OneShoreline
Building Solutions for a Changing Climate

San Mateo County
Flood and Sea Level Rise
Resiliency District

Request for Proposals for

Flood Early Warning System Operations and Maintenance

RFP Number FSLRRD-2026-11-23
Release Date: November 23, 2026

Deadline for Questions:
December 11, 2026, at 5:00 PM

Deadline to Respond:
January 14, 2027, at 5:00 PM PST

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1. INTRODUCTION

1.1. Project Overview

OneShoreline is seeking a qualified consultant to operate, maintain, and expand the Flood Early Warning System (FEWS) in San Mateo County. FEWS is a countywide network of rain, stream, and tide gauges, repeaters, and base stations, combined with dashboards and an alert system. It gives emergency managers, public works staff, and the public real-time information on rainfall, creek levels, and tides during storms. Gauge data is displayed on a public Contrail system hosted by OneShoreline, which sends automated alerts when predetermined thresholds are exceeded. In addition, OneShoreline has built its own FEWS Dashboard, which combines this gauge data with tide, weather, and reference data.

The system currently includes 27 field assets owned by OneShoreline and partner agencies, including San Mateo County, the San Francisquito Creek Joint Powers Authority, the San Francisco Public Utilities Commission, Valley Water, USGS, Stanford, and several cities. The equipment varies in age, technology, and condition, and data loss during storms is a known concern.

Through this contract, OneShoreline seeks to:

- **Keep the existing system reliable** through annual testing, routine maintenance, and on-call emergency repairs.
- **Plan and expand the network** with a multi-year roadmap that prioritizes new stations, evaluates software and telemetry options, plans replacement of aging equipment, and positions OneShoreline for grant funding.
- **Make the data more useful** by establishing evidence-based alert thresholds, improving dashboards for responders and the public, and integrating new data sources such as water-level loggers at tide gates and pump stations, as well as forecast products like AQPI.

Funding Status and Contract Structure

OneShoreline currently has allocated general funds for managing the contract, operating and maintaining the existing FEWS, and preparing a preliminary roadmap for expanding it. Completing a full roadmap, installing new equipment, and improving its data, dashboards, and alerts are high priorities, but they are not currently funded. OneShoreline intends to pursue grant, partner, and other funding for this work over the contract term.

OneShoreline anticipates a three-year contract with a total not-to-exceed amount of $300,000, with each year's scope, schedule, and budget defined in an annual workplan. The selected consultant will work closely with OneShoreline staff and partner agencies and must be able to respond in the field during inclement weather.

1.2. About OneShoreline

OneShoreline is the San Mateo County Flood and Sea Level Rise Resiliency District, a special district established by State legislation effective January 1, 2020, as California's first independent government agency created to address the impacts of climate change across jurisdictional boundaries.

OneShoreline works throughout San Mateo County to advance resilience to sea level rise, extreme storms, drought, erosion, and groundwater rise for developed, natural, and recreational areas, and to plan land use and infrastructure for both current and future climate-driven conditions. We work with local governments, state agencies, scientific and educational institutions, asset owners, community-based organizations, the private sector, and the public to use the best available science and public and private resources to deliver multiple benefits equitably to people, ecosystems, and the economy.

2. PROJECT CONTEXT

2.1. Flood Early Warning System Overview

The FEWS is a network of gauges, transmitters, relays and base stations of varying age and condition. Table 1 is an inventory of the in-field assets that currently comprise the FEWS. Gauge readings are collected by Contrail, which also alerts staff when a reading passes an established threshold.

OneShoreline manages the system’s data and alarm settings in Contrail, maintains its own gauges, and runs the FEWS Dashboard. We work with city public works departments, the San Mateo County Department of Public Works, County Department of Emergency Management, and emergency response agencies, all of which use the system’s data and receive its alerts.

Table 1 – FEWS assets

Number	Site	Type	Owner(s)
1	Allen Peak	Repeater	OneShoreline
2	Atherton Channel (41106)	Precip/Stream	OneShoreline
3	Bear Creek at Sand Hill Rd	Stream	SFCJPA
4	Belmont Creek (41104)	Precip/Stream	SMC/OneShoreline
5	Butano Creek at Pescadero Rd (41153)	Flasher	OneShoreline
6	Butano Creek at Cloverdale Rd (41152)	Precip/Stream	OneShoreline
7	Colma Creek at Orange Memorial Park (41101)	Precip/Stream	OneShoreline
8	Crystal Springs Cottage	Precip	SFPUC
9	Green Hills Creek at Green Hills Country Club (41201)	Stream	OneShoreline
10	Huddart Park	Precip	SFCJPA/Valley Water
11	La Honda	Precip	SMC
12	Los Trancos	Precip/Stream	Stanford
13	Palo Alto Foothills Park	Precip	Palo Alto
14	Pescadero Creek at Stage Rd (41151)	Stream	OneShoreline
15	Pescadero Creek at Pescadero (11162500)	Stream	OneShoreline
16	Pilarcitos Creek at Half Moon Bay (11162630)	Stream	USGS
17	Pilarcitos Dam	Precip	SFPUC
18	Pulgas	Precip	
19	Redwood City Tide Station	Tide	Redwood City
20	San Bruno Creek at First Ave (41102)	Precip/Stream	OneShoreline
21	San Bruno Mountain	Precip/Repeater	OneShoreline
22	San Francisquito Creek at Stanford GC (11164500)	Stream	USGS
23	San Gregorio Creek	Stream	
24	San Mateo Creek	Stream	SFPUC
25	Trappers Trail	Precip	Valley Water
26	Windy Hill OSP	Precip	SFCJPA
27	Wunderlich County Park	Precip	SFCJPA

The FEWS Dashboard has public pages for residents and tools for public works and responder agencies. The dashboard is hosted on GitHub Pages. It combines Contrail and USGS creek and rain gauge data, NOAA tide and Bay model data, National Weather Service watches and warnings, and reference data such as NOAA Atlas 14, BCDC, and FEMA (Figure 1). The dashboard supports decisions by staff but does not send alerts to the public; SMC Alert messages are sent by City and County officials based on their own determinations. OneShoreline staff will work closely with the Consultant to administer and operate the system.

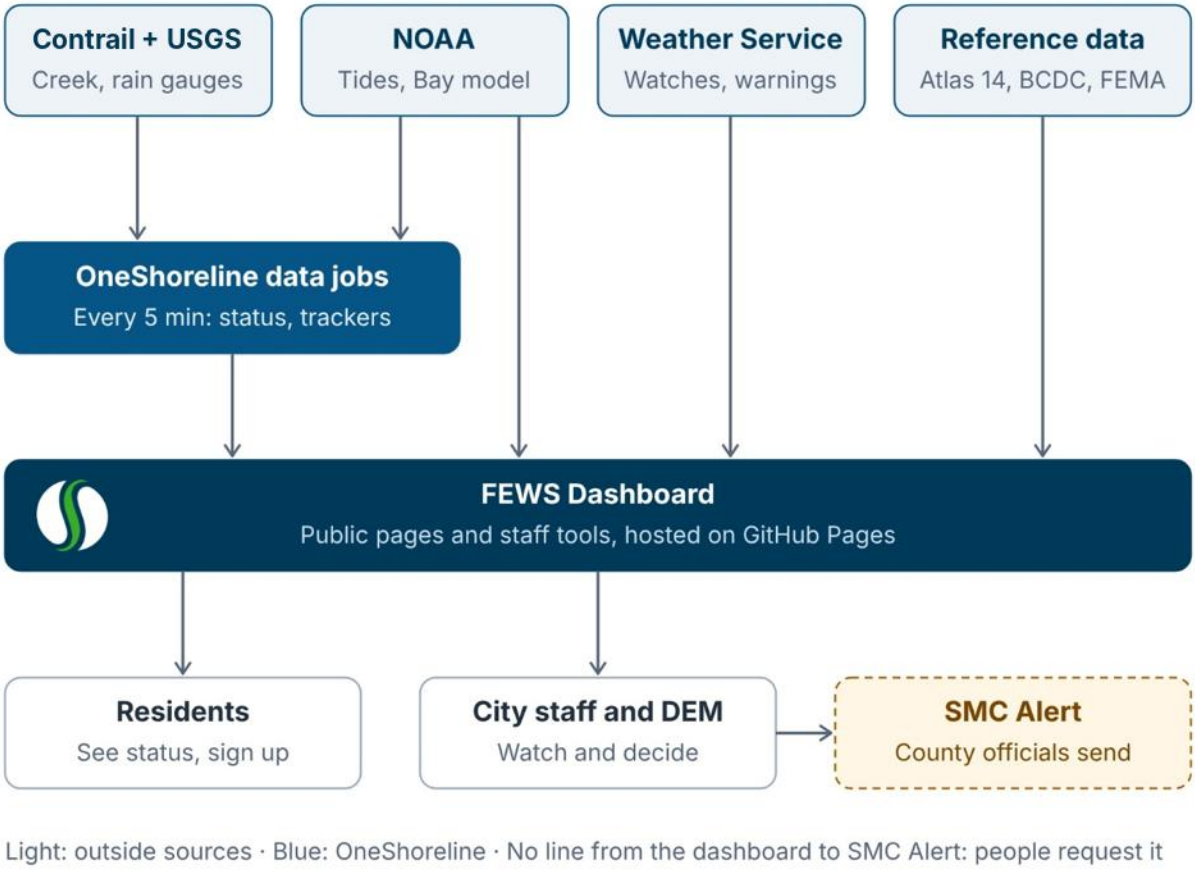


Figure 1. FEWS Dashboard data flow

2.2. Goals and Anticipated Outcomes

Over the contract term, OneShoreline aims to:

1. **Maintain a reliable system now.** Reduce data loss during storms and keep partners informed of equipment condition and needs.
2. **Have a clear, fundable expansion plan.** In the first contract year, produce a preliminary roadmap that sets priorities for new stations, equipment replacement, and software that OneShoreline and its partners can use to pursue funding.
3. **Expand and improve the system.** As funding allows, establish evidence-based alert thresholds and improve dashboards so that responders and the public can act on what the system shows.

3. PROCESS AND REQUIREMENTS

3.1. RFP Schedule

RFP Release	November 23, 2026
Pre-Proposal Workshop	December 4, 9:00 AM PST
Deadline for Submitting Clarifying Questions	December 11, 5:00 PM PST
Written Responses to Questions Posted	December 18
Deadline to Submit Proposals	**January 14, 2027, 5:00 PM PST**
Consultant Interviews	January 27 or 28, 2027
Contract Development	February 1 - 10
OneShoreline Board Authorization	**February 22, 2027**

3.2. Pre-Proposal Workshop

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

- **Date/Time:** December 4, 2026 at 9:00 AM
- **Register here:** https://oneshoreline-org.zoom.us/meeting/register/meG79dEISUehdEfYDOcdbw

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

3.3. Submission of Questions

Questions regarding this RFP must be submitted via email to:

Projects@OneShoreline.org
Subject line: *Flood Early Warning System RFP*

Responses to all questions will be posted at: https://www.oneshoreline.org/solicitations

3.4. Submission of Proposals

Proposals must be received electronically by OneShoreline no later than 5:00 PM PST on January 14, 2027.

Attn: Kevin Murray, Project Manager
Email: Projects@OneShoreline.org
Subject: FEWS Proposal – [PROPOSER NAME]

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

3.5. Interviews

OneShoreline reserves the right to invite shortlisted consultant teams to participate in interviews as part of the evaluation process. If conducted, interviews will be held in person at OneShoreline's offices at 1700 S. El Camino Real, San Mateo, CA, or remotely via Zoom, and will focus on team qualifications, approach, and ability to collaborate effectively with OneShoreline and project partners.

Final consultant selection will be based on written proposals and interviews, if conducted. **Key Consultant staff should reserve availability for January 27–28, 2027.**

3.6. Proposal Requirements

Proposals shall 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.

Format

- Minimum 11-point font for body text and minimum 10-point font for tables, graphics, footnotes, and the fee proposal.
- Consecutive page numbering, beginning after the table of contents. Page numbering shall clearly demonstrate compliance with the page limits.
- A table of contents with functional internal links.
- PDF bookmarks for each proposal section.
- The page limit excludes front and back covers, cover letter, table of contents, section dividers containing no substantive content, and required appendices identified in this RFP.

Page Limits

- Cover Letter: 2 pages
- Firm, Experience, and Team: 10 pages
- Technical Approach: 8 pages
- Cost, Required Forms, and resumes are not counted toward the page limits

Required Content

Proposers must demonstrate that the proposed team has the expertise, experience, capacity, and availability necessary to perform the work, and that the firms and individuals meet the required qualifications described below. Proposals must include the following sections, organized in the order listed below:

Cover Letter

Identify the prime consultant and any subconsultants, the primary point of contact (name, title, phone number, and email address), and team experience with this type of work. Confirm that the Proposal is valid for 120 days. The letter must be signed by a representative authorized to bind the firm.

Firm, Experience, and Team

1. **Firm Overview:** Describe the firm and its experience with rain, stream, and tide gauge installation and maintenance; radio and other telemetry; data collection and display through Contrail or other platforms; and flood warning operations for public agencies. Identify the office and field staff that would serve this contract and their typical travel time to San Mateo County, and explain the firm's ability to provide timely, on-call site maintenance and repairs, particularly during inclement weather.

2. **Relevant Experience:** Describe at least two (2) directly relevant past projects of similar scope and scale. For each, provide the client name, dates, project scope, key staff involved, the results, and relevance to this RFP.

3. **Proposed Team and Roles:** Provide an organization chart and identify key staff, including at minimum a Project Manager, a Field Operations Lead, and a Data and Software Lead who meet the minimum qualifications in Section 5.4. One person can fill more than one role if they are qualified. For each, state their role, relevant experience, education, location, and expected availability over the contract term. Identify any subconsultants, the work they would perform, and whether they would be available for emergency response.

Technical Approach

4. **Technical Approach:** Describe the firm's approach to the proposed scope of work. Address:
    - How the team will keep the system reporting through the storm season, including annual maintenance, emergency response times, and reducing data loss during storms.
    - How the team will develop the preliminary roadmap memo with limited effort, and what it will deliver.
    - A brief proposed process (narrative and figure) for the full roadmap and the outcomes it would produce.
    - The general approach to installing new stations, setting alert thresholds, and improving

dashboards, and how this work could be phased to match available funding.

Cost and Required Forms (not counted toward page limits)

5. **Billing Rates and Proposed Budget:**

   - **Billing rates:** All-inclusive billing rates (incorporating any additional charges such as technology fees or similar overhead costs) for 2027, 2028 and 2029, for all firms and job classifications, including any overtime or after-hours rates for emergency response. State any subconsultant markup. Maximum subconsultant markup is 5%.
   - **Reimbursable expenses:** A schedule of anticipated reimbursable expenses, including but not limited to field equipment and supplies, personal protective equipment, vehicle mileage or field vehicle day rates, field monitoring equipment, and any other direct costs anticipated to be incurred in the delivery of services. Reimbursable expenses will be billed at cost without markup. Per diem rates for meals, lodging, and incidental expenses shall conform to the applicable state or federal per diem schedule, depending on the funding source. Do not include the purchase of parts and equipment as OneShoreline will purchase those directly.
   - **Cost estimate:**
     - Tasks 1–3: the estimated annual cost of project management, the annual workplan, and routine and emergency maintenance.
     - Task 4: a not-to-exceed level of effort and proposed price for the preliminary roadmap.
     - Task 5: a rough order-of-magnitude (ROM) cost for the task, for planning purposes only. Task 5 costs will not be scored.
   - **New station costs:** A typical installed cost range for a new rain gauge station and for a new stream or water-level station, including equipment, installation, and integration. These figures are for planning and grant applications only.

6. **References:** Contact information for three (3) to five (5) references from comparable past projects, including client name, project name, reference name and title, phone number, and email address. References should be from public agency clients and should be prepared to speak to the quality of the proposed team's technical work, responsiveness, and ability to manage on-call contracts.

7. **Legal and Contractual Disclosures:** Proposals shall include the following legal and contractual disclosures:

   - Disclosure of any active or recent litigation (last 3 years) involving the prime firm or proposed subconsultants that is materially related to professional services, contract performance, or matters relevant to the Proposer's ability to perform this contract.
   - Any exceptions to this RFP or OneShoreline's standard agreement. OneShoreline reserves the right to reject proposed exceptions
   - Confirmation of acceptance of OneShoreline's Standard Agreement and Insurance Requirements, except as noted in any exceptions
   - A signed Non-Collusion and Conflict of Interest Statement

Appendix – Resumes

Resumes for up to five (5) key staff, not to exceed two (2) pages each. Resumes should provide sufficient information to discern staff's contribution to listed projects; bulleted lists of project names are not sufficient to demonstrate qualifications.

General Conditions and Reserved Rights

OneShoreline reserves the right to modify this RFP's scope of services, make corrections, and reject any or all Proposals. OneShoreline may also correct errors in the RFP 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.

4. SCOPE OF SERVICES, SCHEDULE, AND BUDGET

4.1. Scope of Services

Services will be authorized through annual workplans and task authorizations as described in Section 4.2. Tasks 1, 2, 3, and 4 are funded. Tasks 5 and 6 are considered optional and may be activated upon securing funding. Proposers should describe their approach to all tasks and may identify ways that optional work could be phased or scaled to match likely funding levels.

Task 1. PROJECT MANAGEMENT

Consultant will manage the contract and coordinate with OneShoreline throughout each contract year, including:

- **Kickoff.** A kickoff meeting at the start of the contract to confirm contacts, communication protocols, site access, and reporting formats.
- **Check-ins.** Monthly check-ins with the OneShoreline Project Manager to discuss system health, needs, and budget tracking. Additional check-ins may be called during storms or other special circumstances.
- **Invoices and progress reports.** Monthly invoices, submitted by the 6th of the following month, with a brief progress report showing work completed by task, budget spent, upcoming work, and any issues.
- **Team coordination.** A single point of contact for OneShoreline, and coordination of all subconsultants and field staff.
- **Records.** Maintenance logs, photos, and other project records. The OneShoreline Project Manager will determine the format and storage of records.

Task 2. ANNUAL WORKPLAN

Each contract year, Consultant will prepare a draft annual workplan for OneShoreline review and approval. Each workplan will include:

- Tasks and deliverables for the year, including the testing and maintenance schedule
- Staffing, and a not-to-exceed budget by task, including expected reimbursable expenses

- Pricing assumptions for emergency and event work
- Any work for optional tasks if funding is available

Once approved, the workplan will serve as the primary authorization for services that year.

Task 3. ROUTINE AND EMERGENCY MAINTENANCE

3.1 - Annual Testing and Routine Maintenance

Consultant, in coordination with OneShoreline and partner agencies, will inspect and test all accessible gauge components and transmission hardware each year. Annual testing shall occur during the month of September or soon after, leaving adequate lead time for repairs or replacement before the rainy season. Consultant will spot check the system during the first rain event of each year to confirm that all repaired or replaced assets are reporting and that the system is error-free. OneShoreline will coordinate access to equipment owned by others.

Rain Gauge Checklist

The following periodic maintenance shall be conducted by Consultant and OneShoreline. Consultant will recommend adapting or adding items to the check list on a site-by-site basis.

- **Clear Debris:** Remove leaves, dust, and insects from the funnel, debris screen, and drain holes.
- **Inspect Tipping Bucket:** Check that the bucket tips freely in both directions and does not bind.
- **Clean Internal Parts:** Use a soft, damp cloth to clean the tipping mechanism and interior.
- **Level Check:** Ensure the rain gauge remains perfectly level, which is critical for accurate tipping bucket measurements.
- **Inspect Structure:** Check for cracks, dents, or signs of weathering on the outer casing.
- **Ensure Proper Clearance:** Verify no new branches or structures are obstructing the rain collection area.
- **Check electrical components:** Look for damage or corrosion.
- **Check batteries:** Check battery condition and date of installation., and arrange for replacement of batteries as needed.
- **Photo document each of the following:**
  - Overall site condition
  - Tipping bucket condition before and after cleaning
  - Tipping bucket housing grate before and after cleaning
  - Readout of battery voltage under load
  - Readout of solar panel wattage out
  - Electrical board condition
  - Battery condition

Stream, Tide, and Telemetry Checks

At stream, tide, and telemetry sites, consultant will refine the following checks by site:

- Verify stage readings against a staff gauge or survey reference
- Inspect sensor mounts and orifice lines
- Confirm transmitter and repeater signal strength
- Confirm that reported values match field observations

Site Logs and Pre-Season Maintenance Report

Following each routine maintenance site visit, Consultant will complete the OneShoreline site maintenance log and submit it within 5 business days. Consultant will submit a pre-season maintenance report by October 31 of each year summarizing:

- the condition of equipment at each site
- required repairs or replacements, with estimated equipment costs where known
- assets nearing the end of their service life

OneShoreline will use the report to authorize repairs before the rainy season and to inform the roadmaps.

Repairs, Quotes, and Equipment Procurement

For each repair or replacement identified in the report or during a site visit, Consultant will recommend compatible equipment, noting any low-cost upgrade options, and obtain written vendor quotes for OneShoreline's approval. OneShoreline will purchase approved equipment directly, and the vendor will invoice OneShoreline. Consultant will coordinate the order and delivery with the vendor, then install the equipment, coordinating site access with OneShoreline. Consultant will then confirm the asset is reporting correctly in Contrail and record the work in the site maintenance log, including model and serial numbers, configuration settings, and photos.

3.2 – System Monitoring and Event Support

Before forecasted storm events, Consultant will confirm that all assets are transmitting and that alerts are working. After significant events, Consultant will prepare a short event summary covering system performance, data gaps, and alert accuracy.

3.3 - Emergency Maintenance and Repairs

Occasionally, especially during inclement weather, system assets may be damaged or destroyed. The higher incidence of data loss during storms is of particular concern as it is during these storms that response agencies and the community at large depend on accurate information from the system. Consultant shall provide on-call emergency repair services, including nights and weekends during storm events. Consultant will propose response times for critical and non-critical outages. After each repair, Consultant will document the cause of failure and recommend measures to reduce future losses.

Task 4. PRELIMNARY ROADMAP

4.1 – Preliminary Roadmap

Consultant will prepare a preliminary roadmap memo that sets priorities for expanding and modernizing the FEWS. The memo will draw on existing information, including the asset inventory, maintenance

records, and coverage gaps OneShoreline has identified. Task 4.1 does not include partner workshops, new field work, or detailed cost estimates. The memo will:

- Identify the most significant gaps in monitoring coverage and the existing equipment most at risk of failure
- Provide an initial short list of candidate new stations, with order-of-magnitude costs
- Note near-term opportunities to improve software, telemetry, and data integration
- Identify grant programs and other funding sources suited to these priorities
- Recommend any adjustments to the Task 4 scope based on its findings

Task 5. SYSTEM EXPANSION AND MODERNIZATION

5.1 – Full System Expansion Roadmap

As funding allows, Consultant will build on the preliminary roadmap to prepare a full, grant-ready roadmap for the FEWS. At a minimum, the full roadmap should address:

- **Gap assessment.** A watershed-by-watershed summary of monitoring coverage, identifying the most significant gaps in rainfall, stream, tide, and water-level monitoring.
- **Prioritized station list.** Recommended new stations ranked by flood risk and consequence, warning lead time gained, location in the watershed, communications feasibility, access, and partner interest, each with a planning-level cost estimate.
- **Equipment replacement needs.** Aging or obsolete equipment, including partner-owned assets, with recommended replacement timing.
- **Software and data recommendations.** An assessment of the current Contrail configuration and options for telemetry, alerting, dashboards, integration of new water-level loggers, and AQPI and other forecast products, each with a planning-level cost.
- **Phased funding plan.** Recommendations grouped into near, mid, and long-term phases, each paired with likely grant programs or partner funding sources.

OneShoreline may use the proposed scope as the basis for future task authorizations and to support funding applications. The final roadmap should be formatted so that sections can be readily adapted for grant applications.

5.2 - New Equipment Installation

For stations recommended in the roadmap and approved by OneShoreline, Consultant will:

- Conduct site reconnaissance
- Procure the equipment
- Install and commission the station
- Integrate it into the FEWS data platform and alert system

OneShoreline will determine land ownership and secure land rights and permits. Consultant will provide as-built documentation, photos, and configuration records for each new station.

Some of the work performed under this task may meet the threshold of a public works project and be subject to prevailing wages. If applicable, Consultant shall comply with all prevailing wage

requirements.

5.3 – Funding Support

Consultant will support OneShoreline in pursuing funding by preparing technical narratives, project descriptions, planning-level cost estimates, and schedules for grant applications, as requested.

Task 6. DATA, DASHBOARDS, AND ALERTS

6.1 – Threshold Analysis and Alert Configuration

Consultant will analyze historical gauge records alongside documented flood events and impacts. This includes flooding reports, public works and emergency responder records, and tide conditions. Using this analysis, Consultant will recommend alert thresholds for key stations. Thresholds may cover stage, rainfall intensity and accumulation, rate of rise, and combined tide and stream conditions, and may use tiers such as watch and warning. Consultant will:

- Document the methodology and its limitations
- Review the recommended thresholds with OneShoreline and partner agencies
- Program the approved thresholds into the alert system

After each rainy season, Consultant will compare alert performance against observed conditions and recommend recalibration.

6.2 – Dashboard Improvements

Consultant will assess the existing Contrail displays and OneShoreline's dashboards. The assessment will draw on input from OneShoreline staff, emergency managers, public works staff, and the public. Consultant will recommend and, where authorized, implement improvements, which may include:

- Threshold and status indicators
- Map and watershed views
- Station health and data-quality flags
- Forecast overlays
- Separate views for responders and the public
- Integration of new data logger feeds

All public-facing products shall meet WCAG 2.0 Level AA and Section 508 requirements.

6.3 – Forecast Integration (AQPI)

Consultant will help OneShoreline bring Advanced Quantitative Precipitation Information (AQPI) and other forecast products into the FEWS, as is feasible. Consultant will:

- Identify the AQPI and other forecast products most useful for San Mateo County watersheds, and how they can be accessed, including data formats, update frequency, and any agreements needed
- Work with OneShoreline staff to bring selected products into Contrail, the FEWS Dashboard, or both
- Compare forecasts with gauge observations from past storms to show how much lead time

and accuracy they add at key locations
- Recommend whether and how forecasts should inform alert thresholds, such as forecast-based watch levels

4.2. Project Schedule and Budget

OneShoreline expects to award a three-year contract, with annual workplans defining each year's scope, schedule, and budget. The total not-to-exceed amount available for the three-year agreement is $300,000.00 inclusive of all labor, reimbursable costs and subconsultant costs. Once approved by OneShoreline, the annual workplan will identify anticipated services, priorities, schedule, and a not-to-exceed budget allocation for each year. Budget allocations may vary across contract years based on program needs; unspent amounts from one year are not automatically carried forward and are subject to OneShoreline's discretion.

OneShoreline reserves the right to modify, suspend, extend, or conclude services as project needs evolve and may extend the Agreement term by up to one (1) additional year and increase the contract amount. Billing rates and subconsultant markups provided by selected consultants will be incorporated into each Agreement and will apply across all annual workplans for the contract term.

OneShoreline may authorize on-call work outside the annual workplan to address emergency or unanticipated needs. Such authorizations are subject to District procurement policies and availability of funds within the total contract not-to-exceed amount.

5. CONSULTANT RESPONSIBILITIES AND QUALIFICATIONS

The selected consultant team will be responsible for delivering high-quality technical, installation, operational, and maintenance services in compliance with all applicable federal, state, and local requirements. Given the complexity and multi-jurisdictional nature of OneShoreline's work, the consultant must demonstrate a strong track record in managing similar efforts, coordinating across diverse stakeholders. This section outlines the expectations for consultant responsibilities, quality management, firm experience, and key staff qualifications necessary to successfully perform the work.

5.1. Consultant Responsibilities

This section describes the Consultant's general responsibilities, the standard of care for the work, and the qualifications OneShoreline expects of the consulting firm and its key staff.

- 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.
- Consultant is responsible for performing this scope in compliance with all applicable federal, state, and local laws, regulations, standards, and guidelines.
- Consultant will submit deliverables including all materials developed in electronic format unless otherwise directed by OneShoreline.
- Consultant will provide Quality Assurance/Quality Control (QA/QC) on all services performed

by the Consultant.
- Throughout the Project, Consultant will coordinate with OneShoreline on all aspects of the work.
- All public-facing products will be produced in accordance with accessibility laws, including but not limited to blindness and low vision, deafness, and hearing loss, in compliance with Web Content Accessibility Guidelines 2.0 Level AA and Section 508 of the Rehabilitation Act. These deliverables will specifically be produced in accordance with California Department of Rehabilitation guidelines as per https://dor.ca.gov/Home/WebAccessibilityToolkit.

5.2. Quality Management

The standard of care applicable to the consultant's work will be the degree of skill and diligence ordinarily employed by professionals performing the same or similar services under similar circumstances in the State of California.

Close coordination between Consultant, OneShoreline, and other OneShoreline-designated partners throughout the course of the work is required. This will ensure that critical information is made available to the appropriate team members in a timely manner.

5.3. Firm Qualifications

OneShoreline is seeking a consultant team with proven experience keeping flood warning systems running in the field, along with the data and software expertise to help strategically expand the system. The team as a whole, including any subconsultants, shall demonstrate the following qualifications:

Flood Early Warning System Equipment

- Direct and reputable experience in flood warning system design, installation, operation and maintenance.
- Up-to-date and forward-looking awareness of emerging technologies and data collection methodologies
- Capacity to install and maintain field equipment, occasionally in inclement weather
- Capacity to respond to emergency repairs, occasionally on nights and/or weekends

Data, Software, and Website Interface

- Broad knowledge of existing and developing data display and user interface products and services
- Ability to make recommendations on potential integration of Advanced Quantitative Precipitation Information (AQPI) and other weather forecasting and observation technologies
- Ability to integrate a network of mixed age technologies, recommend additions or upgrades, and advance the performance and usability of the system.

Local Response

The proposed team must be able to have qualified field staff on site in the event of a critical outage, including on nights, weekends, and holidays during storm events. Proposals must confirm the team meets this requirement and state where the responding field staff are based.

5.4. Key Staff Minimum Qualifications

Proposals must identify individuals for each key role below who meet the stated minimum qualifications. Resumes must show how each qualification is met.

- **Project Manager:** At least 5 years managing on-call or operations and maintenance contracts for public agencies, including at least one flood warning or hydrologic monitoring system.
- **Field Operations Lead:** At least 5 years installing and maintaining rain, stream, or tide gauges and radio telemetry equipment.
- **Data and Software Lead:** Experience configuring data display and alerting for a hydrologic monitoring platform, such as Contrail or a comparable system.

One person may fill more than one role if they meet the qualifications for each.

6. EVALUATION

All Proposals submitted in response to this RFP 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 RFP requirements. OneShoreline will ultimately contract with a single consultant who may manage a consultant team.

6.1. Identify Responsive Proposals

Upon receipt, each Proposal will be reviewed for compliance with basic submission requirements. This includes, but is not limited to:

- Timely submission by the deadline.
- Adherence to page limits and formatting requirements.
- Inclusion of all required components.
- Confirmation that firms and key staff meet minimum qualifications.
- Acceptance of OneShoreline's standard contract terms or disclosure of exceptions.

Proposals that do not pass this initial review will be deemed non-responsive and will not proceed to the evaluation stage. OneShoreline may request clarifications to verify eligibility or correct non-substantive administrative errors. Clarifications may not be used to cure substantive deficiencies. OneShoreline may waive minor informalities that do not affect the substance of the proposal or the fairness of the evaluation.

6.2. Material Evaluation

The selection panel will evaluate Proposals based on the following criteria:

Criterion	Evaluation
Firm and Team Qualifications	Demonstrated experience providing services relevant to the proposed scope, including installing, operating, maintaining, repairing flood early warning system instrumentation and software.
Technical Approach	Quality and appropriateness of the proposed approach to delivering services within the proposed scope.
Relevant Project Experience and References	Relevance and quality of past services and relevance and strength of references for comparable projects.
Cost and Billing Rates	Reasonableness, transparency, and competitiveness of proposed billing rates and cost proposals, relative to the scope of services and anticipated needs.
Quality and Responsiveness	Clarity, organization, and completeness of the Proposal; demonstrated understanding of OneShoreline's program needs and the specific challenges of maintaining a county-wide system that performs a vital public safety function.

6.3. Interviews

OneShoreline reserves the right to invite shortlisted consultant teams to participate in interviews as part of the evaluation process. If conducted, interviews will be held in person or remotely and will focus on team qualifications, approach, and ability to collaborate effectively with OneShoreline and project partners. **Key staff should reserve availability for an interview January 27-28, 2027.**

6.4. Selection and Contract Award

Final consultant selection will be based on written proposals and, if interviews are conducted, interview performance.

Following the evaluation process, OneShoreline will notify the highest-ranked candidate and initiate contract negotiations. If negotiations are unsuccessful, OneShoreline reserves the right to enter into negotiations with the next highest-ranked candidate. Contract award is subject to approval by the OneShoreline Board of Directors.

The selected consultant will be required to execute OneShoreline's standard Professional Services Agreement and meet all applicable insurance requirements. Material exceptions identified in the proposal may be considered in the evaluation and contract negotiations. Exceptions not disclosed in the proposal may be grounds for withdrawal of the intended award.