



REQUEST FOR QUALIFICATIONS

for

ON-CALL ENGINEERING SERVICES

Date Released: June 26, 2023

Questions regarding submission, process, or proposal can be emailed to:

Dario Dominguez

Public Works Director

ddominguez@cityoforange Cove.com

Proposals must be received prior to 3:00 p.m. July 21, 2023

at the office of the City Clerk

633 6th Street

Orange Cove, CA 93646

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BACKGROUND & SELECTION PROCESS

The City of Orange Cove (City) invites qualified Consultants to submit Statements of Qualifications (SOQ) to provide on-call civil engineering services.

Once all SOQs are received, the city will interview the Consultant(s) determined to be the most qualified for the scope of work required.

It is the intent of this solicitation to select a qualified Consultant who will provide the city quality consulting services at the best value, in a timely fashion, and to complete the proposed project. From the SOQs submitted, a selection panel may select the Consultant best able to meet the needs for this project; or may create a "short list" of several Consultants to meet with a panel to discuss the project and the Consultant's qualifications. The panel may consist of City staff, stakeholders, and may include a representative knowledgeable in the specific discipline and/or project scope to discuss qualifications for consulting services for this project. The panel's criteria in its evaluation of the SOQs (not necessarily in this order): experience with related projects, educational background related to discipline, quality of past performance on similar projects, adequate staffing to perform work, ability to work within a project budget, and references. Inclusion on a "short list" does not guarantee the Consultant will eventually be selected and engaged under a contract with the City for consulting services. Exclusion from the "short list" does not disqualify any Consultant who has submitted an SOQ. The city may include other Consultants on the "short list" at any time prior to Council awarding a consultant agreement. The City reserves the right to make the selection of a consultant based on any or all factors of value, whether quantitatively identifiable or not, including, but not limited to, the anticipated initiative and ability of the Consultant to perform the services set forth herein. This solicitation for SOQs does not commit the City to enter into a contract or to pay any costs incurred in the preparation of the SOQ. The City reserves the right to accept or reject any SOQs, and to negotiate with any qualified Consultant, or to cancel in part or in its entirety this solicitation for SOQs. All SOQs and materials submitted shall become the property of the City of Orange Cove.

COMMUNITY CONTEXT

The City of Orange Cove has approximately 10,000 residents and is in the San Joaquin Valley, 8 miles east-northeast of Reedley. Orange Cove can be accessed by State Route 63, which approaches the city from Orosi. SR 63 bypasses the city along Hills Valley Road, while straddling the Fresno-Tulare County line, and continues north toward SR 180. The city's water system operates entirely from surface water delivered by Friant Kern Canal, which gets treated at the water treatment plant. The city's sewer gets treated at their wastewater treatment facility. Parks in the city include Orange Cove Skate Park, BMX Park, Sheridan Park, and James O. Eaton Memorial Park.

SCOPE OF WORK

The scope of on-call City Engineering services is broad, and consultants are not expected to have technical expertise in all functional areas, but this list is intended to highlight the range of the engagement and scope of responsibilities. City Engineer should be familiar with and able to:

1. Assist in CIP scoping, prioritization, and budgeting.

2. Represent the City at internal and external meetings, including regular in-person meetings with City staff as well as attendance at City Council and Planning Commission meetings, when necessary. Consultant should plan for 8 to 16 hours per week physically present in Orange Cove, plus time for inspections and field-related work.
3. Review and approve permits and waivers of various types.
4. Engage with public and private developers as directed by City staff.
5. Coordinate with other agencies for the review of plans, projects, and studies.
6. Manage immediate emergency needs related to failed or potentially failing infrastructure
7. California Public Contract Code
8. Various regional, state, and federal transportation funding entities and the application process, fund/project management and reporting requirements for those entities.
9. Sustainable Groundwater Management Act (SGMA)
10. ALTA Irrigation District
11. Bureau of Reclamation
12. State Water Resources Control Board (SWRCB)
13. Fresno County Council of Governments (Fresno COG)
14. CALTRANS
15. California Department of Resources Recycling (CalRecycle)
16. Perform studies, designs, project, and construction management on any tasks or projects the city identifies. These efforts include the preparation of site evaluations, planning and preliminary engineering reports, plans and specifications for CIP construction projects, along with detailed schedules and cost estimates. This work would also include any necessary field work, drafting, design, surveying, environmental documents, bid assistance, construction management & inspection, and project management – as well as the preparation of specialized engineering studies on a variety of subjects including, but not limited to drainage studies, traffic studies, and pavement evaluations.
17. Represent the City and interact with the public in processing the City's public permit applications. This work includes plan check for civil engineering design plans which includes, but is not limited to street, sewer, water, stormwater, recycled water, green infrastructure, storm drain, fiber optic, grading, erosion control, signing & striping, street lighting, traffic signal and all related engineering studies, including hydrology and hydraulics, soils, water and sewer studies and structural analyses. The consultant shall be well-versed in managing all aspects of a special assessment district.

REQUESTS FOR INFORMATION

All requests for information (RFI) and questions regarding this project shall be submitted via email to Dario Dominguez, Public Works Director at ddominguez@cityoforange Cove.com. There are to be no phone calls or emails to other City officials for additional information or clarification. The City

shall reply to RFI(s) the City deems necessary for the preparation of proposals. The deadline for RFIs is stated below. Responses will be posted on the city website.

COMMUNICATIONS

It is the responsibility of the Consultant to ensure the proper email address is on record. Failure to abide by this provision shall deem the Consultant non-responsive and the SOQ will not be considered.

PRE-BID MEETING

A pre-bid meeting will not be held. Consultants shall use the RFI process.

STATEMENT OF QUALIFICATIONS

Consultants shall submit a Statement of Qualifications (SOQ) that addresses the following:

Introductory Letter

1. How many years has your organization been providing similar services?
2. How many years has your organization been under your present name? If applicable, how many years under former names (List name and number of years)?
3. What other types of services does your organization provide?
4. Is your organization operating as a franchisee?
5. Do you have any affiliated companies? If parent company, list subsidiaries and divisions. If it is a subsidiary or division, name parent company, its principals, and their addresses.
6. The letter shall be signed by the individual authorized to bind the contractor to the proposal.
7. Consultant shall ensure all pages are numbered.

Project & Team Experience

1. Consultants shall have at least two (2) years of experience serving as the contract City Engineer for a municipality.
2. Provide a listing of similar projects of similar scope, which have been completed by members of the Consultant's team within the past five (5) years, regardless of whether the project is included in the References section.
3. Provide a listing of each key staff person in the organization who will be assigned to the project, the percentage of time assigned to the project, and background information demonstrating their capabilities and qualifications to perform the assigned task. For each individual, provide current professional registrations, related experience, educational background, and years of experience with the team.

Scope of Work & Project Approach

This section should include a clear description of the Consultant's understanding of, and ability to meet, the Scope of Work. Describe how the Consultant's approach will meet the needs of an on-call professional civil engineering services contract, with an emphasis on the ability to perform the required services, complete deliverables on time, and manage workload. Describe the methods used in the performance of civil engineering tasks, and the time required to complete these tasks. Describe how Consultant will meet the City's needs in addition to their existing client relationships and project workload.

Quality

Describe how quality assurance ("QA") and quality control ("QC") will be provided for each project delivered under a task assignment. Identify the individuals that will be involved in QA/QC services and at what milestones they will be provided. If a structured Quality Assurance/Quality Control Program exists, describe it briefly and show how it will be applied to the project.

Subconsultants

If any part of the work described in the proposal is to be provided by subconsultants provide the following:

1. A description of each subcontractor's role.
2. A description of previous joint ventures between the Consultant and subcontractor.
3. The corporate or company name and names of officers or principals of companies proposed as subcontractors.
4. Experience of key personnel, including past projects and resumes.
5. Show the key personnel in the organization chart.

References

Provide a minimum of three (3) client references. References should be California cities or other public sector entities with engagements of similar scope and size. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client's direction as well as the dollar value of that contract.

Contract Terminations

If your organization has had a contract terminated in the last five (5) years, describe such an incident. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of past experiences.

If the organization has not experienced any such termination for default or early termination in the past five (5) years, so indicate.

Consultants, their principals, or subcontractors may not be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any regulatory agency.

Fee Schedule

Please submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.

Submission

The Scope of Work shall be submitted electronically to Dario Dominguez, Public Works Director at ddominguez@cityoforangecove.com. Consultants are encouraged to submit early to receive email confirmation. Proposals shall be submitted as a PDF format to print on 8.5" x 11" paper. The proposals shall not be formatted to print in "booklet" mode. The proposals shall not exceed a file size of 8 MB. The proposals shall not exceed thirty pages.

TENTATIVE PROJECT TIMELINE

Publish RFQ: Monday, June 26, 2023

RFIs Due: Monday, July 10, 2023, at 3:00 p.m.

RFI Responses Issued: No later than Friday, July 14, 2023

SOQs Due: Friday, July 21, 2023, at 3:00 p.m.

Virtual Interviews: July 28, 2023

City Council Consideration: August 9, 2023