

REQUEST FOR QUALIFICATIONS

FOR DESIGN OF

**CONTRACT 2021-19, Crestview Drive Safety Improvements
Project
HSIPSL-5127(040)**

by

**THE
CITY OF PITTSBURG**

RESPONSES DUE:

4:00 p.m., Wednesday, February 23, 2022

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.ci.pittsburg.ca.us/index.aspx?page=101>

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

Dated: February 2, 2022

INTRODUCTION

The City of Pittsburg requests to receive statements of qualifications from qualified firms in order retain the services of a consulting firm (“Consultant”) to provide professional engineering design for Safety Improvement upgrades to 6 intersections along Crestview Drive.

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 2021-19bidinfo@pittsburgca.gov. **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.

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.

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 Bill Smith. 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.

The City intends to receive a completed design and bid package by September 30, 2022.

Submittals shall be addressed or hand delivered to:

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

Note: **Submittals must be clearly marked on the exterior “Contract 2021-19 RFQ.”**

BACKGROUND

The City has been approved to receive a HSIP 10 Grant for the project with a total project budget of \$419,400 for construction of safety improvements to six intersections along Crestview Drive including pavement markings, installation of raised medians and installation/upgrade of pedestrian crossings with enhanced safety features.

The City desires to hire a consultant to perform preliminary engineering, prepare reports, memorandum and eventually the final design upon receiving approval from Caltrans as required for the State-Funded only design process.

The consultant shall be familiar with the requirements for preparing bid documents for Caltrans administered State funded only projects.

Upon approval of the design scope at each intersection the selected consultant would then be given authorization to begin preparation of final plans, specifications, and estimates (PS&Es) in accordance with current design and construction standards for Caltrans administered State funded only projects. The

project must meet current Caltrans standards. Final design cannot begin until authorization to proceed with final design is given by Caltrans. A separate proposal may be requested at a later date for bidding and or construction support if it is determined to be necessary. Construction support would include assistance with responding to RFIs, change orders, and submittal review as needed.

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

The project locations are listed in the project description. The sites are available for in person visits and viewing from sidewalks in the public right-of-way as necessary for preparing the response to this RFQ. No job walk will be held by the City.

The City intends to hire a consultant that is capable of preparing the bid documents, Caltrans paperwork, 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 and to comply with Caltrans requirements for State-Only funded projects. 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 pt. Arial font. Hard copies of plans must be on white bond paper sized 22" x 34".

PROJECT DESCRIPTIONS

The total cost estimate for design, construction, and management of the project included in the grant application is \$419,400. There are six intersections that will receive various improvements. City has developed a typical plan showing potential improvements for each of the project intersections (attached). Consultant is expected to analyze existing traffic intersections and recommend, specify the required upgrades at each of the six intersections. The scope of work included in the grant funded project to be included in the design and preparation of the bid package for the six locations is generally described below:

Crestview Drive Safety Improvements Project Improvements

The improvements to be constructed include:

Upgrading intersection pavement markings; installing raised medians, installing / upgrading pedestrian crossings with enhanced safety features as determined appropriate at each of the locations below.

Location 1 – Intersection at Crestview Drive and Nina Place

Location 2 – Intersection at Crestview Drive and Alta Vista Circle / Sunnyhill Way

Location 3 – Intersection at Crestview Drive and Kingsberry Place

Location 4 – Intersection of Crestview Drive and Atherton Avenue

Location 5 – Intersection at Crestview Drive and William Way

Location 6 – Intersection at Crestview Drive and Crestview Lane

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>

Required Caltrans forms available at City's website (link provided above):

1. Exhibit 10-Q - Disclosure of Lobbying Activities
2. Exhibit 10-K Indirect Cost Management (submit if selected for contract)
3. Exhibit 10-H3 Cost Proposal (submit if selected for contract)

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

1. Copy of this RFQ
2. Vicinity Map
3. Typical Intersection Plan - showing potential items of work.
4. Existing Conditions Images
5. Crestview Dr. Collision Diagrams
6. City of Pittsburg Standard Specifications
7. Sample Standard Contract

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. Perform site investigations.
2. Prepare draft plans, specifications, and detailed cost estimates with a minimum of four progress submittals at 65%, 95%, and 100% (plans and estimate only for 65% submittals)
3. Prepare final reproducible plans and specifications with a final cost estimate and submit to City in electronic and hard copy format (6 sets)
4. Project meeting coordination and minutes preparation
5. Development of a detailed project schedule with monthly updates
6. Include in bid documents the required language and forms per Caltrans Local Assistance Procedures Manual – Chapter 12

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 proposals 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

Proposals 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 proposal. A submittal with a high weighted total will be deemed of higher quality than a proposal 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 proposals will be evaluated and scored based upon the following:

1. Resource capability (15 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 (25 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. 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 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.
- 5. Project schedule (15 points)**
 1. Schedule shows completion of the work within or preferably prior to March 31, 2022.
 2. The schedule serves as a project timeline, stating all major milestones and required submittals for project management and Caltrans review/approval.
 3. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFQ.
- 6. 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. Proposal 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. An hourly rate schedule and key staff resumes shall also be included. The hourly rate schedule, key staff resumes, and Caltrans forms required with the submittal are not counted toward the allotted number of pages.

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

1. Date of proposal.
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 five 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. The Consultant shall be compensated for the services it furnishes to the City on a time and expense basis. A copy of the consultant's schedule of hourly rates and reimbursable expenses shall be submitted with the proposal.
15. Provide a project schedule assuming a start date of March 14, 2022.

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.

State prevailing wage rates may apply. This requirement, if applicable, will be specified in the draft Agreement.

Consultant shall demonstrate familiarity of providing services for State-only funded projects and has clear understanding of requirements needed to facilitate the project through Local Agency Local Assistance and Local Assistance Procedures Manual.

OTHER REQUIREMENTS

The Consultant will be expected to execute the City's Consultant Agreement. 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.