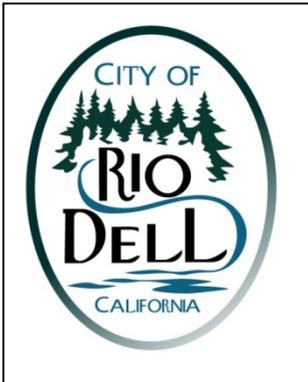


2018 Professional Engineering Services City Engineer Request for Qualifications (RFQ)



City of Rio Dell

Issued by Kyle
Knopp, City
Manager

[knoppk@cityofriodell.
ca.gov](mailto:knoppk@cityofriodell.ca.gov)

Issue Date: July 3, 2018

Due Date: August 3, 2018

Description: Engineering Services

Addendum:

SUMMARY

The City of Rio Dell is soliciting proposals from qualified civil engineering firms that have experience and support capabilities to provide on-call engineering services.

The City of Rio Dell is a small city of 3,400 citizens located in Humboldt County, California. Currently the City does not have the need for or financial resources to employ a full time engineering staff. The City needs professional assistance in engineering services including but not limited to project management services, project review services, grant preparation services and general consulting services. The City of Rio Dell would like to solicit and procure the services of an engineering firm that is experienced in the services requested and willing to work on an as-needed basis.

The City may contract with one or more firms or individuals in order to adequately meet City needs. The level of involvement by the City Engineer will be determined by the City Manager.

The selected Consultant(s) shall follow Caltrans Local Agency Procedure Manual (LAPM) and appropriate Caltrans Manuals for Federal Aid projects. FHWA Approval of Architectural and Engineering (A & E) Consultants in a Management Support Role is required, thus, there will be an audit and approval process the selected Consultant(s)

will go through prior to award of the contract. See the Minimum Requirements section of the LAPM for other requirements.

DUE DATE

All materials must be received by 12:00pm noon on August 3, 2018. Postmarks are not accepted.

POINT OF CONTACT

Kyle Knopp, City Manager
707-764-3532
knoppk@cityofriodell.ca.gov

SCOPE OF SERVICES

At the discretion and direction of the City Manager the successful firm will provide specified professional services to the City for the terms of the agreement. Such services may include, but are not limited to:

- Preparing concept reports, feasibility studies, cost estimates, brownfield assessments, proposed funding plans and other written materials regarding various ongoing or contemplated public works projects.
- Council, Commission, Committee, staff and community consultation and meetings, scoping and visioning.
- Assisting in the procurement of funding for various ongoing or contemplated public works projects.
- Advising and/or representing the City on various matters concerning ongoing or contemplated public works projects including proceedings before funding agencies, regulatory agencies, judicial bodies, public audiences etc. when necessary.
- General consulting, design services, including quantity calculations and engineers estimates.
- Labor compliance as assigned, progress payment review and processing, and claim avoidance.

- CEQA review, consultation and preparation as assigned.
- Provide engineering recommendations and evaluation services (geotechnical work etc.) for emergency situations, including but not limited to work related to the Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (CalOES).
- Infrastructure review, design and evaluation.
- Prepare preliminary project development documents, environmental studies, PS&E documents for intersection and corridor enhancement projects, pavement preservation projects.
- Preparing specifications, detailed construction drawings, contract documents, legal surveys for rights-of-ways and easements, and funding progress reports for ongoing or contemplated public works projects, including proposed subdivisions, lot line adjustments and annexations.
- Assisting in the solicitation, analysis, and procurement of contractors to perform construction and/or other services related to various ongoing or contemplated public works projects.
- Providing on-site and/or off-site supervision and evaluation of quality control for various public works projects, coordination and scheduling of contractors and required inspections, conducting periodic inspections, and preparation and submission of reports regarding the progress of various projects to or on behalf of the City.
- All services shall be performed exclusively in the best interest of the City, in accordance with all applicable professional, statutory and regulatory standards and codes and in the most efficient and cost effective manner practicable.
- Representation of the City on various technical advisory boards, committees and commissions as appropriate.

- Development reviews.
- Surveying as assigned.
- Project management for State, Federal and locally funded projects including assistance with completion of grant applications and compliance with grant agreements.

SCHEDULE OF WORK

Upon a mutually agreeable start date, the term of the agreement will be for three years with an option to extend to five years. In no case will the contract exceed five years in duration.

MINIMUM QUALIFICATIONS

Knowledge:

- Principles and practices of engineering, including planning, design and construction; and
- Knowledge of and use of County, Caltrans and Federal (FHWA) standards and processes; and
- Knowledge of and familiarity with State (STIP) and Federal (RSTP, CMAQ, HSIP and HBP) funds. Consultant must be familiar and experienced with State and Federal administrative requirements and procedures.
- Ability to comply with LAPM contracting, reporting and fiscal management requirements

Experience:

- At least ten (10) years of progressively responsible work experience, including work with Local, State and Federal governments and agencies, including Caltrans and FHWA.

Required Licensing:

- The City Engineer shall be a licensed Civil Engineer, in good standing with the State of California; at the discretion of the City Manager, a Project Manager may not be required to be a licensed Civil Engineer.

PROPOSAL REQUIREMENTS

If you or your firm is interested in the opportunity to work with the City, please provide the following information:

- Firm or Individual Name, Address, Telephone Number, Email Address, Website address and Year Organized of the firm or person submitting the quote;
- Qualifications, Licenses, Certifications, Specialized Training and Educational/Professional Resume of all persons that would provide services under any resulting contract;
- A description of capabilities to satisfy the requirements of this RFQ; including any previous experience or services provided to the City of Rio Dell or jurisdictions similar in scope and size, demonstration of technical ability to deliver and administer civil projects;
- A description of capabilities to meet State, Federal, County and/or Local requirements, including demonstrated ability to implement LAPM/Caltrans Manuals; provide example projects in which Consultant has demonstrated the ability to follow the Federal Aid process in construction administration and for engineering design;
- A description and example of your organizations ability to separately track individual projects, including the ability to charge for time and organize invoices related to assigned work;
- Organizational chart;
- A 10-U form (see attachment B) will be required to be submitted by the consultant prior to the award of a contract.¹
- Provide a minimum of three (3) references for *similar* services only, who can attest to the Respondent's knowledge, quality of work, timeliness, diligence, and professionalism. Respondent must include names, contact persons, and phone numbers for all references;

¹ This item is currently waived as a proposal requirement. 7/3/2018

- Other factors or special considerations you feel would influence your selection, and describe why you would like to work with the City of Rio Dell;
- Estimated Fee Schedule and Billing Rates- **(Provide in a Separate Envelope)**
Please provide an estimate of billing rates for staff at the various levels which may perform work on the City's projects. If at any point during the term of the master agreement, your firm's billing rates will be increasing those increases shall be clearly outlined in the fee schedule provided in the Estimated Billing Rates section of the proposal. If no increases are shown, there will be no increases allowed on the billing rates at any classification. Invoices submitted throughout the term of the master agreement will be paid at the proposed billing rates provided in the proposal. The estimated fee schedule does not constitute a bid; a detailed review of the merits of the proposal will be completed prior to the cost information being reviewed.

FINANCIAL MANAGEMENT AND ACCOUNTING SYSTEMS

The selected consultant shall have adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 2 CFR Part 200, and 48 CFR Part 31.

OTHER TERMS AND CONDITIONS:

The City reserves the right to reject any or all responses. The City reserves the right to waive any variances from the original Request for Qualification's specifications in cases where the variances are considered to be, in the sole discretion of the City, in the best interests of the City.

All proposals submitted in response to this RFQ shall become the property of the City. The City retains the right to use any or all of the information presented in any proposal to the RFQ, whether amended or not. Selection or rejection of the proposal does not affect this right.

Contract(s) shall be awarded to the applicant(s) determined to be the best qualified to meet the City's needs, with a mutually agreeable start date.

EVALUATION CRITERIA

See ATTACHMENT A

COMMUNICATION DURING EVALUATION

Under no circumstances shall any Respondent contact in person, by telephone, or otherwise, any representative of the City of Rio Dell other than as provided above in regard to this RFQ. Failure to comply with this provision may result in the disqualification of that entity from this procurement process.

SUBMITTAL

Please provide three (3) bound copies of the proposal, including one original with the signature of an authorized individual on a typed letter of submittal. Proposals shall be submitted in a sealed envelope clearly marked on the outside of the envelope, “**City of Rio Dell City Engineering Services**” and addressed to:

Kyle Knopp, City Manager

675 Wildwood Avenue

Rio Dell, CA, 95562

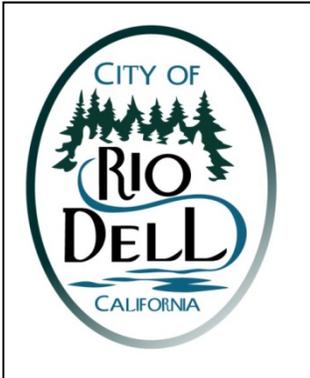
ATTACHMENTS

A. Consultant Evaluation Sheet

B. EXHIBIT 10-U CONSULTANT IN MANAGEMENT SUPPORT ROLE CONFLICT OF INTEREST AND CONFIDENTIALITY STATEMENT (required to be submitted prior to the award of a contract)

ATTACHMENT A

2018 Professional Engineering Services Consultant Evaluation Sheet



City of Rio Dell

Issued by Kyle
Knopp, City
Manager

knoppk@cityofriodell.ca.gov

Issue Date: July 3, 2018

Due Date: August 3, 2018

Description: Engineering Services

Addendum: N/A

Consultant/Firm Name:

Criteria	Max Points	Rating
General qualifications of the candidate(s) for the position and key support personnel	25	
Quality and extent of services available	20	
Experience and familiarity with the City of Rio Dell	5	
Experience and familiarity with State and Federal procedures	20	
Project References	10	
Experience and results in securing and executing State or Federal Grants	10	
Compliance with this Request for Qualifications	5	
Other criteria which pertain to providing effective and efficient services, such as availability for questions and contact, timeliness, responsiveness and follow-through	5	

EVALUATOR _____ SIGNATURE _____ DATE _____

**EXHIBIT 10-U CONSULTANT IN MANAGEMENT SUPPORT ROLE CONFLICT OF INTEREST AND
CONFIDENTIALITY STATEMENT¹**

RFP/RFQ PROCUREMENT NUMBERS (if applicable): _____

PROJECT NAME (and FPN, if applicable)²: _____

APPLICABILITY: To be filled out by local agency consultants in management support role.

I am an employee of a consultant under contract to the local agency that is responsible for the procuring and administering of one or more consultant contracts containing either Federal or State funds.

I am in a management position with the local agency, my title is listed below and I have attached my duty statement and scope of work.

I hereby certify as follows:

1. I recuse myself from all potential conflicts of interest.
2. I will not directly or indirectly participate in, manage, or oversee any consultant selection procurement process in which the consulting firm of which I am employed is competing as a consultant or subconsultant.
3. I will not directly or indirectly influence any employee, staff member, or other individual participating in any consultant selection procurement process in which the consulting firm of which I am employed is as a consultant or subconsultant.
4. I will not directly or indirectly participate in, manage, or oversee any local agency contract that is with the consulting firm of which I am employed, regardless of whether the involvement of my employer in the contract is as a consultant or subconsultant. Among other things, this includes my not being involved in approving changes in the schedule, scope, deliverables or invoices.
5. I understand that if I am involved in any local agency contract that is with the consulting firm of which I am employed, in violation of 1. or 2. above, that local agency contract will no longer be eligible for Federal or State reimbursement because of my involvement.

I certify that I have read and understand my responsibilities per **23 CFR 172.7(b)(5)**

I fully understand that it is unlawful for a person to utilize any organization name (i.e. local agency) or auxiliary organization information, which is not a matter of public record, for personal gain.

¹ Each consultant staff working in a management support role shall complete a separate form.

² For on-call contracts or contracts for multiple projects, indicate accordingly.

I have read and fully understand all of the above.

Date: _____ Signature: _____

Name: _____

Title: _____

Consultant Firm/Sole Proprietor: _____

REVIEWED BY PUBLIC WORKS DIRECTOR OR AUTHORIZED LOCAL AGENCY REPRESENTATIVE

I have reviewed the foregoing "Conflict of Interest and Confidentiality Statement" and will ensure:

- That the foregoing named local agency consultant who is under contract and in a management support role with our local agency, abides by the foregoing terms and conditions;
- That should the foregoing named local agency consultant, who is under contract and in a management support role with our local agency, violate any of the foregoing terms and conditions, the Caltrans DLAE will be notified and such violation will be considered a breach of ethics and could be a basis for ineligibility of State or Federal project funds.
- The procedures followed to procure and execute the contract, between the local agency and the consulting firm of which I am employed, comply with all federal and state requirements. Also this contract has a specific date from _____ to _____.

Date: _____ Signature: _____

Name: _____

Title: _____

Department/Local Agency: _____

REVIEWED/CONCURRENCE BY FEDERAL HIGHWAYS

I have reviewed the foregoing "Conflict of Interest and Confidentiality Statement" and supervisor's statement.

- I concur that the consultant, who is under contract and in a management support role with the local agency, does not appear to present a conflict of interest. The local agency and the consultant should be considered eligible for federal reimbursement.

- I do not concur as I believe that the consultant, who is under contract and in a management support role with the local agency, does appear to present a conflict of interest.

Date: _____

Signature: _____

Name: _____

Position: _____

Distribution: 1) Copy to: DLAE for each Federal/State funded project
2) Copy to be returned to Local Agency by DLAE with FHWA approval