



July 23, 2013

**SUBJECT: REQUEST FOR QUALIFICATIONS (RFQ) TO PROVIDE ON-CALL PROFESSIONAL SERVICES FOR THE CITY OF HOLTVILLE**

Dear Consultant:

The City of Holtville (City) invites interested consulting firms to submit a Statement of Qualifications (SOQ) for various on-call consultant services. The City plans to retain the services of a number of consulting firms to assist in the design and delivery of capital improvement projects (CIP). The typical assignments for these on-call services are smaller projects. The scope of work and fee for each specific project will be negotiated on an as-needed basis and will be in accordance with the fee schedule established in the consultant services agreement. The agreements established through this RFQ will be valid for two years and may be extended by mutual agreement for up to three additional years.

Proposals from professionals for on-call, as-needed services are needed in the following disciplines:

- Architectural Design
- Civil Engineering Design
- Construction Management and Inspection
- Cost Estimation
- Drainage Analysis
- Environmental Planning and CEQA Compliance
- Grant Writing (FHWA, Caltrans, CDBG, HOME, SR2S, etc.)
- Landscape Architect
- Geotechnical Engineering
- Materials Testing
- Planning and Permitting
- Stormwater SWPPP
- Surveying
- Utility Coordination Services and Permitting
- Waste Water Resource Engineering
- Water Resources Engineering
- Water Quality Regulatory Permitting

The consultant will be required to perform the tasks as described in the enclosed Scope of Services for each of the disciplines. Consultants may submit SOQs for more than one type of discipline.

**STATEMENT OF QUALIFICATIONS REQUIREMENTS:**

1. Cover letter indicating disciplines for which your firm would like to be considered.
2. Background: Provide a description of your firm's background and qualifications. Include your firm's experience with municipal capital improvement projects and public agency clients.
3. Firm's Experience: Provide a list of related Public Works CIP projects and public agency clients that your firm has completed work for in the past five (5) years, indicating the year(s) work was performed. Indicate the client for which the project was prepared and client contact information. The client is the organization that your firm had a contract with and who your firm invoiced for compensation. If your firm was a sub-consultant, also indicate who the prime consultant had a contract with and prime's client contact information. Indicate the scope of work performed and demonstrated capabilities of your firm. Describe the typical construction cost of projects (size) your firm has handled in the past five (5) years. For materials testing, firms should indicate if they currently are or if they will be able to become certified to meet the Caltrans laboratory testing standard.
4. Staff's Experience: Provide resumes describing the qualifications of the staff who will be working on these projects. Provide a list of related Public Works CIP projects and public agency clients that your proposed Project Manager and other key staff have completed work for in the past five (5) years. Clearly link the staff and projects and the role of the listed staff members on those projects. Include the number of years key staff have been employed by your firm. Include the total number of public agency client CIP projects versus private/institutional/other client projects for each listed staff member in the past five (5) years. Include the key individuals you anticipate will have significant contact with City representatives during projects and their primary office location.
5. Identify your current availability for additional workload. Typical task order work is smaller in nature with short turnaround times.
6. Subconsultants do not need to be identified at this time.
7. The City of Holtville encourages DBE participation. Indicate if your firm is a DBE as described in the Caltrans' Local Assistance Procedures Manual Section 10. Other DBE information will be collected at the time of task order issuance for federally funded projects.
8. Organization Chart.
9. Reference List (Minimum five references).

10. Project List (Minimum five references per discipline).

11. Maximum 25 pages, including resumes, and all supplemental materials.

Final fee schedules will be negotiated after selection. Include five (5) copies of fee schedule in a single separate sealed envelope. Fees shall meet the following requirements:

Include hourly rates for each category of employee, markups, and laboratory testing rates (if applicable). Include a statement that routine office costs such as computer usage, telephone charges, office equipment and supplies, travel, incidental postage, copying, faxes, etc. are included in the hourly rates. Plan copying, outside copying and overnight mail will be reimbursed at cost. If in-house services (such as copying) are used, fees for such services shall not exceed commercially available services. No minimum number of hours per day will be allowed in the fee schedule, consultants may only bill for hours worked. Subconsultant markups shall not exceed 10%. Rates established in this agreement may not be adjusted during the term of this agreement. Rates may be renegotiated (prior to agreement extension) if the agreement is extended.

Firms will be required to provide and maintain certificates of insurance. Consultants will be expected to comply with insurance requirements and agreement terms after selection. Concerns regarding these documents must be submitted in writing with the SOQ if they are to be considered.

Submittals should be limited to 25 pages total, including resumes, attachments and covers. A pre-bid conference will not be conducted. Tabloid size (11"x17") foldout pages may be used where appropriate. Depending upon the number of SOQ's received, the City may select a "short list" of consultants to interview for the next phase of the consultant selection process. Please submit five (5) hard copies and one electronic copy of the SOQ to the City at this office no later than **2:00 p.m. on Tuesday, August 13, 2013**.

## **SCHEDULE**

The City anticipates the following time line for the process of selecting consultants:

- Release of Request for Qualifications (July 23)
- Last Day to Submit Questions for Clarification (August 6)
- Clarifications Issued (August 9)
- Deadline for Receipt of RFQ (August 13)
- Convene Committee to Review Statement of Qualifications (August 15-16)
- Notification of Short List (August 23)
- Interview of Short List if necessary (August 30)
- City Council Review and Authorization to Negotiate Contract (September 9)

Indicate “Statement of Qualifications for Professional Services” on the exterior of the envelope and submit SOQ to:

Glyn Snyder, CMC  
City Clerk  
City of Holtville  
121 W. Fifth Street  
Holtville, CA 92250

If you have any questions, please contact Glyn Snyder at (760) 356-4170 or [gsnyder@holtville.ca.gov](mailto:gsnyder@holtville.ca.gov) with “2013 RFQ for On-Call Consultant Services” in the subject line.

Sincerely,

Alex Meyerhoff, AICP  
City Manager

Attachments: Scope of Services

## **SCOPE OF SERVICES:**

The following are the categories of work where On-Call Professional Services are anticipated to be needed:

### Architectural Design

Perform both the planning and the design components forming a basis of building construction or building repairs or building physical makeup that meet aesthetic, functional, structural, and safety factors for the construction or repair of any type of building component, overall layout of the projected building, or any aspect of a building or structure; ensuring that these items meet applicable codes & standards.

### Civil Engineering Design

Perform professional civil engineering design services and related work to include preparation of plans, specifications, and estimates; review of plans, specifications, and estimates; and related work. Provide consultation and recommendations.

### Construction Management and Inspection

Provide Public Works construction management and/or construction inspection services; field design, constructability review and related work as directed. Provide consultation and recommendations.

### Cost Estimating

Conduct research, provide assessments of construction projects, and prepare cost estimates by collecting data of costs for labor, materials, and the breakdown and schedule of timeline for construction.

### Drainage Analysis

Perform professional drainage analysis and storm drainage design services and related work to include preparation of reports, plans, specifications, and estimates; review of reports, plans, specifications, and estimates; and related work. Provide consultation and recommendations.

### Environmental Planning and CEQA Compliance

Perform environmental services, permitting, and related work. Provide consultation and recommendations.

### Geotechnical Engineering

Perform geotechnical engineering including soil borings, drilling, in-situ testing, laboratory testing, foundation design, groundwater control and pavement design.

### Grant Writing

Perform research and prepare grant applications for a range of agencies and programs including FHWA, Caltrans, CDBG, HOME, SR2S, etc.

Landscape Architect Services

Perform professional landscape architectural design services and related work to include preparation of plans, specifications, renderings and estimates; review plans, specifications, estimates, and other related work. Provide landscape construction inspections and/or services as directed. Provide consultation and recommendations.

Materials Testing

Perform materials testing, laboratory services and related work as directed. Provide consultation and recommendations.

Planning and Permitting

Perform land use planning services, permitting, and related work. Provide consultation and recommendations.

Stormwater SWPPP Services

Perform services to prepare and implement project specific Stormwater Pollution Prevention Plans (SWPPP) for various City projects.

Surveying

Land surveying services for public agency including topographic surveys, boundary surveys, ALTA Surveys and construction staking, mapping services for parcel mergers, lot line adjustments, lot splits and a survey mapping review services.

Utility Coordination Services and Permitting

Perform utility coordination services, permitting, and related work. Provide consultation and recommendations.

Wastewater Resource Engineering

Perform professional civil engineering services as related to wastewater and treatment and related work to include preparation of reports, plans, specifications, and estimates; review of reports, plans, specifications, and estimates; and related work. Provide consultation and recommendations.

Water Resources Engineering

Perform professional civil engineering services as related to water and treatment and related work to include preparation of reports, plans, specifications, and estimates; review of reports, plans, specifications, and estimates; and related work. Provide consultation and recommendations.

Water Quality Regulatory Permitting Services

Perform Water Quality Regulatory Permitting Services in compliance with the Clean Water Act, California Porter-Cologne Act and other regulations related to water quality. Services will include permitting related to the Regional Water Quality Control Board and other agencies, arranging for testing and monitoring, consultation, recommendations and other related services. Services may also include obtaining dewatering, water treatment and/or discharge permits of various types.

### **Task Order Procedure**

Upon request by the City, Consultant shall submit for review, an individual project proposal including all information required to complete a Task Order for individual projects. Such proposal may be in a letter format. Information required will generally be scope, staffing, detailed schedule, cost breakdown and total Not-To-Exceed cost. Proposal preparation costs will be considered overhead and will not be billable.

Consultant shall provide professional services as described in the individual Task Order. Services shall be provided in accordance with the schedule established in the Task Order.

Consultant shall provide oversight of subconsultants and perform professional services as may be required by the City. Services will be provided by Consultant on projects as authorized and directed by the City under an approved and executed Task Order. No services are to be performed by Consultant until a specific Task Order has been issued for the particular project. Consultant shall maintain close communications with the City's Project Manager and shall not exceed scope or cost limits indicated on the Task Order without written authorization from the Director of Public Works.

Invoicing shall be in City approved format, including log of past invoices, summary of tasks completed, hours being invoiced by each person, and a recap of current budget for the task order and funds remaining.