



## Request for Service Qualifications for As-Needed Routine Maintenance

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February 18, 2026 by 5:00 PM

Pre-Proposal Workshop:  
January 27, 2026 at 3 PM

Deadline for Questions:  
February 4, 2026 by 5:00 PM

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- Appendix A — OneShoreline Standard Agreement and Insurance Requirements
- Appendix B — Minimum Qualifications Application
- Appendix C — Proposer Qualification Forms
- Appendix D — Example Permits

# I. Introduction

## 1.1. Project Overview

The San Mateo County Flood and Sea Level Rise Resiliency District (also known as OneShoreline) is seeking proposals from qualified firms, teams, joint ventures (JV), or other qualified business entities (“Proposers”) to submit a Qualifications Package for as-needed routine maintenance services. Per California Public Contract Code Section 22002(d) maintenance includes routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.

**OneShoreline anticipates awarding up to three (3) As-Needed Agreements from this Solicitation.** The As-Needed Agreements will be multi-year and multiple-project as-needed routine maintenance agreements. Actual routine maintenance services will be authorized by OneShoreline through Contract Service Orders (CSOs). Each CSO shall include a description of the service(s) needed, construction costs, required deliverables, and schedule of performance.

Proposers with previous relevant experience and qualifications related to the Work described in Section 4 Scope of Work, Schedule, and Budget are invited to submit a Minimum Qualifications Application (MQA) (Appendix B) and Qualifications Package (Appendix C) in accordance with the requirements set forth in this Solicitation, including the format and content guidelines outlined in Section 2 Proposal Process and Requirements.

This work will support operation and maintenance of multi-jurisdictional flood infrastructure serving communities that are vulnerable to flooding, conserving sensitive habitats, and protecting critical infrastructure. Proposers shall demonstrate deep experience in infrastructure management and adherence to strict environmental compliance.

## 1.2. About OneShoreline

Given the extreme vulnerability to the water-related impacts of climate change in San Mateo County, State legislation established OneShoreline in 2020 as the first independent government agency to address the challenges of sea level rise, extreme storms, drought, coastal erosion, and other issues across jurisdictional boundaries. OneShoreline works with a wide range of stakeholders to build aligned resilience for developed and natural areas, and to plan land use and infrastructure for both immediate and future climate-driven conditions. Resilience to this transformative challenge requires a holistic approach to:

- **Geography:** OneShoreline is a vehicle through which San Mateo County and its cities can align efforts across jurisdictions
- **Threats:** OneShoreline focuses on climate change’s multiple water-related impacts
- **Objectives:** OneShoreline reduces these threats and incorporates natural infrastructure, recreation, and public and private land into its efforts

## II. Proposal Process and Requirements

### 2.1. RFP Schedule

Advertisement of RFP----- 1/14/2026

Pre-Proposal Workshop ----- 1/27/2026 at 3:00 PM

Deadline for Proposers to Submit Questions ----- 2/4/2026 by 5:00 PM

OneShoreline Posts Responses to Questions ----- 2/6/2026 by 5:00 PM

**Deadline for Proposers to Submit Proposals----- 2/18/2026 by 5:00 PM**

Notification of Selection ----- 2/27/2026

Deadline for Negotiation of Agreement ----- 3/17/2026

OneShoreline Board Authorization to Execute Agreement----- 3/23/2026

### 2.2. Pre-Proposal Workshop

OneShoreline encourages prospective Proposers to attend a virtual pre-proposal workshop to learn more about the project scope, site conditions, and proposal requirements. During the session, staff will address questions and provide clarifications related to this RFSQ.

- **Date/Time:** January 27, 2026 at 3:00 PM

#### **Register here:**

<https://oneshoreline-org.zoom.us/meeting/register/4lQC5SZnRvmfKnUovjHcPg>

Proposers are encouraged to independently visit the publicly accessible Colma Creek channel and other publicly accessible visible infrastructure to inform their proposals.

While oral responses may be provided during the workshop, only written addenda issued by OneShoreline shall be considered binding.

### 2.3. Submission of Questions

Questions regarding this RFSQ must be submitted via email to:

[Projects@OneShoreline.org](mailto:Projects@OneShoreline.org)

**Subject line:** As-Needed Routine Maintenance RFSQ

Responses to all questions will be posted at: <https://oneshoreline.org/document-library/>

## **2.4. Submission of Proposals**

Proposers must submit an electronic copy by the proposal deadline to:

Johnathan Perisho, Project Manager at [Projects@OneShoreline.org](mailto:Projects@OneShoreline.org)

Proposals must be valid for a period of 120 days from the date of submission. Late or incomplete proposals will not be considered.

## **2.5. Proposal Requirements**

All proposals must adhere to the following formatting and content requirements. Proposals that do not comply with these instructions may be deemed non-responsive and disqualified from further consideration.

### **2.5.1. Format and Length**

- **Maximum Length:** 20 pages total, including all supporting materials except as noted below.
- **Font:** Minimum 11-point for body text; 10-point minimum for graphics and tables.
- **Page Numbering:** Number all pages clearly and sequentially. Do not number cover pages or section dividers

### **2.5.2. Exclusions from the 20-page Limit**

- Cover (front and back)
- Section dividers
- Staff resumes (Maximum 2 pages per staff)
- Required legal and contractual disclosures
- Minimum qualifications

### **2.5.3. Required Content**

Proposals must include the following sections, organized in the order listed below:

- Cover Materials
- Proposal cover including RFSQ title and number, prime firm name, and submission date
- Signed cover letter from an individual authorized to contractually bind the proposer
- Primary point of contact (name, title, phone number, and email address)

### **2.5.4. Minimum Qualifications Application (MQA)**

Proposers must submit one completed and signed original of the MQA (Appendix B). If Proposer is a JV, Proposer must submit a separate MQA for each JV partner.

### **2.5.5. Introduction & Executive Summary**

- Provide a cover letter that includes an introduction of the Proposer's Team.
- Indicate whether Proposer is a single entity, partnership, corporation, JV, or other legal entity recognized in the State of California and able to properly perform the Work. For the previous 10 years, indicate all former names, if any, under which the prime proposing firm(s) has conducted business and the years of operation under each name.
- If Proposer is a JV, describe the organization and relationships as well as the responsibilities of all partners in the JV. Clearly identify the lead and non-lead JV partners.
- Identify the contact person, including their title, phone number, and email address. The contact person must be the proposed Project Manager. If Proposer is a JV, the contact person must have authority to act on behalf of the JV.
- List and describe any lawsuit resulting from (i) any public work project undertaken by Proposer or by its Subcontractors where litigation is still pending or has occurred within the last five years or (ii) any type of project where claims or settlements were paid by Proposer or its insurers within the last five years.
- A copy of the Standard Agreement is included as Appendix A. By submitting a Statement of Qualifications, the Proposer represents that it has reviewed the Standard Agreement and agrees to the terms and conditions set forth therein. If the Proposer has any strict exceptions or objections to specific clauses, these must be clearly identified and written within the proposal. If no exceptions are expressly noted in the SOQ, the terms of the Standard Agreement will be deemed accepted in their entirety by the Proposer.
- The cover letter must be signed by a person authorized to obligate Proposer to perform the commitments contained in its Qualifications Package and the Agreement. Submission of the letter will constitute a representation by Proposer that it is willing and able to perform the commitments contained in its Qualifications Package and Agreement.
- By signing the cover letter, Proposer affirms the following:
  - Proposer agrees to commit and assign the Project Manager and all Key Personnel identified in its Qualifications Package.
  - A request for a substitution of the proposed Project Manager shall be submitted to the OneShoreline for approval within 30 calendar days prior to the departure of the Project Manager. The proposed substitute Project Manager must have comparable experience.
  - Failure to replace the Project Manager or any Key Personnel shall not relieve Contractor of its obligation for the full performance of the Work to be provided as a result of any unfilled position.

- Proposer understands that the selection of its Qualifications Package will be based, in part, on the Proposer's team and Key Personnel as submitted in the response to this Solicitation. Therefore, OneShoreline will not approve any requests for substitution of Key Personnel during the procurement or within 12 months after the Effective Date of the Agreement, until it has investigated the reasons for such requests and determined the requests are appropriate. OneShoreline retains sole discretion in determining whether to approve any proposed substitution during the procurement and through the life of the Agreement. Should a request for substitution be granted prior to award of an Agreement, the Qualifications Package will be re-evaluated using the experience and qualifications of the new Key Personnel.

#### **2.5.6. Proposer's Responsibilities and Qualifications**

Selected Proposers will be responsible for delivering consistent, high-quality as-needed construction services in compliance with all applicable federal, state, and local requirements. This section outlines the expectations for contractor responsibilities, quality management, relevant construction experience, and key staff qualifications necessary to successfully perform the work.

- **Proposer Responsibilities and Qualifications**

- Selected Proposers will assume the responsibilities of a general contractor under an as-needed construction services agreement and must possess a full range of technical and managerial capabilities associated with providing repairs and construction services. The proposal shall demonstrate:
  - Experience managing multiple projects at the same time.
  - Ability to mobilize/demobilize quickly, work flexible hours/weekends, and provide accurate, rapid cost proposals for time-sensitive work.
  - All relevant disciplines needed to perform the full scope of work and show an ability to deliver within schedule and budget constraints.
- Contractor shall ensure full compliance with Federal, State and local laws, directives, and executive orders regarding California Public Contract Code and other provisions of laws applicable to each CSO. Contractors are ultimately responsible for executing the scope in strict adherence to all applicable federal, state, and local laws, regulations, standards, and guidelines. Unless otherwise stated in the CSO OneShoreline shall have responsibility to secure necessary permits and approvals to facilitate work required under each CSO. To demonstrate a record of compliance, the Proposal must include the following information:
  - **Safety Record:** Provide the firm's Experience Modification Rate (EMR) for the last three (3) years and a summary of any Cal/OSHA citations received during that period.
  - **Labor Compliance:** A statement confirming the firm's current registration with the

Department of Industrial Relations (DIR) and a disclosure of any prevailing wage violations or labor disputes within the past five (5) years.

- **Litigation and Claims:** A list of any construction-related litigation, arbitration, or termination for cause involving the firm in the past five (5) years.
  - Throughout the term of Agreement, Contractors will coordinate with OneShoreline and their representatives on all aspects of work.
- **Quality Management**
  - Contractors will provide Quality Control (“QC”) on all services performed by the Contactor.
  - The standard of care applicable to the Contractor’s work under the Agreement will be the degree of skill and diligence ordinarily employed by contractors performing the same or similar services, under the same or similar circumstances, in the State of California. The Contractor will provide Quality Control (“QC”) on all services performed by the Contractor.
  - Under each issued CSO close coordination between Contractor, OneShoreline, and other OneShoreline-designated partners is required. This will ensure that critical information is made available to the appropriate contacts in a timely manner.

#### **2.5.7. Relevant Construction Experience**

Proposer must demonstrate proven experience and capacity to successfully deliver similar scope of work listed in Section 4.1 within the past 10 years. Using Table 1 in Appendix C, Proposer Qualification Forms, Proposers shall submit a minimum of three (3) example projects completed within the past ten (10) years that best illustrate the firm’s capabilities. Each project example must be valued at \$75,000 or more and clearly demonstrate:

- **Project Narrative:** The Proposer shall provide a brief narrative of the project describing:
  - The technical challenges encountered and how they were resolved (specifically regarding dewatering or sensitive species)
  - How the firm managed conflict resolution among subcontractors or with the client.
  - Performance on schedule and budget including original and final prices and durations.
- **Prime Contractor Role:** The Proposer acted as the Prime Contractor managing multiple trade subcontractors.
- **Relevant Scope:** Work involving flood/tidal infrastructure (pump stations, tide gates, levees), stormwater management (gray, nature-based, hybrid), or creek/shoreline restoration.

- **Regulatory Compliance:** Adherence to complex permitting, specifically dewatering/discharge requirements and ecosystem protection for sensitive species (e.g., CA red-legged frog, SF garter snake).
- If Proposer does not include a minimum of three example projects, the evaluation may reflect a lack of demonstrated experience.

### **2.5.8. Project References**

For each of the representative projects submitted using Table 1 in Appendix C, provide current contact information for a client reference who can verify the Respondent's performance.

- **Required Info:** Name, Title, Agency/Company, Phone Number, and Email.
- **Reference Context:** The reference provided must be a person with direct oversight of the construction work (e.g., Construction Manager, Resident Engineer, or Public Works Director).
- **Right to Contact:** OneShoreline reserves the right to contact the listed references and any other relevant agencies to verify the Respondent's record of compliance, safety, and performance.

### **2.5.9. Key Personnel Experience and Qualifications**

Using Table 2 in Appendix D, Proposer Qualification Forms, provide a resume and up to three relevant projects for each Key Personnel. Relevant projects are defined as delivering services similar to the potential scope of Work listed in Section 4, Scope of Work, Schedule, and Budget.

The "Key Personnel" are the individuals on the Proposer's team who will have direct, hands-on responsibility to manage and execute CSOs under the Contract. Proposals should also detail additional staff required for the successful completion of the multi-disciplinary project.

Provide a resume (two pages each maximum) for the following Key Personnel, at a minimum:

- **Project Manager.** The project manager shall have at least five years of project management experience. The project manager is the person responsible for the office work for the Contract, including but not limited to preparing cost proposals and Quotes, scheduling, managing procurement of Subcontractors, and payments
- **On-Site Superintendent.** The on-site superintendent shall have at least three years of experience as a project superintendent. The on-site superintendent is the person responsible for management and oversight of the Work and the jobsites

OneShoreline will contact references to verify past project work and performance. Provide two references for each Key Personnel using Table 3 in Appendix C, Proposer Qualification Forms. References must be people with whom the Key Personnel worked directly and have the authority or technical knowledge associated with the relevant projects requested above

to confirm the experience.

All service qualifications submitted in response to this RFSQ will be evaluated through a multi-stage review process led by OneShoreline. The evaluation will consider technical quality, team qualifications, project understanding, cost reasonableness, and compliance with RFSQ requirements. OneShoreline will ultimately contract with up to three As-Needed Agreements. The selection process should be finished within 60 days of the submission of responses.

Subconsultant markups are not to exceed 5%.

## **2.6. Initial Review**

**Proposals that do not pass the initial review will be deemed non-responsive and will not proceed to the evaluation stage.** OneShoreline may request clarifications solely for the purpose of verifying eligibility or correcting non-substantive administrative errors.

- Timely submission by the proposal deadline.
- Adherence to page limits and formatting requirements.
- Each Qualifications Package received will be screened to ensure that all content required by this Solicitation is included. Partial or complete omission of any required content may disqualify a Qualifications Package from further consideration.
- At its sole discretion, OneShoreline may waive any failure to meet a requirement of this Solicitation or may request clarification or additional information to correct any deficiencies. Proposer must submit the required information within one Working Day after notification by the Contract Administrator.
- OneShoreline reserves the right to verify from any other available sources (including past performance record at OneShoreline) the information provided by Proposer in any part of its Qualifications Package, and to rely upon such information gathered during the verification process. OneShoreline reserves the right to adjust, increase, decrease, limit, suspend, or rescind any or all determination(s) based on subsequently learned information.
- Any false statements made by Proposer or any related communication/clarification may result in the disqualification of its Qualifications Package from receiving further evaluation and a contract award.
- OneShoreline reserves the right to reject any Qualifications Package on which the information submitted by Proposer fails to satisfy OneShoreline and/or if Proposer is unable to supply the information and documentation required by this Solicitation within the period of time requested.
- OneShoreline reserves the right to reject any or all Qualifications Packages without incurring any liability to any Proposer.
- Acceptance of OneShoreline's standard agreement terms or disclosure of exceptions.

### **2.6.1. Minimum Qualifications Application**

OneShoreline will evaluate the MQA on a pass/fail basis. Any Qualifications Package that does not demonstrate that the Proposer meets the minimum qualifications will be considered non-responsive and the Proposer will not be eligible for award of agreement.

### **2.6.2. Evaluation**

A selection panel comprised of OneShoreline staff and other stakeholder agencies will evaluate the proposals provided in response to this RFP based on the following criteria:

Criterion	Evaluation
Minimum Qualifications	Proposer meets the minimum qualifications as defined in the Minimum Qualification Application (Appendix B)
Introduction and Executive Summary	Assessment of the Introduction and Executive Summary as described in Section 2.5.5.
Proposer Qualifications	Assessment of the firm's capability, safety culture, and resource capacity as described in Section 2.5.6.
Relevant Construction Experience	Demonstrated relevant construction experience similar to scope of work listed in Section 4.1 and described in Section 2.5.7.
Project References	Strength and relevance of references provided for recent similar projects as described in 2.5.8.
Key Team Member Experience and Capacity	Qualifications and availability of proposed team members, particularly those in leadership and technical roles as defined in Section 2.5.9.
Proposal Quality	Clarity, organization, responsiveness to the RFP, and quality of written communication.

### **2.6.3. Selection and Award of Agreement**

Following the evaluation process, OneShoreline will notify the three (3) highest-ranked firms and initiate agreement negotiations. If negotiations are unsuccessful, OneShoreline reserves the right to enter into negotiations with the next highest-ranked proposer.

### **2.6.4. Legal and Contractual Disclosures**

- Disclosure of any active or recent litigation (last 3 years)
- Any exceptions to this RFSQ or OneShoreline's Standard Agreement
- Confirmation of acceptance of:
  - [OneShoreline Standard Agreement](#)

- [Non-Collusion and Conflict of Interest Statement](#)

OneShoreline reserves the right to modify the RFSQ's scope of work, make corrections, and reject any or all proposals. OneShoreline may also correct errors in the RFSQ and contact the proposers with any clarifications. Consultant shall ensure full compliance with Federal, State and local laws, directives, and executive orders regarding California Public Contract Code and other provisions of laws applicable to this Project.

### **III. Project Background**

#### **3.1. Project Governance**

As-Needed Service Agreements will be managed by OneShoreline, which will coordinate with local jurisdictions and facilitate regulatory compliance.

OneShoreline and partner agencies will provide regular updates to the OneShoreline Board, Colma Creek Citizens Advisory Committee, city councils, and other relevant bodies.

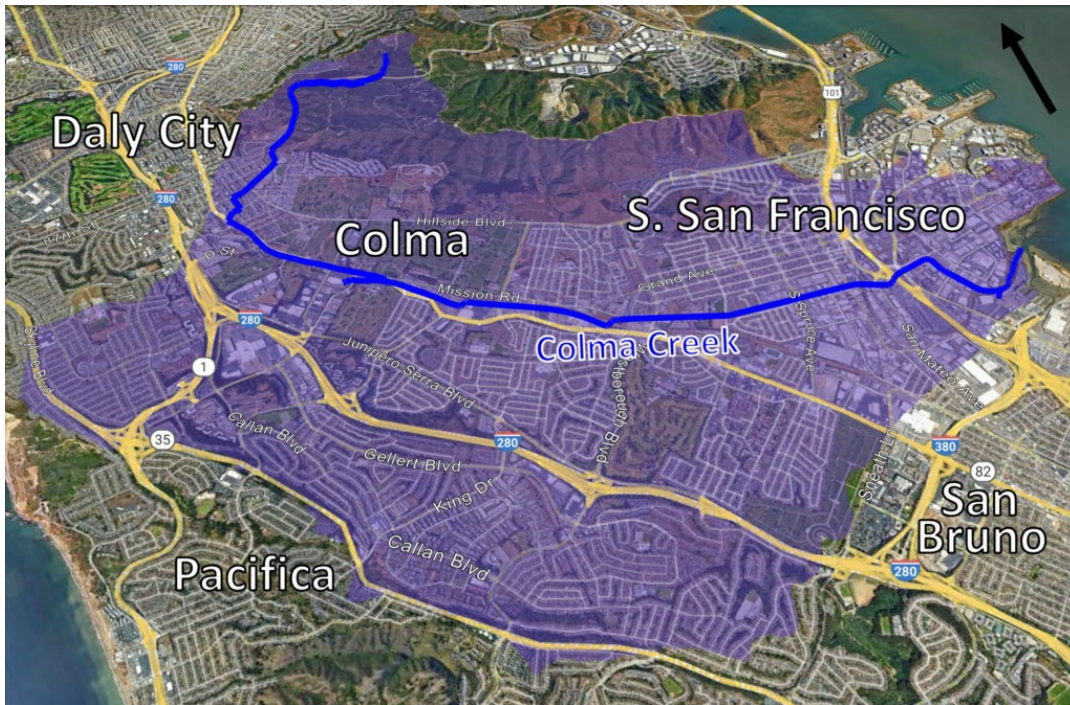
Upon establishment on January 1, 2020, OneShoreline assumed the assets and liabilities of the former San Mateo County Flood Control District, including the Colma Creek, San Bruno Creek, and San Francisquito Creek Flood Zones.

#### **3.2. Colma Creek Flood Zone**

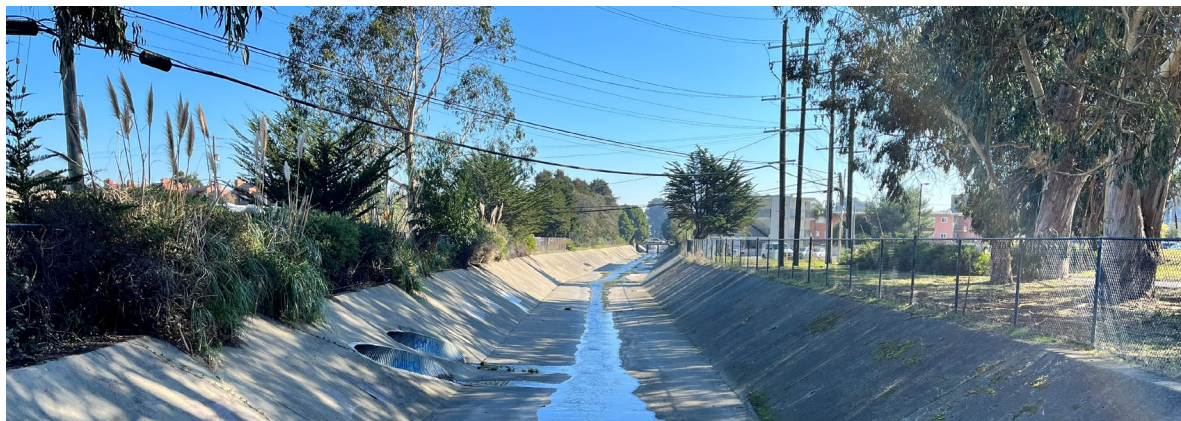
The Colma Creek Watershed drains approximately 16.6 square miles from five municipalities as well as unincorporated County communities: South San Francisco, Colma, Daly City, San Bruno, and Pacifica. The watershed has relatively steep coastal headwaters, concentrated runoff from a largely urbanized area, aged infrastructure, and strong tidal influence near confluence with San Francisco Bay.

Prior to the formation of OneShoreline a Colma Creek Flood Zone was established in 1964 under the jurisdiction of the former San Mateo County Flood Control District to manage flooding. Managed facilities include culverts and rectangular channel in the uppermost reach from El Camino Real to Orange Memorial Avenue, trapezoidal channel from Orange Memorial Avenue to Spruce Avenue, rectangular channel from Spruce Avenue to Produce Avenue, and soft bottom channel with retention walls from Produce Avenue to Utah Avenue.

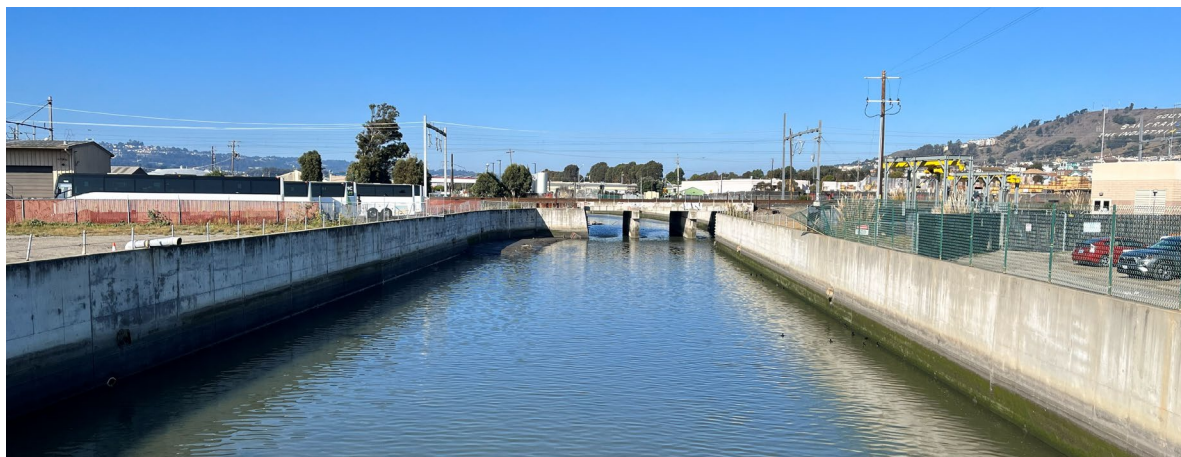
Maintenance activities are conducted on Colma Creek annually, including but not limited to up to 400 cubic yards of sediment removal, trash and debris removal, vegetation management, and infrastructure repairs.



**Figure 1.** Colma Creek Flood Zone



**Figure 2.** Downstream of Centennial Way



**Figure 3.** Upstream of San Mateo Avenue, typical reach for sediment removal from above channel



*Figure 4. Downstream of Airport Boulevard along Mitchell Avenue, soft-bottom tidal reach*

OneShoreline convenes a Colma Creek Citizens Advisory Committee including representatives from all five municipalities that are part of the Flood Zone on a quarterly basis where updates will be made. Historically routine maintenance has occurred annually, including but not limited to trash removal, annual sediment removal, vegetation management, and channel infrastructure repairs.

### **3.3. San Bruno Creek Flood Zone**

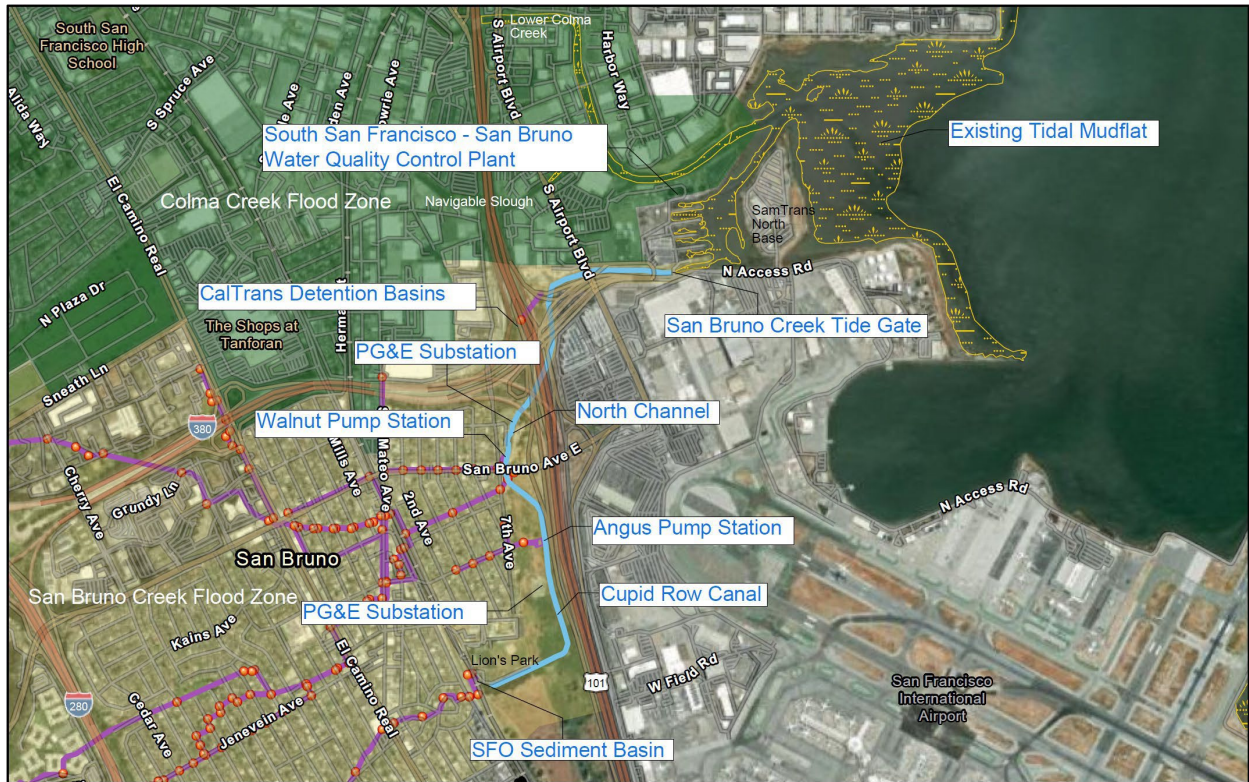
This Flood Zone, formed in 1967, matches the 4½ square mile San Bruno Creek watershed that includes areas of the cities of San Bruno and South San Francisco (“SSF”) and unincorporated San Mateo County (Figure 2). In addition to OneShoreline, this area’s stormwater and coastal infrastructure is managed by multiple agencies, including South San Francisco, San Bruno, San Francisco International Airport (SFO), Caltrans, BART, Caltrain, and, near the mouth of the creek, SamTrans.

San Bruno Creek is a critical flood control and stormwater conveyance system that serves the City of San Bruno and adjacent jurisdictions by transporting urban runoff to San Francisco Bay. The system includes open earthen channels, culverts, tide control infrastructure, and pump stations located within a highly constrained urban environment and on property owned by San Francisco International Airport (SFO). Figure 5 identifies the primary drainage infrastructure within the project area. The following bullets summarize the key components of the creek system, associated infrastructure, ownership, and environmental constraints that are relevant to maintenance activities under this contract:

- **San Bruno Creek**, also referred to as the San Bruno Channel in its lower reaches, serves as the primary drainage conveyance for the City of San Bruno and adjacent jurisdictions, transporting urban watershed runoff to San Francisco Bay.
- The creek system includes two major open, earthen channel segments:
  - **Cupid Row Canal**, located on property owned by San Francisco International Airport (SFO), extending from the Caltrain tracks to San Bruno

Avenue. The Cupid Row segment of San Bruno Creek and adjacent SFO properties support habitat for the federally endangered San Francisco garter snake and the federally threatened California red-legged frog. Any work within this area, including routine activities such as vegetation maintenance, requires implementation of strict environmental protection protocols in accordance with SFO requirements and applicable regulatory agency permits and approvals.

- **North Channel**, which continues downstream through culverts beneath U.S. Highway 101 to a tide gate structure at the Bay. OneShoreline-led work currently completed in North Channel is limited to maintenance dredging and vegetation removal of the reach of channel in the vicinity of Walnut Pump Station, upstream of U.S. 101, in compliance with environmental permit requirements.
- The **tide gate structure**, constructed by SFO in 1948 and now owned by OneShoreline, consists of four 5-foot-diameter pipes equipped with flap gates that regulate tidal inflow and stormwater outflow.
- **Two pump stations** provide critical drainage for low-lying areas:
  - Walnut Pump Station, which lifts stormwater into the North Channel.
  - Angus Pump Station, which lifts stormwater into the Cupid Row Canal.
  - Both pump stations were constructed by the former Flood Control District and are now owned and operated by OneShoreline.
  - Pump station maintenance will not be completed under Agreements awarded through this RFSQ.



**Figure 5. San Bruno Creek System**



**Figure 6. San Bruno Creek Tide Gate at North Access Road**



*Figure 7. North Channel at Walnut Pump Station*



*Figure 8. Cupid Row*

### **3.4. San Francisquito Creek Flood Zone**

San Francisquito Creek is the last free-flowing urban creek on the southern Peninsula of San Francisco Bay. The watershed and floodplain of San Francisquito Creek encompass almost 40 square miles, originating on the east-facing slopes of the Santa Cruz Mountains and flowing to the San Francisco Bay. OneShoreline owns land and easements over portions of the lower creek within the cities of Menlo Park, East Palo Alto, and Palo Alto. Planning and infrastructure improvements are coordinated and facilitated through the San Francisquito Creek Joint Power Authority of which OneShoreline is a member agency. Relevant scope under this RFSQ may include on a limited basis trash, tree, and vegetation management over land and easements owned by OneShoreline.



*Figure 9. Downstream of University Avenue*

### **3.5. Bayfront-Atherton Diversion Structure**

The Bayfront-Atherton Diversion Structure is a system of two parallel underground culverts designed to redirect excess water from the Bayfront Canal and Atherton Channel into managed ponds within the Ravenswood Complex of the South Bay Salt Pond Restoration Project. The culverts were completed in 2023 and monitoring continues. This infrastructure is located within Bedwell Bayfront Park in the City of Menlo Park, and through cooperative agreements managed in partnership with US Fish and Wildlife and Redwood City staff. Requested services for construction contracting may include sediment management.

### **3.6. Other Bayside Creeks and Coastside**

OneShoreline jurisdiction encompasses San Mateo County. In addition to Flood Zones and infrastructure owned or through agreements operated by OneShoreline, outside these areas OneShoreline has also facilitated specific operations for the benefit of local communities. These operations may include but are not limited to emergency sediment removal and vegetation management in creek channels where flood risk has been observed. Scope listed in this RFSQ is inclusive of potential services that may be requested countywide.

## **IV. Scope of Work, Schedule, and Budget**

### **4.1 Scope of Work**

The intent of the As-Needed Agreements is to provide OneShoreline with as-needed services in accordance with San Mateo Administrative Code Section 6.64(b). Work will be issued through individual Contract Service Orders (CSOs) with accompanying scope of work, specifications, schedule, and budget.

Per California Public Contract Code Section 22002(d) maintenance includes routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes. Agreements encompass maintenance and operation of various facilities and systems ensuring structural integrity, safety, and functionality. All Work shall be performed in accordance with project specifications, applicable codes, industry best practices, and requirements of permits and approvals secured by OneShoreline or as specified in individual CSOs. These requirements may include but are not limited to coordinating with on-site biological and cultural monitors contracted directly by OneShoreline, limiting activities to certain work periods, and following established protocols.

Work may include, but is not limited to, the following:

#### **4.1.1. General Repairs and Maintenance**

- Access Provisions
  - Mobilize and ensure appropriate access into and along streams, channels, or creeks.
  - Facilitate temporary access into streams, channels, or creeks to facilitate maintenance activities as needed.
- Trash and Debris Removal and Disposal
  - May include removal of anthropogenic trash as well as removal of downed trees, limbs, and other plant material. Removal of obstructions, other than sediment and large woody debris, at structures such as bridges (not to exceed 100 feet upstream and downstream of a bridge), channel banks and maintenance roads, streamflow measuring stations (stream gauges), tide gates, box culverts, storm drain outfalls, trash booms, and drop structures to maintain functions of such structures.
  - All waste is to be disposed of in alignment with applicable local guidelines and regulations. OneShoreline shall be notified of the facilities where waste collected will be disposed.
  - For any waste that is generated through services provided, as many of the waste materials as economically feasible shall be reused, salvaged, or recycled.

- Maintenance Dredging and Vegetation Removal
  - Removal of accumulated silt, sand, and debris to maintain depth required for proper drainage. Contractor will be required to adhere to regulatory requirements as applicable by work location (e.g. San Francisco Bay Conservation and Development Commission, Clean Water Act disposal requirements, and California Department of Fish and Wildlife (CDFW) San Francisco garter snake and California red-legged frog requirements).
  - Maintenance dredging of San Bruno Creek may include hand-clearing of vegetation within and along channels and truck access under stringent environmental oversight, limited daily production, and tight work windows.
  - Removal of weeds and other vegetation in the vicinity of Angus Pump Station, which may include hand-clearing and weed-whacking.
  - All vegetation management shall be in alignment with established [Integrated Pest Management Policy](#)
- Concrete Repair
  - Grout injection — Injection of cementitious mixture into cracks, voids, or gaps to fill and seal.
  - Wall and tide gate structure servicing — Patching and resurfacing of concrete channel walls showing deterioration such as cracking, spalling, exposed reinforcement. Removal and replacement of failed joint sealants.
- Culvert Servicing
  - Patching, resurfacing, application of joint sealants, and erosion control features.
  - Exercising, servicing, and replacing in-channel flap gate structures.
- Dewatering and Bypass Systems
  - Contractor will be required to adhere to regulatory requirements as applicable by scope and work location in compliance with permits secured by OneShoreline or as specified in individual CSOs.
- Other related services
  - Other general contractor services related to the maintenance of stormwater-related infrastructure.

#### **4.1.2. Example Permits**

Refer to Appendix D, Example Permits, for permit requirements that may be applicable for specific CSOs.

#### **4.2. Contract Service Orders (CSOs)**

Contract Service Orders (CSOs) are document packages that describe work to be

completed. OneShoreline may issue any number of CSOs through Agreements awarded through this RFSQ; the number is limited only by the Agreement time and maximum Agreement value. OneShoreline has the sole discretion to determine the number of CSOs issued. OneShoreline is responsible for the development of the CSOs as well as the supervision and acceptance of CSO Work. Each CSO will include a detailed description of scope of work, budget, schedule, and any special conditions that apply to that specific CSO.

#### **4.2.1. Anticipated CSO Schedule**

Contract Service Orders (CSOs) will be updated based on Projected Needs Assessment and schedules for each CSO will be determined during Contract Service Order Development.

CSOs will include time from the start date specified in the Notice to Proceed (NTP) for the CSO to: (i) achieve final completion so that the CSO Work is ready for final acceptance as evidenced by OneShoreline issuance of written acceptance that the CSO Work has been fully and satisfactorily completed as required by the contract documents; and (ii) achieve any interim milestones specified in a CSO.

The allowable work period for activities in wetland areas is generally limited to June 1 through October 15. These windows may be further limited based on site-specific environmental conditions, including but not limited to the presence of migratory birds and special status species habitat needs which may limit work periods to September 1 to as late as October 31 with seasonal extensions. All work must comply with the avoidance and minimization measures established in applicable permits and approvals.

The Agreement period is anticipated to begin following agreement execution on or around April 1, 2026 and continue to March 31, 2029. While OneShoreline may pursue extension through March 31, 2031, extension is not guaranteed.

#### **4.2.2. Anticipated CSO Budget**

Specific maintenance tasks will be authorized through individual CSOs, which will define the scope of work, performance period, and not-to-exceed amount for that task.