

REQUEST FOR QUALIFICATIONS

FOR DESIGN OF

**Broadcasting System
Upgrade for the
Council Chamber**

**Pittsburg, California
CONTRACT 2021-24,**

by

**THE
CITY OF PITTSBURG**

**MANDATORY JOB WALK
1:00 p.m., Tuesday October 12,
2021**

**RESPONSES DUE:
4:00 p.m., Tuesday October 26,
2021**

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 THE BROADCASTING SYSTEM UPGRADE FOR THE COUNCIL CHAMBER PITTSBURG, CALIFORNIA

Dated: September 22, 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 design for the installation of broadcasting system upgrade for the City Council Chamber located at the City Hall, City of Pittsburg.

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

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 lump sum amount for the complete scope of this RFQ. In addition, provide a rate schedule that will be used during the construction support phase of this project.

Questions regarding the RFQ may be submitted by email to 2021-24bidinfo@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 of Pittsburg (City) is seeking proposals from qualified firms to design an upgrade to the existing broadcasting system at the Council Chamber of the City of Pittsburg. Selected firm will design and develop a bidding document for the new broadcasting system, which will replace the existing system, that will take care of the presentation, recording and broadcasting of the events (Council Meetings, Commission Meetings, Training Sessions, other meetings) from the Council Chamber.

City currently has a home-grown broadcasting system in place. This system has evolved over the past 20+ years. Some of the sub-systems of this broadcasting system are now beyond their useful life and are reaching technical obsolescence. Therefore, the City is planning to upgrade this broadcasting system to meet the current and future expectations for our broadcasting needs.

RESPONDING REQUIREMENTS

To be considered for qualifications and potential selection for performing the services requested, interested firms must submit four (4) copies and submit one (1) electronic copy on a CD or thumb drive 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: Frank Sana
Engineering Division
65 Civic Avenue
Pittsburg, CA 94565

Note: **Submittals must be clearly marked on the exterior “CONTRACT 2021-24. SOQ FOR DESIGN SERVICES FOR THE BROADCASTING SYSTEM UPGRADE FOR THE COUNCIL CHAMBER.”**

CONSULTANT REQUIREMENTS

The City desires to hire a consultant to assess existing system, design new state-of-the-art system, prepare complete design documents, and provide support during construction and installation.

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

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. There is a mandatory job
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walk-through required for this RFQ.

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

Broadcasting System Upgrade

This Section contains the functional requirements for the Broadcasting System upgrade work at the City of Pittsburg. The purpose of this Request for Qualifications (RFQ) is to identify and select a firm with a proven track record in the design and support of state-of-the-art broadcasting system. The Firm is to design, prepare bidding documents, and provide technical support for, a Broadcasting system that is capable of recording, archiving, streaming, and broadcasting to government access channel, live legislative events from the Council Chamber of the City of Pittsburg. The firm will attend meetings with City employees and City Council members to determine needs, present their design, make modifications as requested and develop a final design plans and bidding documents.

A mandatory walk-through of the Council Chamber is required prior to the submission of the SOQ. This walk-through will give the firms an opportunity to evaluate the current equipment and configurations of the Council Chamber and take measurements as needed. Also, the City will provide clarification, if necessary, regarding the RFQ during this walk-through session.

***Mandatory walk-through date: Tuesday October 12, 2021, at 1:00PM
Location: City Hall (Sign-in at the front desk)***

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.pittsburgca.gov/business/current-bidding-opportunities>

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

SCOPE OF SERVICES

Although the consultant will develop a full and detailed scope of this project, this section provides a general scope of work.

General Requirements

- i. The systems shall conform to all applicable code requirements and shall be in

conformance with industry standards of operation and practices. All materials, arrangements, and procedures shall comply with applicable code requirements, allowing the users to arrange and operate a safe assembly and working environment for audience and user personnel.

- ii. All work and materials shall comply with all applicable building codes and regulations.
- iii. Obtain all licenses and permits necessary for the execution of any work pertaining to the installation, or any operation by the Owner.
- iv. Prepare draft plans, specifications, and detailed cost estimates with a minimum of three progress submittals at 65%, 95%, and 100%
- v. 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.
- vi. Prepare final reproducible plans and specifications with a final cost estimate and submit to City in electronic and hard copy format (6 sets)
- vii. Prepare and facilitate bid documents for implementation contractors.
- viii. Project meeting coordination and minutes preparation
- ix. Development of a detailed project schedule with monthly updates
- x. Include in bid documents the required language and forms
- xi. 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.
 2. Provide three (3) references in local/state government space in California, where you have performed similar type of job in the calendar years 2019, 2020, and 2021.

- 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 (30) single-sided, or ten (15) 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.

Four hard copies and one electronic copy 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 December 1, 2021.
15. In a **SEPARATE SEALED ENVELOPE** provide your firms lump sum fee to complete the design and develop PS&E with full bidding documents. Also provide a rate schedule to provide support during the construction phase.

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 Pittsburg. 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

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.