

# CITY OF CHOWCHILLA CALIFORNIA



## REQUEST FOR QUALIFICATIONS

### CHOWCHILLA CITY ENGINEERING SERVICES

**DATE ISSUED:** April 3, 2017

**PROPOSALS DUE:** May 18, 2017

**SUBMIT TO:** City Clerk  
City of Chowchilla  
130 S. Second Street  
Chowchilla, CA 93610

**REFER QUESTIONS TO:** Jason Rogers  
Director of Public Works  
Public Works

# REQUEST FOR QUALIFICATIONS

## CITY ENGINEERING SERVICES

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### SECTION I – GENERAL INFORMATION

The City of Chowchilla is Requesting For Qualifications (RFQ) from qualified civil engineering firms to provide the City's Public Works Director and City Administrators with engineering services for the City. Assisting the Public Works Director, the firm will be expected to play a proactive role in helping the City Council and City Administration make appropriate decisions regarding City infrastructure. The selected firm will be expected to provide a wide range of engineering services.

A pre-submittal meeting will be offered at 10:00 on Tuesday April 18, 2017 where City administration will be available to answer questions from firms intending to submit proposals. RFQ's will be due by **4:00 P.M. on May 18, 2017**. To be considered, three (3) copies of a RFQ must be delivered to the City Clerk at 130 S. Second Street, Chowchilla, Ca. 93610. The City reserves the right to reject any or all proposals submitted.

During the RFQ evaluation process, the City of Chowchilla reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the City of Chowchilla, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any idea(s) included in the RFQ regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Chowchilla and the firm selected.

It is anticipated the selection of a firm will be completed by **June 1, 2017**. Following the notification of the selected firm, a budget of services will be asked to be prepared for review and approval by the City Council at its **June 14, 2017** meeting. The City reserves the right to reject any or all RFQ's, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items.

#### I-1. Background Information

The City of Chowchilla is located in Madera County, approximately 15 miles south of the City of Merced and services an area of about 7.6 square miles with a population of about 18,720. The City's fiscal year begins on July 1 and ends on June 30.

The City of Chowchilla was incorporated in 1923 as a general law city which operates under the council/administrator form of government. The City operates and maintains the roadways, water, sewer, airport, and storm drainage systems in addition to police and fire services.

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The City of Chowchilla General Fund operating budget in FY 2016-17 is approximately \$6 million and the budget for all funds combined (including debt service) is approximately \$21 million.

### **I-2. General Conditions**

The City of Chowchilla shall not be liable for any pre-contractual expenses incurred by the any contractor, nor shall any firm include such expenses as part to the proposed cost. Pre-contractual expenses include any expense incurred by a proposal and negotiation any terms with the City.

The City reserves the right to accept or reject any or all RFQ'S and to award the contract to the proposer(s) who best complies with specifications as determined by the bid analysis. RFQ's not complete with bid will be rejected. The City of Chowchilla Public Works Department will make the final determination to award the contract.

RFQ'S may, at the City's discretion, be rejected if they contain any alterations, additions, conditional or alternatives, are incomplete, or contain erasures or irregularities of any kind. The City reserves the right to reject any and all proposals. The City expressly reserves the right to postpone submittal opening for its convenience and to reject any and all submittals responding to this RFQ.

The selected firm must agree to indemnify, hold harmless and defend the city, its officers, agents and assigns from any liability or loss resulting from suits, claims, or actions brought against the City which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.

The selected firm will be required to comply with all existing State and Federal labor laws, including the applicable to equal opportunity employment provisions.

The City reserves the right to negotiate special requirements and proposed service levels using the selected proposal as a basis. Compensation for services will be negotiated with the selected.

All responses to this RFQ shall become the property of the City of Chowchilla and will be retained or disposed of accordingly.

No amendments, additions or alternates shall be accepted after the submission date and time.

All documents, records, designs and specifications developed by the selected firm in the course of providing services for the City of Chowchilla shall be the property of the City.

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Anything considered to be proprietary should be so designated by the firm.

Acceptance by the City of any proposal submitted pursuant to this RFQ shall not constitute any implied intent to enter into a contract for services.

The City reserves the right to issue a written notice to all participating firms of any change in the RFQ submission schedule should the City determine, in its sole discretion, that such changes are necessary.

### **1-3. Scope of Services**

Serve as the City Engineer

Capable of managing any aspect of civil engineering, plan checking, development conditioning and capital project management for the City.

Capable of reviewing all matters pertaining to engineering to insure that undertakings proposed and implemented by the City and others are done in a manner that protects the City's interests, and are in keeping with the City's missions statement, strategic plan, goals, specifications and practices as well as with local, state and federal laws.

Assist in planning, coordinating, supervising and evaluating programs, plans, services, equipment and infrastructure.

Assist in developing a GIS data base of City assets and GIS based asset management plans.

When requested can develop and recommend policies and procedures for effective operation of the City consistent with City policies and relevant laws, rules and regulations and ensures Councils actions are implemented.

Assists in the evaluation of the City's needs and formulation of short and long range plans to meet needs in all areas of Public Works improvements, including but not limited to streets, water, sewer, storm drainage, street lights, parks and facilities.

Capable of providing engineering services on City projects and overseeing project management for the construction of all city projects.

Reviews land use applications and construction plans for private developments to insure consistency with City adopted engineering specifications, City policies and relevant laws, rules and regulations and ensures council actions are implemented.

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Working with the Public Works Director and City administration to insure that costs and fees are charged back to development projects; monitor charges and revenues associated with development projects.

Available to complete support presentations to various groups, some as but not limited to, public, City Council, and commissions.

Available to assist with the engineering functions of City government pertaining to public and private developers.

Maintain and deliver all engineering records, studies and maps for all projects where employed by City (in PDF and source file formats – dwg, doc etc.), as the city will own all documents related to any and all city projects.

Prepare reports, investigations, studies and evaluations as, from time to time, may be required and directed by the Public Works Director and City administration.

Perform other engineering related functions as directed by the Public Works Director and or City administration.

Potentially serve as resident engineer when required for all city projects, as needed by City administration.

Engineering firm will be required to maintain a residency at the Civic Center (City Hall) 10-20 hours per work week.

Assist in the preparation or oversee preparation of capital improvement projects, improvement plans, specifications, bid documents and public improvement project management.

Solicit proposals for capital improvement project design work.

Provide construction observation and management during the course of City projects. Assist with inspection, approval of payments, cost estimating, filing of notices and other related tasks.

Coordinate activities with City administration and outside agencies to obtain various approvals and agreements, such as, but not limited to environmental clearances, permits, land acquisitions and rights-of-way for assigned engineering projects.

Support land acquisition, disposition, easements, agreements, leases and other assorted property rights as it relates to engineering projects

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### **I-4. Development Review Function**

Review proposed improvements and land developments and provide recommendations as to engineering matters to insure conformance with City Ordinances and State Law.

Assist Public Works Director and City administration in performing statutory functions pertaining to the review and checking of lot line adjustments, parcel and tract maps, including tentative, final and vesting maps. Insure map conformance with State Subdivision Map Act and City ordinances.

Provide a "turn around" checking time for maps and improvement plans generally not to exceed 10 working business days for the first plan check and the application has been determined complete. The proposer(s) shall be responsible for notifying the applicant in writing of any final plan or final map deficiencies with (30) days, specifying those items needed to complete the application.

Establish performance, labor and material bond amounts when required and insure the posting of such bonds with the proper time sequence of such development control.

Assist the Public Works Director and City administrators in providing necessary and related functions for the control of private development.

### **I-5. Federally Funded Capital Projects Engineering Services**

City is required as a recipient of federal funds utilizing contract engineering services to solicit and contract for those services in three year increment.

Design including CEQA and NEPA compliance, construction review/inspection and federal aid administration services required completing the federally funded projects during a time frame that services are required in conformance with requirements and subject to State and Federal regulations and law.

Secure all necessary permits including CEQA and NEPA compliance, surveying, testing, preparation of plans and specifications, description of construction phasing plan, estimate of probable construction costs, preparation of bid documents, review of construction contract bids, recommendation for award, construction inspection and review and construction administration.

All services shall be in accordance with Caltrans standards, FHWA standards, and the City's standards.

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The selected firm must comply with California Government Code Section 8355 in matters relating to providing a drug-free work place.

The Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31 et. Seq., are the governing factors regarding allowable elements of cost.

The Agreement will include the administrative requirements set for in 49 CFR Part 18, Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments.

Comply with CFR Title 49, Part 29, Debarment and Suspension Certificate, refer to Exhibit 12- E "Debarment and Suspension Certificate" in Chapter 12 of the Caltrans Local Assistance Manual.

## SECTION II – PROPOSAL FORM AND CONTENT

### II-1. Proposal Element

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer(s) capabilities to satisfy the requirements of the RFQ, and should be easily reproducible. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal.

Proposers are encouraged to improve upon the tasks, work items, or other elements described in this RFQ. However, prior to developing a proposal based on significant changes to the scope, proposers may wish to check with the City's Project Manager to ensure that the City views the changes as desirable improvements.

All pages of the proposal must be numbered consecutively. The proposal **shall NOT exceed 25 pages** in length. The proposal must be organized in accordance with the list of proposal contents. Please refer to the following.

### II-2. Proposal Content

**Executive Summary:** The proposer(s) may use this section to introduce the proposal or to summarize the key provisions of the Proposal.

**Statement of Understanding:** The proposer(s) shall include a detailed statement of understanding of the project.

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**Project Team and Qualifications:** This portion should include the name of the person who will be responsible for the management and administration of engineering services with the City with a resume of that person's experience and qualifications, the names and resumes of the assigned staff and sub-contractors, relevant technical experience and the availability of the staff for the services. After selection of a firm by the City, no substitution of key staff or sub-contractors may occur without the written approval of the City.

- a. List of related projects should be included with the name of the contact person and the telephone number for which the firm as recently or currently provides services under the scope of work.
- b. Scope of Work: The firm shall describe the proposed work by task, including any tasks to be performed by sub-contractors.
- c. Must maintain a residency at the Civic Center (City Hall) 10- 20 hours per work week.
- d. Provide a breakdown of the percentage of time available to the Public Works Director and City administrators, outside the required residency.

**Similar Project Examples and References:** The proposal should include a listing of projects that are similar, or that can support the proposer's abilities, to fulfill the services requested in this RFQ. At a minimum, the listing should include project title, project location, Project Manager contact information and range of project budget, and any other information that could be useful during the evaluation process. Provide the Project Manager(s) name and the primary contact for all related city projects.

**Additional Information:** Any other information that the proposer(s) feels applicable to the evaluation of the proposal or of their qualification for accomplishing the project should be included in this section. You may use this section to address those aspects of your services that distinguish your firm from other firms.

### SECTION III

#### III-1. Tentative Project Milestones

RFQ Issued	April 3, 2017
Pre Submittal Meeting	April 18, 2017
Proposals Due	May 18, 2017
Contract Award	June 14, 2017

#### III-2. Proposal Due Date

**Three (3) print copies of the proposal must be delivered to the City Clerk's Office, City of Chowchilla, 130 S. Second Street, Chowchilla, CA 93610, no later than May 18, 2017 at**



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**4:00pm** local time. Facsimile or electronically transmitted proposals **will not be accepted**. Late proposals will be kept by the City, but not considered for award. Proposals must be sealed and clearly addressed and marked with the RFQ title, “**Chowchilla City Engineering Services**”.

Any proposal may be withdrawn at any time before the “Proposals Due” date and time, by providing a written request for the withdrawal of the proposal to the City Clerk’s Office. A duly authorized representative of the firm shall execute the request. Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal.

### **III-3. Plan Holders List**

It is recommended that interested firms contact the Director of Public Works as soon as they begin their review of the RFQ and ask to be placed on the Plan Holders List. Doing so will help insure that potential proposers have the latest available information that could be useful in the development of a proposal, particularly if any addenda for the project are released.

### **III-4. Addenda**

The City may modify the RFQ at any time prior to the RFQ due date. It is recommended that proposers periodically check the City’s website at [www.CityOfChowchilla.org](http://www.CityOfChowchilla.org) for any posted addenda. Proposers who have submitted proposals prior to the due date will also be notified through their contact information provided with their proposal. Addenda will be numbered consecutively. Verbal modifications to the RFQ specifications shall not be binding upon the City.

### **III-5. Irregularities**

The City reserves the right to waive any non-material irregularities or information in the RFQ or in any proposal.

### **III-6. Incurred Costs**

The City is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal.

### **III-7. Equal Opportunity Policy for Contractors**

The City of Chowchilla requires all proposers to comply with the City’s equal opportunity practices that all programs, services, employment opportunities, and volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation.

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### III-8. City Business License

The selected proposer will be required to obtain a City Business License.

### SECTION IV – SELECTION PROCEDURE

The City intends to retain the engineering services of the individual or firm evaluated to be the best qualified to perform the work for the City, cost and other factors considered. The City shall screen all applications and the top candidates may be selected for interviews. Proposals will be screened by a minimum of three (3) senior City staff members. Staff will determine the individuals or firms selected for interview. The interviews will be potentially scheduled the week of May 28, 2017 – June 1, 2017.

In review the proposals the City will carefully weigh the following:

- The Proposer(s) approach to and understanding of the Scope of Work
- The Proposer(s) experience with similar contracts and clients
- The experience and qualifications of the proposed staff in providing similar services.
- The Proposer(s) demonstrated ability to deliver work on time and within budget
- The extent of involvement by key personnel
- The extent to which previous clients have found the Proposer(s) services acceptable
- Previous City experience with the Proposer(s), if any. If the Proposer(s) is able to maintain a residency at city hall for the required number of hours during the work week.
- Communication skills.
- Other qualifications/criteria as deemed appropriate.

The city will require the individual or engineering firm selected to maintain general liability, automobile, workers' compensations, and errors and omissions insurance. The selected firm or individual will also be required to maintain a City of Chowchilla business license. The contract will contain provisions requiring the selected firm to indemnify the City and provide that the Consultant is an independent contractor serving at the will of the City. Other required provisions will include the City Council's right to terminate the agreement, at its sole discretion, upon the provision of notice.

### SECTION V – CONTACT INFORMATION

Questions regarding the scope of services may be directed to:

**Jason Rogers**

Director of Public Works

Telephone: (559) 665-8615, ext. 300

Email: JRogers@CityOfChowchilla.org