

# City of Ridgecrest

## Request for Qualifications Engineering Services



Proposals Due: 5:00 p.m., February 16, 2010

**City of Ridgecrest  
100 West California Avenue  
Ridgecrest, CA 93555  
(760) 499 5082  
FAX (760) 499 1580**

# **Request For Qualifications - Engineering Services**

The City of Ridgecrest is requesting a Letter of Interest and Statements of Qualifications from qualified firms to perform General Engineering Services for a period of three (3) years. The City desires to engage the services of an Independent Consulting Engineering Firm with a principal registered in the State of California to serve as a Consulting City Engineer and such services shall be performed in a professional manner. The basic services required are an integrated consulting engineering firm with municipal, civil, surveying, and structural expertise to act in the capacity of consultation, planning, project development, design, surveying, project management, construction management, and development review. The Engineer shall not represent private clients within the City's sphere of influence. Selection shall be based on the Consultant that is the most qualified and most closely suited to the needs of the City.

## **1. DESCRIPTION OF SERVICES**

The City of Ridgecrest requires the services of an engineering consulting firm to provide engineering services for the City, as well as, to act in the capacity of City Engineer. The proposed services are on an as as-needed basis. So that if there is no demand, then the services will not be rendered.

## **2. SCOPE OF SERVICES REQUESTED**

In general the consultant shall perform civil engineering services on an “on call or as-needed” basis for various projects assigned by the City. The types of services and responsibilities which are expected of the consultant may include the following:

### **A. City Engineering**

1. Perform statutory responsibilities of City Engineer.
2. Perform technical staff support for City Council, City Manager, Committees, Director of Public Works and Planning Commission.
3. Review standards for construction within the City.
4. Review and supervise the maintenance of records and plans for:
  - a. Streets
  - b. Storm Drains
  - c. Sanitary Sewers
  - d. Public Easements
  - e. Publicly-Owned Facilities
  - f. Base Maps
5. Attend meetings of City Council, Planning Commission, Committees, and Management Staff, as deemed necessary by the Director of Public Works.

### **B. Development Review Services**

1. Review engineering aspects of current planning and private development.

2. Review, approve and process tentative maps, parcel maps, final maps. Follow through on recordation of maps, easements, agreements, etc.
3. Review and approve improvement plans prepared by outside engineers.
4. Supervise the inspection of construction of public facilities by private developers and recommend acceptance.

### **C. Traffic Engineering Services**

1. Perform those traffic studies requested by the City.
2. Recommend solutions to street design problems.
3. Provide general engineering consultation in connection with traffic circulation, street signs, noise impact, etc.

### **D. Capital Projects**

1. Upon specific authorization by the Director of Public Works, prepare plans and specifications for City Council approved capital projects.
2. Provide plan checking and construction of City undertaken projects.
3. Provide special engineering reports as to such related matters as traffic studies, assessment district formation, annexations, etc.

### **E. Other Services**

Provide engineering services on a negotiated fee basis for those services which either requires more time than is available under the contract or for disciplines which are outside the expertise of the personnel assigned to the contract as mutually agreed in advance by city and consultant.

1. Project design, contract administration and construction inspection.
2. Engineering studies as deemed necessary by City Council, such as drainage plans, traffic studies or other comprehensive analysis.

### **F. Special Projects**

In general, City will retain consultant for all projects and additional services for which consultant has in the City's judgment the capability and staff availability. Notwithstanding the above, City has the right to retain other consulting firms in its sole discretion when city believes there will be an economic or other significant advantage for doing so.

The scope of work for any one project may involve all phases of project development and may include but not be limited to the following:

#### Administration

Consulting services to the City Council, Committees, and staff

Serve as City Engineer in the absence of the City Engineer

Represent the City to Applicants and developers of construction project

### Preliminary Engineering

Prepare alternative preliminary layouts, surveying, geotechnical services, and estimates of probable cost for alternatives.

Prepare engineering details and calculations

Present alternatives and provide recommendations and analyses of the advantages of each alternative.

### Project Development

Obtain proper approval from Caltrans, using all proper forms both for State and Federal guidelines

### Construction Documents

Prepare engineering calculations and designs, plans, specifications, cost estimates, and Contract Bidding Documents. The City will provide the General Provisions and bid forms and the Consultant shall modify the documents by adding the necessary special provisions and project bid schedule. The City shall review the construction documents at the preliminary engineering, sixty (60%), ninety percent (90%), and final documents stages or as deemed necessary by the City. All project calculations, supporting/reference information, correspondence, photos, Microsoft Office files, etc. shall be provided to City with the final submittal or upon request.

Drawings shall be prepared in a standard engineering scale using AutoCAD version 2004, or 2007. All drawings shall have their bearings based upon the translated to be consistent with the California Coordinate System (Zone 6). Final Drawings shall be set signed and stamped on 24 inch by 36 inch mylar media. All project AutoCAD files (i.e. drawings, x refs, blocks, fonts, etc.) shall be provided to the City on CD or DVD Format.

### Bidding Stage

Assist the City in answering bidders' questions, attend pre-bid conferences and job walks, perform constructability review of other firms or own plans and specifications, prepare agenda, review three lowest bidder and qualify lowest bidder, prepare bid summary and recommend award.

### Construction Stage

Attend pre-construction conference.

Monitor construction schedule, visit construction site as required for progress and quality of work evaluation.

Review material submittals and request all certifications from contractors/subcontractors

Assist the engineer, contractor, and construction manager/contract administrator with interpretation of the plans and specifications, analysis of changes conditions, development of corrective action, review of shop drawings and other submittals, and the review and negotiation of all change orders.

Upon completion of construction, the Consultant shall prepare “as-built” drawings to the satisfaction of the City.

***Special Requirement: Due to the fact that most of the City’s projects will be funded by Federal or State Grants, the selected consulting firm must comply and have knowledge of the requirements of Caltrans’s Local Assistance Procedures Manual and the City of Ridgecrest Quality Assurance Plan for Federal and State Funded Projects and all applicable prevailing wage laws as well as meeting the Disadvantaged Business Enterprises (DBE) goals.***

### **3. SCHEDULE OF EVENTS**

This request for qualifications will be governed by the following schedule:

- Release of RFQ and Available Online January 20, 2010
- Proposals due Date February 16, 2010
- Proposal Evaluation Completed March 17, 2010
- Approval of Contract April 7, 2010

### **4. CITY’S RESPONSIBILITIES**

Furnish scope of work request for each project assigned

Furnish the City standard plans and general specifications to the consultant

Furnish the Quality Assurance Plan to the consultant

Furnish the Disadvantaged Business Enterprises (DBE) goals and copy of the agreement with Caltrans to the consultant

### **5. PROPOSAL FORMAT GUIDELINES**

Interested engineering firms are to provide to the City of Ridgecrest with a thorough proposal using the following guidelines:

Proposal should be typed and should contain no more than twenty (20) typed pages using a 12 point font size, including pre-qualification letter, cover letter and resumes of key people, but excluding Index/Table of Contents, Vendor Application Form, Tables, Charts, and graphic exhibits. Each proposal will adhere to the following order and content of sections. Proposals should be straightforward, concise and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFQ instructions, responding to the RFQ requirements, and on providing a complete and clear description of the offer. Proposals that appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this contract will be rejected. The following proposal sections are to be included in the bidder’s response.

### **A. Vendor Application Form and Cover Letter**

Complete Appendix A, "Request for Proposal Vendor Application Form" and attach this form to the cover letter. In addition to the Vendor Application Form, a cover letter, not to exceed three pages in length, should summarize key elements of the proposal. An individual authorized to bind the consultant must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least 180 days from the date the proposal is submitted to the City. Indicate the address and telephone number of the consultant's office located nearest to the City of Ridgecrest, California and the office which the projects will be managed.

### **C. Background and Project Summary Section**

The Background and Project Summary Section should describe your understanding of the City, the work to be done, and the objectives to be accomplished. Refer to the Scope of Work of the RFQ.

### **D. Methodology Section**

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of the RFQ. The Methodology Section should include:

- 1) An implementation plan that describes in detail (i) the methods, including controls by which your firm manages projects of the type sought by this RFQ; (ii) methodology for soliciting and documenting views of internal and external stakeholders, i.e. City Council, City Department, etc.; (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
- 2) Detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.

### **E. Staffing**

Provide a list of individuals(s) who will be working on this project and indicate the functions that each will perform. Include a resume for each designated individual and team organization including an organization chart. Upon award and during the contract period, if the consultant chooses to assign different personnel to a project, the consultant must submit their names and qualifications including information listed above to the City for approval before they begin work.

### **F. Qualifications**

The information requested in the section should describe the qualifications of the firm, key staff and sub consultants performing projects within the past 3 years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

- 1) Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work
- 2) A summary of your firm's demonstrated capability, including length of time that your firm has provided the services being requested in the Request for Proposal.
- 3) Provide at least four Central or Southern California references that received similar services from your firm. You can include references listed in the pre-qualification letter. The City of

Ridgecrest reserves the right to contact any of the organizations or individuals listed. Information provided shall include:

### **G. Fee Proposal**

The separately submitted Fee Proposal should include the following:

The firm's schedule of hourly rates, including rates for all sub consultants, shall be included, with the proposal and indicate that the rates are valid for the term of the contract. The percentage mark up of reimbursable expenses, in any, shall also be specified in the rate schedules. The firm should propose a onetime flat fee, for preparation of Pavement Management System (PMS) update. Typically, PMS updates are done every third year, and one will be required during the contract period. There should also be fee proposals for updated speed studies (Speed Survey approved in 2009).

## **7. PROCESS FOR SUBMITTING PROPOSALS**

### **Content of Proposal**

The proposal must be submitted using the format as indicated in the proposal format guidelines.

### **Preparation of Proposal**

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

### **Number of Proposals**

Submit six (6) copies of your proposal in sufficient detail to allow for thorough evaluation and comparative analysis.

### **Submission of Proposals**

Complete written proposals must be submitted in seal envelopes to:

City of Ridgecrest  
Rachel Ford, City Clerk  
100 W. California Ave.  
Ridgecrest, CA 93555

Envelopes must be sealed, plainly marked: "Request for Qualifications Engineering Services", and include the name and address of the proposer. The City of Ridgecrest reserves the right to reject any or all proposals.

### **Inquiries**

From the date that this RFQ is issued until the firm is selected and the selection is announced, firms are not allowed to communicate for any reason with any City regarding this RFQ. The City reserves the right to reject any proposal for violation of this provision. No questions other than written will be accepted and no response other than written will be binding upon the city.

### Conditions for Proposal Acceptance

This RFQ does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFQ, to negotiate with any qualified source, or to cancel this RFQ in part or in its entirety. All proposals will become the property of the City of Ridgecrest. If any proprietary information is contained in the proposal, it should be clearly identified.

### 8. EVALUATION CRITERIA

The City's consultant evaluation and selection process is based upon "Qualifications Based Selection" (QBS) for professional services. The following criteria will be used in evaluating the proposals using a point value system (100 points) based upon the weight factor indicated on the following page:

<b>CONTENT AND EVALUATION CRITERIA</b>	<b>MAXIMUM SCORE</b>
A. Meets Pre Qualification	0
B. Compliance with Proposal Format Guidelines & understanding of Background and Project Summary	10
C. Approach & Work Plan	30
D. Qualifications and experience of firm, project manager and other team members	35
E. Clarity of Proposal	10
F. Results of reference Checks	15
<b>TOTALS</b>	<b>100</b>

The City may also contact and evaluate the bidder's and subcontractor's references; contact and bidder to clarify any response; contact any current users of a bidder's services; solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the City of Ridgecrest.

After written proposals have been reviewed, the top three firms selected for final evaluation, may be required to make an oral presentation of their proposal to the City's Selection Committee. If scheduled, the oral interview will be a question/answer format for the purpose of clarifying the

intent of any portions of the proposal and to see samples of previous work products; no power-point presentations are expected or desired. The City will schedule the times and location for this meeting. If awarded, an individual from your firm who is directly responsible for carrying out the contract should be present at the oral interview and will be required to provide an audited financial statement.

A notification of Intent to Award may be sent to the consultant selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing consulting firms unless an agreement is reached. If contract negotiations cannot be concluded successfully, the City may negotiate a contract with the next highest scoring consulting firm or withdraw the RFQ.

No agreement shall be binding upon the City until a Professional Services Agreement is completely executed by the Consultant, City Manager, and City Attorney and approved by the City Council. Failure to execute and return the contract agreement and acceptable insurance documentations in a timely manner may be just cause for the City to rescind the contract offer. A copy of the Professional Services Agreement is attached as Appendix "C".

## 9. STANDAND TERMS AND CONDITIONS

### ♦ **Amendments**

The City reserves the right to amend this RFQ prior to the proposal due date. All amendments and additional information will be posted on the City of Ridgecrest Official City Web Site at [www.ci.ridgecrest.ca.us](http://www.ci.ridgecrest.ca.us). Bidders should check this web page daily for new information.

### ♦ **Cost for Preparing Proposal**

The cost for developing the proposal is the sole responsibility of the bidder. All proposals submitted become the property of the City.

### ♦ **Contract Discussions**

Prior to award, the apparent successful firm may be required to enter into discussion with the City to resolve any contractual differences. These discussions are to be finalized and all exceptions resolved within one (1) week from notification. If no resolution is reached, the proposal may be rejected and discussions will be initiated with the second highest scoring firm.

### ♦ **Confidentiality Requirements**

The staff members assigned to this project may be required to sign a departmental nondisclosure statement. Proposals are subject to the Freedom Information Act. The City cannot protect proprietary data submitted in proposals.

### ♦ **Insurance Requirements**

The City of Ridgecrest requires that licensees, lessees, and vendors have an approved Certificate of Insurance (not a declaration or policy) on file with the City for in issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, successful bidder must furnish the City with the Certificates of Insurance proving coverage as specified in Appendix B. Please carefully review the Sample Agreement and Insurance Requirements before responding to the Request for Proposal enclosed herein. The terms of the agreement, including insurance requirements have been mandated by the City of Ridgecrest City Council. Your response to the Request for Proposal must indicate if you are unwilling or unable to execute the agreement as drafted as well as providing the insurance requirements. The City will consider this in determining responsiveness to the Request for Proposal.