required: No agreement resulting from this RFP is binding until approved by the RRRPD Board of Directors and executed by authorized representatives of both parties.

X. Addenda

No one is authorized to amend this RFP by oral statement, or to make any representation or interpretation in conflict with its provisions. Any changes to this RFP will be issued in writing via Addenda.

Attachment A: Detailed Scope of Services

The Project Manager's responsibilities span the following phases of the Vacation Beach Dam Repair Project. Throughout each phase, the PM works collaboratively with RRRPD staff to identify barriers, issues, and open questions requiring resolution.

Out of Scope

Day-to-day, on-site oversight and field supervision of the construction contractor during active construction is not part of this scope. RRRPD anticipates procuring that function separately, if needed, as a construction management resource.

1. Project Conception and Planning

- **Identify Needs and Goals:** Identify the actual repair and maintenance needs across uprights 5 through 0 (Upright 5–0 Maintenance Work), building on the Upright 5–6 Repair already underway with DSOD, with the final repaired dam providing full accessibility for future repairs and maintenance.
- **Stakeholder Engagement:** Prepare project updates that are ready for public dissemination once presented to and approved by the RRRPD Board.
- **Project Scope Definition:** Identify the extent of the Upright 5–0 Maintenance Work, building on the already-defined boundaries of the Upright 5–6 Repair.
- **Coordinate and host on-site meeting with RRRPD Staff and relevant agencies.**

2. Design and Planning

- **Design Resolution:** Identify, together with engineering and geotechnical experts, what's still unknown about the alluvial-covered area between uprights 5 and 0, and surface what questions need to be answered before design can proceed.
- **Sediment Disposition:** Identify the issues at stake in the sediment-replacement trade-off — accessibility for future repairs versus the geotechnical recommendation — before plans are finalized.
- **Contract Documents:** Identify what general conditions and contract terms need to cover both the Upright 5–6 Repair and the Upright 5–0 Maintenance Work, given they share equipment, contractors, and timing.
- **Environmental Review:** Identify whether sediment removal raises CEQA questions beyond the existing dam-repair exemption.
- **Permits:** Identify the agencies, contacts, and open questions involved in the multi-agency permitting process (Permit Sonoma, Army Corps of Engineers, CDFW, State Water Resources Control Board, Regional Water Quality Control Board) for the alluvial-covered area.
- **Summer Road:** Identify any issues affecting the County of Sonoma's seasonal installation of Summer Road and ongoing dam access.
- **Property Rights:** Identify whether work beyond RRRPD boundaries will be needed, and what questions remain unresolved.

- Budgeting and Funding: Identify budget gaps and produce clear budgets and construction plans/timelines RRRPD can use at funding opportunities — not to secure funding independently.

3. Procurement

- Bid Solicitation: Identify the right process and timing for issuing invitations to bid pursuant to the Public Contract Code.
- Materials Consultation: Identify, together with the engineering firm, materials that are proving difficult to procure and whether substitutions are feasible.
- Contractor Selection Support: Surface the information the Board needs to make its contractor selection.
- Contract and Award: Finalize the contract with the Board-selected contractor.

4. Pre-Construction Readiness and Contract Administration

- Pre-Construction Readiness: Identify any remaining barriers to the contractor mobilizing.
- Contract Administration: Identify schedule changes, submittals, RFIs, and change orders as they arise, and route them to the right approvals.
- Progress Tracking and Reporting: Identify what the Board needs to see in progress reporting from the contractor and any separately procured construction management resource.

5. Post-Construction

- Documentation for Repeatability: Identify whether documentation is thorough enough to duplicate the work on the opposite side of the dam.
- Permit Closeout: Identify and resolve any outstanding items with each permitting agency.
- Project Closeout: Identify remaining documentation, confirm payments are processed, and record the Notice of Completion.
- Project Handover: Coordinate the official handover of the completed project.
- Maintenance and Operations Planning: Identify long-term maintenance and operations needs for the Project.

Attachment B: Fee Proposal Form

Proposer Name:

Item	Amount / Description
Per-Hour Rate	\$ _____ per hour
Not-to-Exceed – Design/Permitting Phase	\$ _____
Not-to-Exceed – Procurement/Bidding Phase	\$ _____
Not-to-Exceed – Pre-Construction Readiness & Contract Administration	\$ _____
Not-to-Exceed – Post-Construction/Closeout Phase	\$ _____
Other Expenses (describe)	\$ _____
TOTAL NOT-TO-EXCEED PROJECT COST	\$ _____

What costs or expenses are included in the rate(s) above?

What costs or expenses do you anticipate may be required in addition to those included above?