

REQUEST FOR QUALIFICATIONS (RFQ)

FOR

ON-CALL ENGINEERING SERVICES

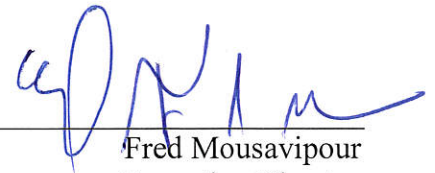
RFQ NO.: 17-083



CITY OF SANTA ANA
Santa Ana Public Works Department
20 Civic Center Plaza
Santa Ana, CA 92701

Armando Fernandez
Project Manager
Phone: (714) 647-5629
afernandez@santa-ana.org

Approved for Release:



Fred Mousavipour
Executive Director
Public Works Agency

KEY RFQ DATES (Subject to change at discretion of City):

Issue Date:	Friday September 29, 2017
Letter of Intent:	Thursday October 12, 2017
Deadline for Requests for Information:	Thursday October 19, 2017
RFQ- Proposal Due Date:	Thursday October 26, 2017; 3:00pm
RFQ- Evaluations	November 1-3, 2017
*RFP Release (Short List)	Thursday November 9, 2017

TABLE OF CONTENTS

Notice Inviting Qualifications.....	3
Background.....	4
Scope of Work	4
Request for Qualifications (RFQ) Selection Process.....	9
RFQ & Request for Proposal (RFP) Schedule.....	10
Other Terms and Conditions.....	11
Submittal Requirements.....	12
RFQ Costs and Preparation.....	13
Submittal Deadlines	13



NOTICE INVITING QUALIFICATIONS

NOTICE IS HEREBY GIVEN that proposals will be received from qualified firms for On-Call Engineering Services.

This Request for Qualifications (RFQ) will be accepted until Thursday October 26, 2017 at 3:00 p.m. Proposals received after this date/time will not be considered. It is the responsibility of the proposer to ensure that any proposals submitted have sufficient time to be received by the City of Santa Ana prior to this proposal due date and time.

Proposals shall be enclosed in a sealed envelope and marked clearly with following information, formatted as follows:

**“SEALED PROPOSAL FOR
ON-CALL ENGINEERING SERVICES
RFQ NO. 17-083
IN THE CITY OF SANTA ANA
DO NOT OPEN WITH REGULAR MAIL.”**

City of Santa Ana
Attn.: Armando Fernandez
Public Works Agency;
20 Civic Center Plaza; 3rd Floor Reception, Ross Annex
Santa Ana, CA 92701

Proposals shall be mailed, hand delivered, or sent by courier service. Proposals shall NOT be sent via telegraphic, electronic or facsimile.

All notifications, updates and addenda will be posted on the City’s RFQ Bid page at www.santa-ana.org/bids-rfps. Proposers shall be responsible for monitoring the site to obtain information regarding this solicitation. Failure to respond to required updates may result in a determination of a nonresponsive proposal.

LETTER OF INTENT - Interested firms shall submit a Letter of Intent of their pending proposal to the noted Project Manager by the required date as shown on the cover page of this RFQ. Letters shall be forwarded via certified mail or email and shall include the following information:



REQUEST FOR QUALIFICATIONS (RFQ)

On-call Engineering Services

BACKGROUND

The City of Santa Ana intends to retain Civil Engineering Consultants on an as-needed or “on-call” basis. The City’s Public Works Agency is issuing this Request for Qualifications (RFQ) for qualified consultants to provide the Agency with professional Civil Engineering-related services. A Professional Services Agreement will be entered into with one (or more) Civil Engineering consultant(s) to provide professional services for a variety of projects on an on-call basis. On an on-call, as-needed basis, the selected firm(s) may later be asked to provide professional engineering services proposals on specific, project-by-project basis, based on an agreed-upon specific scope of services and fees.

In general, work consists of general engineering design projects on arterial and local streets, bike paths, and public parks, citywide. Funding sources for each project may vary for each project/task order assignment shall comply with the funding agency’s requirements. The projects may include storm drain improvements; sidewalks, bike paths, curb and gutter replacement; slurry seal of residential streets; repair and overlay of asphalt concrete and/or PCC streets; signing, striping, neighborhood traffic studies, traffic signal modifications; landscaping and irrigation systems; park and recreational design, grant application writing, and other related projects as required. On occasion, environmental and planning support services may also be requested. The City may need consultant services for mapping and legal description preparation, construction management, staking and inspection. Occasionally the City may also need geotechnical, electrical, mechanical, and structural services.

The consultant shall be able to assist the City through this contract to provide the necessary services. The consultant shall utilize in-house staff and/or sub-consultants to complete the assignments to meet the City standards. **For specialized work for which the prime consultant shall require a sub-consultant, the prime consultant shall serve as an administrative liaison between the City and the sub-consultant.**

Prime consultant mark-ups for sub-consultant work will not be allowed.

All proposals, plans, drawings, specifications, estimates, grant applications, and/or studies will be subject to the final approval and satisfaction of the City of Santa Ana.

SCOPE OF WORK

The work consists of general engineering design and cost estimating for civil works projects, regulatory compliance, and special investigations/studies related to the project, landscaping and irrigation systems; park and recreational facilities design, grant writing and special funding mechanisms for public work projects, right-of-way studies, special district formation, structural design and analysis for buildings/City facilities, and other related projects as required.

The work in general, consists of work in the following areas and not limited to:

- Civil- Design
- Transportation/Traffic
- Structural

- Geotechnical
- Land Surveying
- Architectural
- Landscape Architectural and Irrigation
- Environmental
- Electrical
- Mechanical
- Instrumentation and Control Systems
- Fire Protection
- Land Surveying
- Financial and Economic Consulting Engineering

In addition to general engineering design projects Consultants may be asked to perform the following tasks:

- Hydraulic modeling of the water distribution, storm water, and sewer collection systems
- Evaluations, studies and recommendations related to water wells, reservoirs, water treatment systems, disinfection systems, pressure control systems, and sewage lift stations,
- Electrical and industrial control systems evaluations, studies, drawings, documentation and recommendations
- Mapping Services
- Legal Description Preparations
- Grant Writing- Services
- Environmental/Planning Support
- Construction Management Support
- Pavement Management
- Special Engineering Studies/Reports/Compliance and Investigations
- Regulatory Compliance with Federal and State and Local Agencies
- Financial/cash flow analysis- public works programs
- Assessment District Services
- Sustainable Infrastructure Services

If there are any exceptions to the core of requested services, proposers shall list said exceptions in their proposal (matrix form).

For specialized work for which the prime consultant shall require a sub-consultant, the prime consultant shall serve as an administrative liaison between the City and the sub-consultant.

The selected consultants must have the expertise, experience, and demonstrated resources available to perform the work described in this RFP.

General Requirements and Project Deliverables:

The Consultant’s services for plans specifications and estimating (PS&E) for engineering project preparation and special studies/investigations shall include and in be in conformance with the latest editions of the following: Title 24 of the California Code of Regulations (California Building Standards Code). American Water Works Association, California Department of Transportation, the Americans with Disabilities Act, the City of Santa Ana Municipal Code (SAMC), professional Standards established by the City, and or federal, state and local guidelines established in the project.

As part of the preparation of the PS&E, the consultant shall prepare the special provisions pertaining to the items of work included in the plans that are not addressed on the latest editions of the applicable standards.

The Consultant shall have complete responsibility for the accuracy and completeness of all documents and plans prepared. The plans will be reviewed by the City of Santa Ana for conformity with the requirements of the Agreement. Reviews by the City of Santa Ana do NOT include detailed review or checking of design or the accuracy with which such designs are depicted in the documents and the plans. The documents and plans furnished under the Agreement shall be of a quality acceptable to the City of Santa Ana. The criteria for acceptance shall be a product of neat appearance, well organized, technically and grammatically correct, checked, and dated and having the maker and checker identified.

The Consultant shall have project management control procedures in effect during the entire time work is being performed under the Agreement. This task shall include the following:

- Project Management Plan- the consultant shall provide a detail management plan including information and coordination with other agencies to ensure compliance and completion of the (PS&E) packages. This plan shall include all milestones and task breakdown for each of the tasks and subtasks included therein. The project management shall be submitted to the Project Manager for review and within 15 calendar days of the issued Notice to Proceed
- Deliverables
- Quality Control/Quality Assurance (QA/QC) Plan
- Project Schedule/Invoicing
- Project Correspondence

In case of conflict, ambiguities, discrepancies, errors, or omissions, the consultant shall submit the matter to the City for clarification.

The Consultant shall perform engineering design services resulting in contract documents (plans, specifications and cost estimates “PS&E”) for various projects on an as-needed basis. However, work tasks may include studies or a variety of engineering tasks. If requested by the City, the Consultant shall provide a Work Plan which includes a detailed schedule of the assigned project prior to the issuance of Notice to Proceed and/or Task Order. Specific Task Orders with Notices to Proceed (“NTPs”) will be provided for project(s) at the discretion of the City. Work required per Task Order shall comply with the Scope of Services and additional provisions in each Task Order and this agreement.

The following services/items shall include, but are not be limited to:

1. Research existing records of utility companies and agencies and coordinate the proposed improvements with existing field conditions.
2. Conduct an environmental assessment for each project and prepare all documentation required to comply with California Environmental Quality Act (CEQA), and or National Environmental Protection Act (NEPA). (If required)
3. Provide all field survey and topographic work necessary to complete the design effort. Design level survey and base mapping of the project site shall be prepared in US Customary English units by a California licensed Land Surveyor in accordance with the City guidelines and in Microstation V8i Computer Aided Design and Drafting (CADD) format. The horizontal datum shall be NAD 83 and the vertical datum shall be NAVD 88. All survey field notes shall be on forms provided by the City, shall be neatly completed in pencil, and shall become property of the City upon completion of the project. Informal field investigations including marking of removal areas may be required for some of the sidewalk, curb and gutter, and pavement replacement projects.
4. Complete the design of projects including plans, specifications, and engineer’s construction cost estimate. The Consultant shall contact manufacturers and/or contractors to verify the engineer’s estimate prior to submitting to the City. Specifications shall be prepared in Microsoft Word and an

electronic copy of the final version shall be furnished to the City. The City will provide the specification boiler plate to the Consultant.

5. If requested, all preliminary and bid sets of plans shall be plotted on bond or velum paper using Microstation V8i CADD software program. All drawings shall be completed per the City of Santa Ana CADD Standards and any special provisions thereof. For interim submittals, the City may opt to receive only PDF versions of the plans for reviewing purposes. If so, the Consultant team will provide plans and/or specifications accordingly.
6. All original plan sheets, the title sheet of the specifications, calculations, and reports shall be signed and stamped by the Consultant's licensed professional engineer responsible/in-charge of the project.
7. If a part of the on-call project scope, the Consultant shall provide support services during the bidding and construction phases of the project, including, but not limited to:
 - a. Respond to bidder inquiries during the bidding process, including preparation of any addenda. Following award of the construction contract, the Consultant shall attend the pre-construction meeting.
 - b. Review and approve all submittals and shop plan drawings required supporting the construction contract. The Consultant shall complete shop drawings reviews within two (2) weeks of receipt. Contract Change Order reviews shall be completed within two (2) working days of receipt.
 - c. Respond to written Requests for Information (RFI) to provide clarification or resolve discrepancies in the contract documents. Responses shall be completed within three (3) working days.
 - d. Provide periodic field reviews and bring to the attention of the City of Santa Ana any defects or deficiencies in the work by the construction contractor which the Consultant may observe. The Consultant shall have no authority to issue instruction on behalf of the City of Santa Ana, or to deputize another to do so.
8. If included in the on-call project scope, upon completion of construction, the Consultant shall prepare as-built plans and submit them to the City. The Consultant shall incorporate all changes to the plans electronically with all necessary revision notations. Once plans have been updated, a signed set of as-built plans shall be submitted to the City with an electronic copy (in Microstation V8i CADD and pdf formats) of the final as-built drawings via CD or e-mail.
9. The Consultant shall monitor the project progress, maintain project files, and control the quality of the work performed by in-house staff and/or sub-consultants. Incomplete (not meeting targeted completion) or poor quality work will not be accepted. The Consultant shall revise the documents within a revised schedule set by the City, which may require overtime. No additional compensation necessary for the consultant to complete this work to the satisfaction of the City shall be approved by the City for the required revisions. It is the responsibility of the Consultant to produce a professional-level quality of work product.
10. If included in the on-call project scope, attend meetings with the City staff as required.
11. If included in the on-call project scope, the Consultant shall coordinate plan check, design topics, permits and any other issues with the City, other Agencies, and all utility companies as required. At the direction of the City, the Consultant shall be the liaison with affected agencies.
12. If included in the on-call project scope, the Consultant shall be responsible for reviewing and approving addenda and clarifications to plans and specifications.

All information regarding the plans and specifications and or documentation related to the project and approved by the City, will then become property of the City.

A more detailed scope of work will be provided when/if a specific project or Task Order proposal is requested of a consultant. All tasks orders shall include the staff title, hours, hourly rate and totals as related to the project.

City Responsibilities:

The City will provide information in its possession relevant to the preparation of the required information in the RFP. The City will provide only the staff assistance and the documentation specifically in referred to herein.

- Furnish scope of work and provide general direction as needed for the assigned project
- All plan check coordination within the City
- Advertise, award, and administer of construction contract
- Electronic files (sample plans & specifications, City of Santa Ana's CADD Standards)
- Electronic files for title sheets and sheet borders
- Facilitate meeting space and coordination and City facilities

Project Progress:

Progress review meetings shall be held at intervals deemed appropriate by the City. The Consultant shall furnish two copies of all completed work or partially completed update/status since the last progress review meeting. Progress reports shall be submitted monthly, indicating achievements and the progress schedule.

Fee Proposal:

In addition to Section IV.B.3 (Submittal Requirements: Fee Proposal) fee schedule shall be structured as follows:

- The fee proposal shall include the firm's standard hourly fee schedule, and/or project fee schedule where applicable and as outlined in this this documents. A list of all positions and hourly rates shall require to perform the services described herein.

RFQ SELECTION PROCESS

1. Issuance of the Request for Qualifications (RFQ) – Open Process

The City of Santa Ana is soliciting the qualifications of a Team for on-call professional Civil Engineering services. Following the submittal of the RFQ packages, an objective panel-selection process will be utilized to rank the qualified firms. After ranking the qualified firms through the RFQ process, the City of Santa Ana will invite firms (based on the highest-ranked firms through the RFQ process) to submit a proposal and sealed fee proposal in response to the RFP.

2. RFQ Submittals Due – Qualifications Package

The RFQ submittal packages including an introductory letter and information about the team and relevant experience should not exceed five (5) pages inclusive of contact references and key municipal project lists. Appendices which provide relevant resumes for key personal from representative municipal projects along with, Part II – General Qualifications form only shall be limited to a maximum of twenty (15) pages double sided. The total package should not exceed twenty-five (25) pages double sided.

3. Evaluation of Qualifications by Panel

A selection panel will be composed of representatives from the City of Santa Ana’s Public Works Agency and other Agencies as appropriate. The panel may conduct a two-step evaluation process which will culminate in the recommendation of the Team for Council Action.

In the first step, the panel will perform an initial review of the submittals, and create a “shortlist” of finalists. Following this step, the City of Santa Ana will provide an RFP and invite the “shortlisted” Teams to submit a proposal. The review panel will then make a selection and open the most qualified Team's fee proposal, and commence negotiations. This process should result in a recommendation to the City Council for contract award.

The Selection Criteria

The panel will select a Team with the capability to deliver a project that meets the objectives of the City of Santa Ana. The Panel will rely on the Team's written presentations, investigation of previous projects, current commitments, references, related experience pertinent to the City’s needs, industry contacts, and, at the option of the City, discussions with the Team.

The important threshold issues for the initial phase of the RFQ selection process are:

- Does the Team have similar experience with Public Agencies?
- Does the Team have a direct, relevant experience in professional Civil Engineering services?
- Does the Team have the resources (i.e., staff, physical facilities, financial depth) needed to undertake on-call engineering services?
- Does the Team have a proven ability to implement projects quickly and cost effectively?

- Does the Team have an established and clear line of responsibility within their organization, as well as open lines of communication with their clients and the community they serve?
- Is the Team known to be of exceptional quality and reputation?
- Does the Team have a demonstrated history of cost control on past projects?
- Do the Team and/or individuals have a history of working together as a Team?
- Does the Team have a demonstrated history of quality control on past projects?
- Are the Team's individual participants and their office located in nearby metropolitan areas?
- Does the Team have a record of on-schedule delivery?

The important threshold issues for the final phase of the selection process are:

- Team and client compatibility
- Experience
- The right blend of project creativity, attention to detail and functional practicality
- Reputation for reliability and well-managed projects
- Cost Control

The above threshold issues will be used by the City’s panel in evaluating submittals, developing a short list, and awarding a contract.

4. Selection of Finalists

Notice of final selection or RFQ “short list” will be emailed to all candidates on or about the date noted in the schedule noted below.

5. RFP Process

Following selection of the finalists with the “apparent best” qualifications, an RFP will be provided to invited Teams.

For those invited to participate in the RFP process, a sealed fee proposal in a separate envelope must be submitted by the Team. Upon selection of the most qualified finalist, the sealed fee schedule of rates and a sample fee proposal for an example project will be opened and negotiations will commence to determine the broad outlines of a working relationship (Scope of Work), including financial matters. If an Agreement cannot be reached, negotiations will be terminated and the next highest ranked finalist will be invited to negotiate and their sealed fee proposal will be opened. The conclusion of these interviews and negotiations will result in the selected Team entering into an Agreement with the City of Santa Ana. All other sealed fee proposals will be returned (unopened) to remaining finalists.

At the conclusion of these interviews, a decision by the panel will be forwarded to the City of Santa Ana City Council for approval of contracts.

RFQ & RFP SCHEDULE

At present, the City of Santa Ana anticipates that the timing will be as follows:

- Friday September 29, 2017 Release of RFQ
- Thursday October 26, 2017 RFQ Qualifications Proposal Due Date
- Thursday November 9, 2017 *Release RFP to Shortlisted Firms
- **Tuesday December 5, 2017** ***Receive Proposals in Response to RFP**
- December 11-15, 2017 *RFP Proposal Evaluations & Rankings
- **Tuesday February 6, 2018** ***Contract Award (City of Santa Ana City Council)**

*Estimated dates and/or optional subject to change and/or cancellation at the discretion of the City of Santa Ana.

OTHER TERMS AND CONDITIONS

1. The project will be implemented in compliance with the City of Santa Ana’s policies, as well as Prevailing Wages and State/Federal Requirements.
2. The City regards the inclusion of California based designs, engineering, and construction professionals, facilities, and services as part of the Team to be highly desirable, but not mandatory.
3. The City reserves the right to modify any and all aspects of the selection process, and waive any defects as to form or content of the Team's proposals.
4. The City reserves the right to accept or reject any and all responses received as a result of this request, and to cancel in part or in its entirety this Request for Qualifications/Request for Proposals. If all qualifications or proposals are rejected, the City is not barred from re-soliciting Teams and/or initiating a new process.
5. The City reserves the right to amend this Request for Qualifications/Request for Proposal by addendum prior to the final dates of submission.
6. All reports, qualifications, proposals, or other data or materials which are submitted shall become the sole property of the City of Santa Ana with the exception of the confidential Financial Capacity information and sealed fee proposals which will be returned to all proposers after award of contract to the selected Team.
7. All products used or developed in the execution of any contract resulting from this request will remain in the public domain at the completion of this project.
8. The City has an affirmative action program. The purpose of the affirmative action program is to encourage certified minority business enterprises and women business enterprises. All submitting firms must have established affirmative action programs approvable by the City. During the RFP stage, all firms will need to complete a “Certification of Non-Discrimination by Contractors” for each firm on their team.

9. With respect to performance of work under City Contract, the Team shall maintain and shall require its subcontractors, if any, to maintain insurance as described below:
- A. Worker's Compensation insurance with statutory limits, any employer's liability insurance with limits not less than \$1,000,000 per accident.
 - B. Commercial general liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000 per occurrence. If such insurance contains a general aggregate limit, such limit shall apply separately to each project the Team performs for the City of Santa Ana. Such insurance shall (a) name the City of Santa Ana, its officers, agents, representatives, volunteers and employees as additional insureds; (b) be primary with respect to insurance or self-insurance programs maintained by the City of Santa Ana; and (c) contain standard separation of insureds provisions; and (d) give to the City of Santa Ana prompt and timely notice of claim made or suit instituted arising out of Team's operations hereunder.
 - C. Business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.
 - D. Professional liability (errors and omissions) insurance, with a combined single limit of not less than \$1,000,000 per occurrence.

SUBMITTAL REQUIREMENTS

The respondents to this RFQ shall submit five numbered sets of written information as requested above. The City requests that these materials be in vertically bound form, either loose-leaf or spiral, 8 ½" x 11", with section headings, tabbed and clearly marked by subject titles. Additionally, a CD and or USB with a PDF version of the submittals shall also be included.

The SOQ should state the intended role for each partner or major consultant in the implementation of potential projects, as well as clearly delineate the party responsible for overall management.

The SOQ will include resumes of the key individuals who will be included in the project and alternative Team members that are candidates for inclusion on the Team. The resumes should describe each individual's/firm's relevant professional qualifications and experience. Candidates should carefully review the qualifications of their Team members to ensure they have not included anyone that has had an adverse history of performance on projects that may cause the panel to reject the proposal because of that deficiency.

The SOQ shall clearly identify management level personnel, any other supporting personnel, and the entity's project manager. The submittal shall also include a graphic depiction of the organizational structure of the persons and firms associated with the project. The Team shall not be allowed to substitute any individuals or firms for those identified without the written permission of the City.

1. Experience

The SOQ should provide evidence of direct, relevant experience in past work conducted by members of the Team. The submittal should include a listing of relevant, completed projects that will demonstrate the competence of all architects, engineers, contractors, and other consultants

included on the candidate's Team to undertake and complete this project in a successful and satisfactory manner.

2. Financial Capacity

The City is concerned about the financial strength and stability of the Team. All respondents to this RFQ are required to provide, on a strictly confidential basis, the following information:

List of projects in the "pipeline" (include status, development schedule, and financial commitment, if any)

RFQ COSTS FOR PREPARATION

The Team will be responsible for all expenses incurred during the RFQ solicitation process with the City of Santa Ana. This Request for Qualifications does not commit the City of Santa Ana or their agents to enter into any agreement, to pay any costs incurred in preparation of the submittals, or to procure or contract for services or supplies.

SUBMITTAL DEADLINES

Qualifications must be delivered according to the submittal deadline (and time) specified in the Notice Inviting Qualifications and in accordance with this RFQ's requirements. Submittals received after this due date/time will not be considered. Faxes will not be accepted.

The SOQ submittal must be signed by an individual authorized by the Team to bind the Team to all terms and conditions indicated herein. Similarly, SOQs must be signed by an individual authorized by the Team to bind the Team to all terms and conditions of that submittal. All submittals shall provide the name, title, address and telephone number of the individual or individuals with authority to contractually bind the Team and the person who may be contacted by the City of Santa Ana during the proposal evaluation process and contract award process.

Who to Contact

Questions regarding this Request for Qualifications should be addressed in writing by email to Armando Fernandez by email only via afernandez@santa-ana.org. All questions must be received no later than at 3:00 p.m., PST five days prior to the date the SOQ submittal deadline indicated in the Notice Inviting Proposals for Qualifications. Verbal inquiries will not be accepted.

Respondents to this RFQ are strongly cautioned NOT to contact City of Santa Ana officials or members of the panel regarding the selection process. Inappropriate efforts to lobby or influence individuals or organizations involved in this selection process may result, at the panel's sole discretion, with dismissal from further consideration. Additionally, all efforts related to this process shall comply with City, State and Federal Requirements.