

REQUEST FOR QUALIFICATIONS

FOR DESIGN OF

**Above Ground Storage Tank
Environmental Center
Pittsburg, California
CONTRACT 2021-10B,**

by

**THE
CITY OF PITTSBURG**

**RESPONSES DUE:
4:00 p.m., Monday August 16**

City of Pittsburg
Engineering Division
65 Civic Avenue
Pittsburg, CA 94565

Copies of this RFQ, additional documents, exhibits, attachments and addenda (if any) will be made available on the City's website at:

<http://www.pittsburgca.gov/business/current-bidding-opportunities>

It is the responsibility of the respondent to download additional documents, exhibits, attachments and ensure receipt of addenda, if any, to this RFQ.

CITY OF PITTSBURG

REQUEST FOR QUALIFICATIONS (RFQ) TO PROVIDE DESIGN SERVICES FOR ABOVE GROUND STORAGE TANK ENVIRONMENTAL CENTER PITTSBURG, CALIFORNIA

Dated: July 23, 2021

INTRODUCTION

The City of Pittsburg requests statements of qualifications from qualified firms in order to retain the services of a consulting firm ("Consultant") to provide professional engineering design for the installation of a 12,000 gallon above ground storage tank (AST) located at the Environmental Center within the City of Pittsburg.

The City intends to enter into a Consultant Agreement for Engineering Services with the selected firm. The City may not select any firm, dependent on the response received to this request for qualifications (RFQ).

Firms that are currently on the City's On-Call Civil Engineering list that are interested in participating in the selection process for design services must respond per this RFQ as requirements differ from that of the On-Call list.

The Consultant Agreement will have a negotiated rate schedule established at the time of contract execution. The Consultant Agreement as negotiated may require consideration for approval by the Pittsburg City Council.

The consultant will be paid at an agreed and supported specific fixed hourly rate for each class of employee engaged directly in the work. Such rates of pay include the consultant's estimated costs and net fee (profit). The specific rates of compensation, except for an individual acting as a sole proprietor, are to include an hourly breakdown, direct salary costs, salary additives, indirect costs, and net fee. Other direct costs may be set forth as an element of the specific rate or may be included as independent cost items.

Questions regarding the RFQ may be submitted by email to 2021-10bidinfo@ci.pittsburg.ca.us. Firms must email this address and requests to be added to the RFQ recipient list in order to receive addenda to this RFQ. Requests to be on the list must include company name, address, phone number, and contact person.

PROJECT BACKGROUND

The City is proposing to install a new above ground storage tank and dispensing system (AST) at the Environmental Center located at 2581 Harbor Street (Back Lot near existing 1,000 Gallon AST). This has been prompted by a recent fuel leak in the underground system and a need to replace the system. Scope of this project includes selection of appropriate AST tank system and fuel dispensers, coordinating with vendors for purchase and delivery of the tank system, design of the facility to receive the AST System (including tank pad, fencing, security, electronic monitoring, vapor recovery system (if required) and dispensing system).

RESPONDING REQUIREMENTS

To be considered for qualifications and potential selection for performing the services requested, interested firms must submit three (3) copies of their response to this RFQ including all items described herein in both written and electronic format.

All responses must be received no later than the date and time noted above. Responses must be delivered to the City of Pittsburg Engineering Division to the attention of Gina Haynes, The Engineering Division for the City is located on the first floor of City Hall at 65 Civic Avenue, Pittsburg, California 94565.

Submittals received after the date and time listed above will not be evaluated or considered.

Submittals shall be addressed, or hand delivered to:

City of Pittsburg
ATTN: Gina Haynes
Engineering Division
65 Civic Avenue
Pittsburg, CA 94565

Note: **Submittals must be clearly marked on the exterior “CONTRACT 2021-10B, Above Ground Storage Tank Installation RFQ.”**

CONSULTANT REQUIREMENTS

The City desires to hire a consultant to perform preliminary engineering, prepare reports, memorandum and eventually the final design.

The consultant shall be familiar with the requirements for preparing bid documents for subcontractors to complete the project in accordance with City, County and State code requirements for installing fuel systems.

Upon regulatory approval of tank location and tank system parameters, the consultant would then be given authorization to begin preparation of plans, specifications, and estimates (PS&Es) in accordance with current design and construction standards for AST's. The project must meet current environmental state and fire building codes pertaining to an above ground fueling system. Final design cannot begin until authorization to proceed with final design is given by Contra Costa Fire District, Bay Area Air Quality Management District, and County Health Department – Hazmat Division.

The City also desires that the consultant provide support to the City during bidding. Support during bidding shall comprise of assistance in preparation of addenda if required and assistance with Requests for Information.

The City will not be under any obligation to award contract as a result of this RFQ. The Consultant selected needs to respond separately to other future City requests for qualifications to assure consideration.

Supporting Information

The project location is listed in the project description. The site can be made available for in-person visits as necessary for preparing the response to this RFQ. In-person visits should be coordinated/scheduled first by emailing 2021-10bidinfo@ci.pittsburg.ca.us.

The City intends to hire a consultant that is capable of preparing construction bid documents, and managing the design of the project with minimal assistance from City Staff. The selected Consultant will be provided with an electronic version of the City's "Draft" Standard Specifications, which are currently in development (unless they are ready as final version). The selected Consultant will use these documents to prepare Special Provisions to be used for bidding that are specific to the project. The Consultant shall provide the City a complete set of bid documents.

Upon design completion, the Consultant shall provide to the City electronic files and reproducible plans and specifications for bidding. Specifications must be 12 point. Arial font. Hard copies of plans must be on white bond paper sized 22" x 34".

PROJECT DESCRIPTION

The City wants to establish an above ground fleet fueling system to replace the existing underground tank system located at the Corporation Yard. This new system will be located at 2581 Harbor, Pittsburg, California. The Environmental Center. Estimated annual fuel pass-through for the existing system is a combined total of approximately 125,000 gallons, comprised of 65% unleaded gasoline and 35% diesel fuel, and it is expected that the new system will match this capacity.

The proposed tank will be an above ground UL 2085 Fireguard rated 12,000-gallon storage tank partitioned with 8,000 gallons unleaded fuel and 4,000 gallons diesel fuel. The fuel dispensers will be attached to the AST as opposed to remote system. The system will be outfitted with the necessary Bay Area Air Quality Management District (BAAQMD) requirements for venting and monitoring and meet State and local fire codes.

Consultant is expected to evaluate fuel system alternatives (including tank types, dispenser systems, electronic monitoring systems, security systems) and provide the city with recommended option. **Note** that the BAAQMD has a list of accepted equipment that meets required specifications, therefore the selected option shall meet BAAQMD required equipment or an approved alternative.

ADDITIONAL INFORMATION AVAILABLE

Additional information that is listed as provided with this RFQ must be retrieved from the City's website by visiting the link below:

<http://www.ci.pittsburg.ca.us/index.aspx?page=101>

Additional information and exhibits available at City's website (link provided above):

1. Copy of this RFQ
2. Vicinity & Location Map
3. Sample Consultant Agreement
4. BAAQMD Equipment list
5. East Bay Municipal Utility District (EBMUD) – pipeline location map (proposed AST is only 16 feet from pipeline easement)

SCOPE OF SERVICES

The scope of services to be requested of the selected firm are expected to include but not necessarily be limited to the following tasks:

1. Evaluate City's requirements for fleet fuel system
2. Perform site investigation and study to familiarize with site.
3. Perform a Siting Report and present to the Fire District and other State and local agencies for approval. Note that this property abuts the East Bay Trail System which is also the easement for EBMUD pipelines; there may be concerns so close to the trail.
4. Provide design for ancillary requirements such as concrete tank pad, 10-12-foot high separation block wall to hide AST from public view, pavement redesign to accommodate tanker loads, additional fencing and security gates.
5. Prepare draft plans, specifications, and detailed cost estimates with a minimum of three progress submittals at 65%, 95%, and 100%

6. Prepare Plans Specifications and Engineering Costs (PS&E) to complete project in accordance with Contra Costa County Fire District and State and local building and environmental codes.
7. Prepare final reproducible plans and specifications with a final cost estimate and submit to City in electronic and hard copy format (6 sets)
8. Prepare and facilitate bid documents for implementation contractors.
9. Responsible for facilitating all necessary permitting and working with contractors to achieve proper filing for permits.
10. Obtain and pay for encroachment permits, easements, and utility approvals as required
11. Project meeting coordination and minutes preparation
12. Coordination with outside agencies, property owners, and utilities
13. Development of a detailed project schedule with monthly updates
14. Include in bid documents the required language and forms
15. Support during project bidding (to be performed as requested)

CONSULTANT QUALIFICATION AND SELECTION PROCEDURE

The Selection Panel will be composed of City Staff.

The Selection Panel will review written submissions, screen the submissions for the top three firms (short list). All firms submitting will be notified of the short list in writing.

Short listed firms may be asked to be present for an interview by City Staff. The City reserves the right at all times to issue additional RFQ's for specific projects and/or the right to short list and/or select without an interview and issuing and/or requesting additional information from the qualified firms on the short list.

The City reserves the right to reject any and all qualifications received in response to this RFQ. The City is under no obligation to award and/or enter into any contract. Financial or time limits may be extended at the City's discretion.

Evaluation Criteria

Qualifications will be evaluated according to each Evaluation Criteria and scored on a zero to five-point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each Qualification. A submittal with a high weighted total will be deemed of higher quality than a Qualification with a lesser-weighted total. The final maximum score for any submittal is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFQ specifications. The approach has no probability of success. For mandatory

		requirement this score will result in disqualification of submittal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFQ.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFQ specification. This will be the baseline score for each item with adjustments based on interpretation of submittal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFQ requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFQ specification.

The qualifications will be evaluated and scored based upon the following:

1. Resource capability (10 points)

1. Firm's ability to include or get input from internal staff or other company offices as needed during design for relevant expertise and plan review
2. Firm's ability to include or get input from sub-consultants as needed if relevant expertise is not available from internal staff

2. Personnel related experience (20 points)

1. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
2. Key positions required to execute the project team's responsibilities are appropriately staffed.

3. Firm's related experience (15 points)

1. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants for projects similar in nature, if not matching, the scope of work included in the project.

4. Firm's ability to complete similar projects (15 points)

1. Demonstrated knowledge and experience by key staff of the documents, documentation, and steps required to prepare PS&E documents for similar projects as a design consultant.

5. Project management approach (10 points)

1. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
2. Team successfully addresses design and construction constraints for work within or near an active public right-of-way.
3. Project team and management approach responds to project issues.
4. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.

6. Project schedule (10 points)

1. Schedule shows completion of the work within or preferably prior to December 2021.
2. The schedule serves as a project timeline, stating all major milestones and required submittals for project management.
3. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFQ.

7. Familiarity with Public Works Projects (20 points)

1. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
2. Team leadership understands the nature of public sector work and its decision-making process.
3. Qualifications responds to the need to assist the City during the project.

SUBMITTAL FORMAT/ INFORMATION REQUIREMENTS

The nature and form of response is at the responder's discretion. It must not exceed a total of twenty (20) single-sided, or ten (10) double-sided, 8.5" x 11" pages plus a cover letter for the initial submission. Key staff resumes shall also be included. Key staff resumes, are not counted toward the allotted number of pages.

Three copies are required. As a minimum, the SOQ should contain the following information:

1. Date of SOQ
2. Copy of signed addenda to acknowledge receiving the addenda if any are issued (addenda will be emailed to firms on RFQ recipient list)
3. Legal name, address, and telephone and fax numbers of the principal office (national headquarters) and local office. If services will be provided from additional locations, provide this information for these sites also.
4. Year established.
5. Type of organization (partnership, corporation, etc.).
6. Name, title, address, and telephone and fax numbers and E-mail address of the person to whom correspondence should be directed
7. Names of principals, their professional qualifications and registration numbers.
8. Information on staff that will be responsible for the project, their professional

- qualifications, and resumes of experience.
9. Information with relevant details on at least three past related projects which you would like the City to consider in evaluating your qualifications for selection.
 10. References for at least three of your most current related projects, including contact names and phone numbers (email address if available).
 11. Describe your staffing availability or how you will staff up or partner to meet the requirements of this contract.
 12. Describe your firm's project management organization and approach.
 13. Demonstrate ability to coordinate the work between various engineering disciplines to produce complete and accurate designs.
 14. Provide a project schedule assuming a start date of September 1, 2021.
 15. If selected, prepare a copy of the consultant's schedule of hourly rates and reimbursable expenses (This will be required prior to entering into a contract with the selected firm).

Each applicant shall bear all costs associated with their response to this RFQ. All submittals will become, and remain, the property of the City of Pittsburgh. Submittals or additional information received by the City after the submittal deadline will not be considered in the selection process unless additional information was requested by the review panel. If in the City's opinion participation with this RFQ was not adequate, additional RFQ's may be issued.

OTHER REQUIREMENTS

A contract will not be awarded to a consultant without an adequate financial management and accounting system as required by 49 CFR Part 18, 48 CFR Part 31, and 2 CFR Part 200. See also, Division of Local Assistance - Office Bulletin DLA-OB 13-07R – Safe Harbor Rate for Consultant Contracts (Revised – July 3, 2018) available at: <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/ob/08-15/ob13-07r.pdf>

The Consultant will be expected to execute the City's Consultant Agreement. A sample copy of the Consultant Agreement is available at City's website. Special requirements of the agreement include insurance coverage amounts and submittal of worker's compensation and liability insurance certification. The selected consultant, and sub-consultants, and contractors, will be required to obtain a City business license prior to starting work.