

**CITY OF RIDGECREST
REQUEST FOR QUALIFICATIONS
MULTI-DISCIPLINARY PROFESSIONAL SERVICES
August 2010**

I. INTRODUCTION

A. Purpose

The City of Ridgecrest has undertaken an aggressive capital improvement program for fiscal year 2010/2013. It is clear that additional consultant services will be necessary in order to implement all of the various approved projects. Rather than solicit multiple proposals for the various projects, the City has decided to request multi-disciplinary qualifications from engineering, surveying, architectural, environmental, traffic engineering, construction management, soils and materials testing firms for various types of projects, including:

1. Pavement Management System Update
2. Design Services
 - a. Street Improvement and Design
 - b. Parks and Recreation Improvement Design
 - c. City Yard and Transit Facilities Design with Solar alternative energy.
 - d. Traffic Signal and Intersection Design

Other Services:

1. Environmental Compliance Services
2. Construction Management Services
3. Soils and Laboratory Materials Testing Services
4. Professional Surveying Services
5. Project assistance with Federal and State Funded Projects, (FHWA and Caltrans's Local Assistance Program)

B. Intent

It is the city's intent to qualify multiple firms in each of the above categories. Once firms are placed on the qualifications list, we will select specific firms based upon their area of expertise to do specific projects and negotiate contract terms for scope, cost and timing. It is the intent of the city to negotiate one of the terms, specifically contract cost, for time and materials with an amount not to exceed. If successful contract terms cannot be negotiated then the next firm with the same area of expertise will be contacted to negotiate terms.

The consultant responding to this RFQ does not need to submit qualifications for all categories above, only those categories they are interested in and qualified for. For example, if a firm desires to be considered only for Parks & Recreation Improvement related projects, the firm shall state in their submittal. That particular firm will only be rated in the Parks and Recreation category. The city will have a separate list of qualified firms for each category, and firms can be on the qualification list for more than one of the categories.

C. Period of Contract

The term of the pre-approved list will be for a period not to exceed three (3) years. The pre-approved list is expected to take effect upon approval by the City of Ridgecrest City Council and end June 30, 2013. The City reserves the right to negotiate an extension of the contract up to two (2) additional years, solely within its discretion. Any extensions are subject to City Council approval.

D. Mandatory Consultant Requirements

1. Have no deficiencies or unsatisfactory performance on any past City contract(s) or other agency contract(s).
2. Possess the knowledge and experience necessary to successfully perform the work described in the RFQ at the time the agreement is executed and for the duration of the contract. The consultant must have the resources to perform the work.
3. Specifically, the consultant must have successfully completed multiple projects in some or all of the above listed categories to be eligible for the pre-approved list.
4. Possess valid licenses, permits and/or certifications, as required by the State of California, to perform the type of services being requested in this RFQ.
5. Provide a list of a minimum of three (3) prior projects as examples with references from other agencies (not including the City of Ridgecrest) that you have established a contract for this type of service. Provide project Name, Contract Amount, Agency, Contact Name/Address, Phone Number, and Dates Services were provided.

II. SCOPE OF WORK

Each project is unique, and the exact scope of work will vary from project to project. However, typical professional services for projects might include but not be limited to the following:

1. Environmental Compliance
 - a. Perform all site review, survey, study, reporting, presentations, documents, determine mitigation requirements, etc. necessary to meet current environmental compliance requirements.
2. Civil Engineering / Architectural / Survey / Soils & Materials Testing
 - a. Coordinate with City Engineer, Public Works Director, and/or Street Superintendant and/or Parks and Recreation Director for initial concept and direction.
 - b. Perform preliminary survey, engineering, drainage analysis, solar alternatives study and utility conflict survey and prepare Engineers and/or Architect's Preliminary Design Report with conceptual design, findings, recommendations and detailed preliminary cost estimate.
 - i. Submittals at 10% for Preliminary Engineers/Architects Report, 30%, 60% and 100% at Final Engineers/Architects Report.
 - c. Prepare exhibits, renderings, drawings and prepare presentations to Infrastructure Committee and/or Parks Committee and City Council.
 - d. Perform Survey for right of way / boundary, drainage, topo, utilities, improvement layout and recover or restore monumentation of street(s). Prepare record of survey of site if material discrepancy is found or corner record if monument is restored.
 - e. Coordinate with Utility Companies for locates and utility relocations.
 - f. Perform any geotechnical evaluations, reports and recommendations for pavement design section, driveways, curb & gutter, slabs, cross gutters, etc.
 - g. Prepare civil engineering and/or architectural construction plan and profile drawings for demolition, asphalt and base improvements, drainage, grading, parking, curb, gutter, sidewalk, cross gutter, ADA access ramps, signs, street striping, street markings, electrical, landscaping, irrigation, solar alternatives, site improvements, etc.
 - h. Prepare specifications and bidding documents for construction drawings.
 - i. Prepare Final Engineers / Architects Design Report with detailed engineers / architects cost estimate.

3. Construction Management / Soils and Materials Testing
 - a. Perform bidding assistance, respond to request for information, prepare addendums, attend pre-bid meeting / job walk, review bid results and qualify lowest responsible bidder, make recommendation for award.
 - b. Review shop drawings, schedule, insurance, submittals and make recommendation for Notice to Proceed.
 - c. Coordinate with utility companies for connections, service, relocations, etc.
 - d. Perform contract administration, review and approve payment requests, negotiate with contractor & make recommendations for change order requests, conflict resolution, check certified payroll, releases, bonds, final pay requests, certificate of completion, etc.
 - e. Perform inspection services, daily reports, materials, subcontractors, equipment, manpower, weather, activities, etc.
 - f. Perform materials and soils testing per City of Ridgecrest Quality Assurance Program.
 - g. Prepare As-Built drawings, submit on 24" x 36" mylars stamped and signed, also in digital format compatible with Auto Cad Civil 3D version 2011.
4. Project assistance with Federal and State Funded Projects, (FHWA and Caltrans's Local Assistance Program)
 - a. Due to the fact that many of the City's current projects are funded by Federal and State Grants, the selected consulting firm must have excellent knowledge of the requirements of Caltrans's Local Assistance Procedures Manual for Federal and State Funded Projects and all applicable prevailing wage laws as well as meeting the Disadvantaged Business Enterprises (DBE) goals. The consultant shall also be required to become knowledgeable of the City's Quality Assurance Plan

III. CONTENT OF PROPOSALS

Each proposal must include as a minimum, the following:

1. Indication of which of the services listed under "Introduction" you would like to be rated on. As noted above you can list one, all, or any combination thereof.
2. Completely address each of the above listed mandatory consultant requirements.
3. Ability to respond in a timely manner to any projects awarded to you, and willingness to indicate that your workload would not allow you to provide adequate attention to any specific project when offered. You would still be eligible for a subsequent project when your workload allows.
4. Current fee schedules for prevailing wage and non-prevailing wage projects. Unless otherwise stated, it is assumed that the listed fee schedule will be honored for a 12-month period from the date of this submittal.
5. Listed below are projects in the Environmental, Civil, Architectural, Traffic, Soils and Materials testing categories. Without the benefit of details and to demonstrate the consultants general knowledge of the category: provide a preliminary general idea of the scope of work, and estimated timing, to bring each project from initial authorization to proceed, to the project being bid ready:
 - a. **Pavement Management System Update**
 1. Update existing Pavement Management System with 162 centerline miles of streets.
 - b. **Street Improvement Design**
 1. Phase I
 - i. Upjohn Ave.,(China Lake Blvd to Downs Street), new construction, surface restoration & possible reconstruction,

- ii. Downs Street, (Upjohn Ave. to Ridgecrest Blvd), new construction, surface restoration & possible reconstruction,
 - iii. Sunland Street, (Upjohn Ave. to Church St.), Surface restoration, possible reconstruction
 - iv. Drummond Street, (Norma Street to Downs Street), Surface restoration, possible reconstruction
 - v. Downs Street, (Los Flores to Ward), Surface restoration, possible reconstruction
 - 2. Phase II
 - i. (The remaining streets to be determined by the Pavement Management System Update.)
- c. **Parks and Recreation Improvement Design**, (some concept drawings are attached)
 - 1. Kerr-McGee Youth Sport Complex
The sports complex work consists of rehab & new construction. This includes concession stand and restroom facilities, new football / baseball fields, lighting, shade structures, playground / basketball courts and parking lot.
 - 2. Jackson Sport Complex
The sports complex work consists of rehab & new construction. This includes concession stand and restroom facilities, new softball / soccer fields, lighting / rehab, shade structures, skate / trick bike expansion and parking lot.
 - 3. Freedom Park Rehab. Walking Trail / Concrete
 - 4. Playground Improvement Projects
Pearson Park and Upjohn park playground equipment replacement
- d. **Pinney Pool Rehabilitation**
 - 1. This will include replacement of deck, rehab of locker rooms, electrical rehab, new shade shelters, new seating areas, new water slide and parking lot pavement restoration.
- e. **City Yard and Transit Facilities Design with Solar Alternative Energy Design Project.**
 - 1. The city plans to construct a new city yard and transit facility with solar energy as an alternative for power as well as metered sales back to SCE. The city yard project will be located upon the current city yard complex.
- f. **Traffic Signal And Intersection Design**
 - 1. China Lake and Upjohn Street.
 - i. The city desires to signalize the intersection along with intersection improvements. The project would also evaluate existing signals along China Lake Blvd for facilities, controllers, software upgrades, etc. and design for connection, coordination and synchronization of all the signals. The project would also require coordination with Caltrans for coordination and synchronization with Caltrans signals located along Highway 178.
 - 2. China Lake and College Heights Blvd. traffic and intersection improvements.

The projects listed above are projects that will be contracted out. They are listed as typical of the types of projects that you would be considered for. You only need to provide the preliminary scope and estimated timing for those categories you wish to be considered for.

IV. **FORMAT OF PROPOSALS**

The proposal does not need to include a lot of boiler plate and pretty pictures. Keep it simple and specific to the category(s) you want to be evaluated for!

Consultants must provide the following information in the following format:

1. Cover Page

Prepare a cover page with an executive summary. This cover page must identify the categories you wish to be evaluated on and be signed by an authorized officer of the firm.

2. Table of Contents

All pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents.

3. Statement of Experience

Include the following in this section of the proposal:

1. Business name of the prospective firm and legal entity such as corporation, partnership, etc.
2. Number of years the prospective firm has been in business under the present business name, as well as related prior business names.
3. Content of Proposal
4. Exceptions to RFQ
Identify any exceptions to the RFQ.

Provide six (6) copies of your proposal. Proposals should be submitted to the City Clerk's Office no later than 5:00 pm, Monday, September 27, 2010, and should be sent to the attention of:

Rachel Ford,
City Clerk
100 West California Ave.
Ridgecrest, CA 93555
Phone: (760) 499-5002
Email: rford@ci.ridgecrest.ca.us

V. EVALUATION OF PROPOSALS AND AUTHORIZATION

Each statement of qualifications will be rated separately in each of the categories selected. It is anticipated that at least two or three firms will be recommended in each category. Some firms will be recommended in multiple categories if their submittal so warrants. Items that will be considered in the ratings include:

1. General qualifications of the firm in each selected category.
2. Specific qualifications of the named project manager(s) in each category in each of the selected categories.
3. Results of reference checks for project experience listed.
4. Evaluation of consultant's general knowledge by review of the preliminary scope of work for each typical project in each selected category.
5. Quality of response to Mandatory Consultation Requirements
6. Ability and Amount of Resources available to perform projects

VI. QUESTIONS

Questions regarding the contents of this RFQ must be submitted in writing on or before 12 Noon (PST) on Wednesday, September 15, 2010, and directed to the individual listed below. All questions will be answered and posted to the Internet on Monday, September 20, 2010.

Questions to:
Loren E. Culp
City Engineer
100 W. California Ave.
Ridgecrest, CA 93555
lculp@ci.ridgecrest.ca.us
760-499-5082