

City of Albany
Request for Qualifications (RFQ)
On-call Engineering Services –
Civil Engineering and Land Surveying



Proposals due: April 17, 2013 (2:00 PM)

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REQUEST FOR QUALIFICATIONS (RFQ) – ON-CALL ENGINEERING SERVICES

INTRODUCTION

The City of Albany is soliciting statements of qualification for on-call professional engineering services from qualified professional firms, with solid experience in providing professional consulting services to public agencies, for Civil Engineering and Land Surveying.

This request invites firms to submit qualifications for inclusion in a file of up to **three (3) top qualified firms** that the City will use when a specific project requires the services of a professional consulting firm. Submission requirements and additional information for this effort are detailed in this request. The City is requesting services for a **two (2) year period**.

BACKGROUND

The City of Albany lies on the northwestern corner of Alameda County, California, bordered by the cities of El Cerrito and Richmond on the north, the City of Berkeley on the east and south side, and by unincorporated Kensington in Contra Costa County on the north and east. The City of Albany was incorporated in 1908, and at the time of the 2010 census had a population of 18,500 residents. Albany is known for the excellent quality of its K-12 school district, highly educated populace, and small town ambience in an urban setting.

The City Council consists of five members elected at-large to four year terms. Annually the City Council selects one of its members to serve as Mayor and another as Vice Mayor. Council Members may not serve more than two consecutive terms without a break in service of at least two years. The City Council has two newly elected Council Members who took office on December 10, 2012. Other information regarding the City of Albany can be found on the City's website – <http://www.albanyca.org>.

From time to time, the City requires the services of professional consultants with experience and qualifications in Civil Engineering and Land Surveying.

The consultants will work under the direction of the Public Works Director or his designee to handle engineering service tasks as they are required. Up to three consultants may be selected to be on file of on-call services. Each consultant will enter into a master agreement which will specify the billing rates, personnel to be assigned, and other terms. No monthly retainer is anticipated.

Letter proposals will be requested from one or more on-call consultants when engineering service tasks for Civil Engineering and Land Surveying is needed. The letter proposals will set forth the scope, fee, personnel, and time of performance for the particular task. The letter proposals will be approved through a task order amending the master agreement. Consultant selection for a particular task will be based on qualification as set forth in the Statement of Qualifications. Consultant selection will be at the sole discretion of the City. No consultant is guaranteed work.

SCOPE OF SERVICES

The City plans to establish a list of up to three firms for Civil Engineering and Land Surveying services, from which it can select firms to enter into the negotiation process with. This request for Statements of Qualifications is the first step in that process.

Interested firms should submit **a Statement Of Qualifications (SOQ)** for Civil Engineering and Land Surveying: Services may include general consulting, civil engineering, land surveying, plan checking, assessemnt district, utilities engineering, Capital Improvement Program project design, computer or manual drafting, staff augmentation, and other tasks associated with Public Works infrastructure design, construction, and/or operation as assigned and directed by the Public Works Director. Knowledge of Caltrans Local Assistance Procedures Manual and Guidelines is desirable, but not required. Knowledge of Caltrans Standard Plans, Specifications, and experience with full PS&E preparation is required. Certain projects, if assigned, shall be performed pursuant to a 'not-to-exceed' budget. For these projects, Consultants shall prepare a detailed scope of work, a payment schedule, and a schedule of deliverables for review and approval by the Public Works Director. Consultant may act as the City Surveyor.

The term of the agreement shall be for one (1) year, with up to one (1) year extension. Approximately 30 days prior to the end of each one (1) year period, a meeting will be held between the consultants on file and the City of Albany staff for conducting a performance review, revising the scope and/or language of the agreement, and submitting the consultants' most current rate schedules. The agreement, as well as annual extensions, may require the City Council's approval.

SUBMITTAL GUIDELINES

Firms or individuals interested in submitting qualifications for on-call engineering services shall submit **five (5)** complete, double - sided, copies of the statement of qualifications, on recycled content paper, in a sealed envelope to:

**Nicole Almaguer, City Clerk
City of Albany
1000 San Pablo Avenue
Albany, CA 94706
Attention: REQUEST FOR QUALIFICATIONS (RFQ) –**

ON-CALL ENGINEERING SERVICES “*Civil Engineering and Land Surveying*”

Statements of qualification may be submitted in person at the City Clerk's office, or by mail, but must be received in the City Clerk's office by **2:00 p.m. on April 17, 2013**. **Electronic, faxed or late proposals will not be considered.**

The City reserves the right to reject all statements of qualifications, to request additional information concerning any statement for purposes of clarification, to accept or negotiate

any modification to any statement following the deadline for receipt of all statements, and to waive any irregularities if such would serve the best interests of the City.

All inquiries regarding the Request for Qualifications should be directed to Ray Chan, Public Works Director/City Engineer, preferably via email at rchan@albanyca.org.

Once received, the City will review all Statements of Qualifications and Performance Data to insure compliance with the requirements listed in this Request. The City will maintain up to three firms' Statements of Qualifications and Performance Data, arranged by discipline.

Additional Submittal Information

The City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt.

All costs incurred during proposal preparation or in any way associated with the Consultant's preparations, submission, presentation, or oral interview shall be the sole responsibility of the Consultant.

If awarded a contract, the consultant shall maintain insurance coverage, including errors and omissions and worker's compensation, reflecting the minimum amounts and conditions specified by the City.

Consultants are liable for all errors or omissions contained in their proposals.

REQUIRED INFORMATION

The information within the statement of qualifications can be arranged in whatever manner the consultant deems best. Overly elaborate, wordy or content that is promotional in nature are, however, discouraged. To be considered responsive, the proposal must provide specific and succinct answers to all the questions and requests for information listed below. Indirect, imprecise, or incomplete responses can serve only to the disadvantage of the applicant. Submission of individual resumes is highly encouraged, although alone will not be considered responsive to any specific question.

1. The proposal should be accompanied by a brief introductory letter stating your firm's interest in the project.
2. Qualifications. Please provide a brief summary of information regarding the Consultant's experience with Civil Engineering and Land Surveying. The Consultant's qualifications should include the following information:
 - a. List contracts of projects in the San Francisco Bay Area in the past three years and provide references and a phone number for each reference.
 - b. The consultant shall designate one person to act as a contact with City staff for all projects. Provide a resume of the designated contact person. Resume should be a maximum of two pages in length.

- c. Provide resumes for personnel who would be assigned to perform the proposed tasks listed above. Each resume should be a maximum of one page in length.
 - d. For the listed reference projects, please state the involvement of the project members for which resumes have been submitted.
 - e. The Consultant may submit a brochure or narrative discussion, not to exceed two pages that provide any further information describing the firm's qualification for this project.
3. Time of Performance. It is imperative that the successful Consultant respond to City requests in a timely manner. Please describe how you intend to respond to and track City requests.
4. Exceptions, if any, to the standard consultant services agreement of the City of Albany.
5. Current Clients/Conflict of Interest
 - a. Please list all current or former clients residing in, having an interest in a business or owning an interest in property within the City of Albany within the past three years.
 - b. Please list all cities (general law and charter) and other public clients for which you or your firm currently provides on-call services. Please identify any foreseeable or potential conflicts of interest, which would result from such representation and the manner in which you would propose to resolve such conflicts.
6. Compensation and Reimbursement. The master agreement for on-call engineering services will specify the hourly rates for consulting services and other terms of compensation. Please provide an hourly rate schedule showing the rates charged per classification.
7. Professional References. Please provide six (6) professional references. For each reference, please provide address and work telephone number.

EVALUATION AND SELECTION PROCESS

Qualifications will be screened, and the top candidates will be reviewed by a selection committee. The qualifications for the top candidates will be verified and references will be checked. In reviewing the proposals, the City will carefully weigh:

1. Consultant's understanding of the City's desires and general approach to the contract demonstrated in introduction and scope of work;
2. Consultant's experience in projects with similar complexity and magnitude to City of Albany;

3. Qualifications of the Consultant's staff being assigned to this project;
4. Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet time schedules;
5. Ability to work effectively with City staff;
6. Cost of services; and
7. Other qualifications/criteria as deemed appropriate by the Public Works Director or the panel reviewing the proposals.

The City Council will formally approve the contracts by resolution. It is anticipated that this will occur by end of May 2013. Services to the City can then begin shortly thereafter following contract execution.

AWARD CONTRACT PROCESS

Please note that once a file of up to three top qualified consultants (by discipline) is established, when the City proposes to do a specific project, it will follow the process outlined below:

- Statements of Qualification in the City's file will be evaluated for suitability for that project, based on criteria developed specifically for each project as well as State Statute.
- One or two or all of the top qualified firms included in the file will be asked for a project proposal. The firms, together with their proposals, will be evaluated for their expertise and prior performance for the subject in question.
- The City will select the firm considered best qualified and then proceed to negotiate a contract with that firm.
- If contract negotiations are successful, a Professional Services Task Order will be prepared for each task to identify the proposed scope of work, schedule and fees to complete the Task.
- If contract negotiations with the most highly qualified firm are unsuccessful, the City will end those negotiations, go to the second firm on the list, and attempt to negotiate a contract with that firm.
- If it is not possible to negotiate a contract with any of the firms identified, the process (evaluation of the statements on file) will start over.

NON-OBLIGATION

The City retains sole discretion to evaluate proposals and may make an award to the consultant the City deems to have the most responsive proposal. Receipt of proposals in response to its RFQ does not obligate the City in any way to engage any consultant and the City reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The City shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a consultant, and the City shall

bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any agreements entered into.