

STAFF REPORT
COUNCIL MEETING DATE:
June 25, 2012

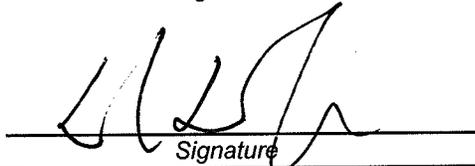
ITEMS FOR COUNCIL CONSIDERATION:

Authorization to Release a Request for Qualifications (RFQ) for On-Call Professional Services Program 2012

Report prepared by: Charles W. Ebeling, Director
Department: Public Works


Signature

**Reviewed by
City Manager:**


Signature

ACTION **NON-ACTION** **STAFF RECOMMENDATION:**

Recommendation: That the City Council authorize the Department of Public Works to release a Request for Qualifications (RFQ) for On-Call Professional Services in order to establish qualified on-call consultant lists in a variety of technical categories for a period of up to five years.

Sample Motion: I move to authorize the Department of Public Works to release a Request for Qualifications for On-Call Professional Services.

I. BACKGROUND:

The City of Carpinteria Public Works Department must continuously deliver a wide variety of capital projects and studies. The City has very limited internal resources and must deliver this work through the use of professional consultant services. To effectively, efficiently and fairly select professional services, if the dollar value of the services required exceeds \$30,000, the City must release a Request for Qualifications/Proposals (RFQ/P) for the specific project and services needed. The process of preparation and release of an RFQ/P and the subsequent review of proposals and selection of a consultant is very time consuming for the Public Works

Staff. A more expeditious process is to establish a pre-qualified list of consultants for each of the technical categories within Public Works for which services are typically sought. This is accomplished through the release of an On-Call Professional Services RFQ.

II. DISCUSSION:

Public Works staff has prepared an On-Call Professional Services RFQ which requests qualifications for specific categories of technical services. Public Works Staff will evaluate the Statements of Qualifications received from prospective consultants for each of the service categories and establish a list of the top three to five qualified firms. Once these on-call consultants lists have been established, as services are needed within a given work category, Public Works will be able to request a scope and cost proposal from any firm on the list without the need for a project specific RFQ/P. The on-call consultant process is used almost universally in cities and counties throughout California, including the County of Santa Barbara and City of Goleta. The City's RFQ for On-Call Professional Services Program 2012 includes the following work categories:

- Category A. Civil Engineering.
- Category B. Transportation Planning and Traffic Engineering.
- Category C. Floodplain Management.
- Category D. Environmental Review.
- Category E. Construction Management.
- Category F. Landscape Architecture.

The On-Call Professional Program 2012 will be in place for five years. Prior to the end of the five years, Public Works will release a new RFQ for the On-Call Professional Services Program 2017. The current RFQ indicates that the maximum cumulative dollar amount for a given consultant over the life of the On-Call Program is \$200,000. In addition, there is no obligation or commitment by the City to assign any work to on-call listed consultants and the City always reserves the right to make a consultant selection through an independent project specific RFQ/P.

III. POLICY:

Establishing an On-Call Professional Services Program streamlines the consultant selection process. Once the on-call list has been established, all other City of Carpinteria and State of California policies and codes will be followed. For example, when the cost of a proposed scope of work exceeds \$30,000, the scope of work, cost proposal and contract will be brought to the City Council for consideration and mayoral authorization for signature.

IV. FINANCIAL CONSIDERATIONS:

This action should save the City time and money in contracting for work but does not alter any of the usual checks and balanced required for approving contracts once a consultant is selected.

V. ATTACHMENTS:

Attachment A: Request for Qualifications (RFQ) for On-Call Professional Services Program 2012

ATTACHMENT A

REQUEST FOR QUALIFICATIONS
for
ON-CALL PROFESSIONAL SERVICES PROGRAM 2012

July 11, 2012

Qualifications Due by 5:00 p.m.

Friday, August 3, 2012

CITY OF CARPINTERIA
5775 Carpinteria Avenue, Carpinteria, CA 93013
(805) 684-5405

TABLE OF CONTENTS

I INTRODUCTION 1

II CITY OF CARPINTERIA..... 1

 A. BACKGROUND..... 1

 B. CITY ORGNIZATION..... 2

III PROJECT CATEGORIES..... 3

IV FORMAT AND CONTENT OF STATEMENT OF QUALIFICATIONS..... 6

V CONSULTANT SELECTION PROCESS 8

VI GENERAL INFORMATION 10

Attachment 1
Attachment 2

Location Map
City of Carpinteria Sample Standard Agreement for Professional Services

5

I INTRODUCTION

The City of Carpinteria (CITY) Department of Public Works in compliance with Government Code 4525, is soliciting Statements of Qualifications (SOQ) from qualified firms (CONSULTANTS) in response to the CITY's On-Call Professional Services Program 2012 Request for Qualifications (RFQ), to perform on-call professional services for the CITY. Typical projects awarded through this program will be relatively small in scope. Upon receipt of SOQ's the CITY will evaluate them and establish pre-qualified lists of on-call professional consultants in the following Public Works services categories:

- Category A. Civil Engineering.
- Category B. Transportation Planning and Traffic Engineering.
- Category C. Floodplain Management.
- Category D. Environmental Review.
- Category E. Construction Management.
- Category F. Landscape Architecture.

Once the pre-qualified consultant's lists have been established for each category and project specific services are determined to be needed, CITY will select a firm from the appropriate pre-qualified list and requested a project specific scope and cost proposal. The typical scope of each on-call service category is described below under Section III – PROJECT CATEGORIES.

CONSULTANTS are required to submit qualifications for each of the service categories that the CONSULTANT wishes to be considered for. The format and content of the qualifications packages must be in accordance with Section IV – FORMAT AND CONTENT OF STATEMENTS OF QUALIFICATION SUBMITTALS.

Evaluations of Statements of Qualifications and selection of pre-qualified lists of consultants will be performed as described in Section V – CONSULTANT SECTION PROCESS.

II CITY OF CARPINTERIA

A. BACKGROUND

The City of Carpinteria was incorporated in 1965. The CITY has a population of approximately 13,000 and is located in southern California on the south coast of Santa Barbara County, approximately 90 miles northwest of Los Angeles and ten miles east of the City of Santa Barbara. Attachment 1 shows the CITY's regional location. The CITY is situated on both sides of U.S. Highway 101 (US-101), the major coastal highway linking northern to southern portions of California. The majority of the CITY is within the California Coastal Zone.

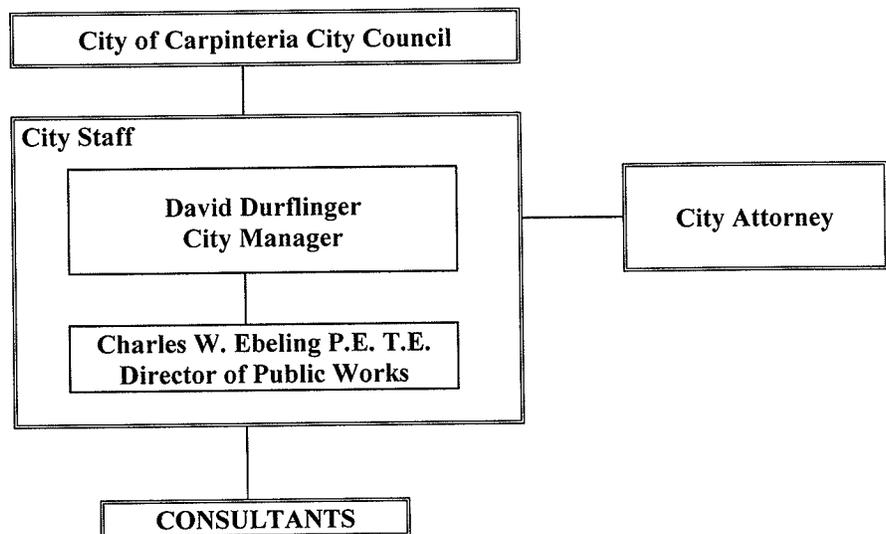
The geographic land area of the CITY is approximately 2.6 square miles and almost the entire CITY is located in the California Coastal Zone. The CITY maintains approximately 30 miles of

streets and roads. Immediately north of the CITY lie foothills and beyond that, the Santa Ynez Mountains. Between the foothills and the populated area is a significant agricultural zone.

B. CITY ORGANIZATION

CITY staff is governed by the CITY Council. The CITY Council is made up of four council members and a mayor. Reporting to the council is the City Manager, David Durflinger, and the Public Works Director, Charlie Ebeling. The following organization chart shows the PROJECT organization.

CITY OF CARPINTERIA ORGANIZATION CHART



III PROJECT CATEGORIES

For each of the service categories, the following shows typical services and typical projects that CITY may request selected CONSULTANTS to work on:

Service Category A. Civil Engineering

typical services	typical projects
<ul style="list-style-type: none"> ▪ Preliminary engineering. ▪ Preparation of Plans Specifications and Estimate (PS&E). ▪ Design support during construction. ▪ Right of way appraisal maps. ▪ Utility relocation coordination. ▪ Caltrans Encroachment Permitting. 	<ul style="list-style-type: none"> ▪ Minor road design. ▪ Re-stripping. ▪ Minor intersection improvements. ▪ New sidewalk or sidewalk widening/improvements. ▪ Bike projects. ▪ Pedestrian Bridge Rehabilitation. ▪ Installation of curb and gutter and drainage inlets. ▪ Grading for installation of landscaping and park improvements. ▪ Installation of streetscape. ▪ Minor Flood control improvements. ▪ Pavement Assessment.

Note: All design services must comply with Santa Barbara County design standards which have been adopted by the City of Carpinteria.

Service Category B. Transportation Planning and Traffic Engineering

typical services	typical projects
<ul style="list-style-type: none"> ▪ Traffic model updates. ▪ Project specific traffic projections. ▪ Existing conditions traffic counts. ▪ Traffic section of environmental documents. ▪ Project specific Traffic Studies in support of environmental document. ▪ Conceptual alternatives traffic analysis. ▪ Review of development applications. 	<ul style="list-style-type: none"> ▪ Signal installation or modification. ▪ Roadway transportation improvement projects. ▪ Private development projects. ▪ General Plan updates.

Service Category C. Floodplain Management

typical services	typical projects
<ul style="list-style-type: none"> ▪ Floodplain Manager activities. ▪ Preparation of Hydraulics and Hydrology Studies for creek flood capacity and for fish-passage. ▪ Preparation of CLOMR's and coordination with FEMA. 	<ul style="list-style-type: none"> ▪ Creek capacity improvement projects. ▪ Upgrade of existing drainage systems. ▪ Fish-Passage projects.

Service Category D. Environmental

typical services	typical projects
<ul style="list-style-type: none"> ▪ Initial site assessments. ▪ Preparation of CEQA studies (EIR, MND, ND and CE). ▪ Preparation of NEPA studies (EIS, EA, CE). ▪ Preparation of cultural studies in compliance with Section 106. ▪ Preparation of biological studies including Natural Environment Study (NES) and Section 7 Biological Opinion. ▪ Noise Studies. ▪ Air Quality Studies. ▪ Water Quality Studies. ▪ Hazardous Waste Assessment. ▪ Environmental mitigation studies/reports. ▪ Permitting for Coastal Commission, U.S. Corps of Engineers, Department of fish and Game, Regional Water Quality Control Board. 	<ul style="list-style-type: none"> ▪ Intersection and Road Improvements ▪ Sidewalk and bike projects. ▪ Creek capacity improvement projects. ▪ Upgrade of existing drainage systems. ▪ Fish Passage projects.

Service Category E. Construction Management

typical services	typical projects
<ul style="list-style-type: none"> ▪ Constructability Review. ▪ Oversight of Construction Surveying and Material Testing. ▪ Pre-Job Coordination and Administration Activities. ▪ Construction Partnering. ▪ Construction Coordination. ▪ Construction Inspection. ▪ Construction Management and Contract Administration. ▪ Resident Engineer/Bridge Engineer. ▪ Construction Engineering. ▪ Cost and Schedule Control. ▪ Change Orders and Claims. ▪ California Highway Patrol (CHP) Coordination. ▪ Project Close Out. 	<ul style="list-style-type: none"> ▪ Intersection and Road Improvements. ▪ Creek capacity improvement projects ▪ Upgrade of existing drainage systems. ▪ Sidewalk and bike projects. ▪ Fish Passage projects.

Service Category F. Landscape Architecture

typical services	typical projects
<ul style="list-style-type: none"> ▪ Design of landscape and irrigation plans for projects. ▪ Design of mitigation plantings for riparian or wetland impacts from projects. ▪ Design of aesthetic treatments for structures and streetscape for projects. ▪ Construction management for planting phases of projects. ▪ Plant establishment oversight for completed project. ▪ Construction management for planting phases of projects. 	<ul style="list-style-type: none"> ▪ Intersection and Road Improvements. ▪ Creek capacity improvement projects ▪ Parks projects. ▪ Sidewalk and bike projects.

IV FORMAT AND CONTENT OF STATEMENT OF QUALIFICATIONS

Statements of Qualification submittals must be organized in the following format and include the following content.

1. Cover Letter

2. Service Categories

Indicate clearly which Service Categories CONSULTANT will be submitting qualifications.

3. Office Locations

List location of offices from which work for the CITY would be performed.

IMPORATANT:

For each Service Category (as described in Section III of the RFQ) for which CONSULTANT wishes to be considered, the information request under Items 4 through 7 below must be submitted:

4. Technical Approach

- a. CONSULTANT shall describe how firm would deliver the typical services listed in Section III for the typical projects listed in Section III. Describe lessons learned in delivering the typical services listed. CONSULTANT is encouraged to indicate any cost saving strategies that CONSULTANT has had previous success.
- b. CONSULTANT should discuss any potential technical or management problems that may be encountered during performance of the typical services. CONSULTANT shall identify its approach for handling or resolving such unusual aspects or problems.
- c. CONSULTANT is encouraged to identify critical path activities for the typical services listed and ways to expedite such activities.

5. Qualifications and Management Approach

- a. CONSULTANT is to identify the probable project team to deliver the typical services listed. Provide brief resume summaries for all key personnel. Resume summaries should focus on experience and qualifications relevant to the specific service category.
- b. Describe how CONSULTANT Team will be managed and quality assured in the performance of the typical services listed.

- c. Submit an organization chart showing the proposed key personnel and support staff necessary to deliver the typical services listed. Briefly describe the proposed responsibilities of each person on the organization chart.
- d. Indicate the location of the office(s) where the work will be performed.

6. Similar Project Experience

- a. Provide a brief description of examples of typical services listed that have been completed by CONSULTANT in the last five years. Include the following information with each project description:
 - Description of project
 - Description of services provided
 - Total constructed project cost (if applicable)
 - Total value of services provided
 - Project start date
 - Project completion date (actual or projected)
 - Budget and schedule performance
 - Subconsultants involved (if applicable)
 - Name, phone number, and address of the client's Project Coordinator
- b. In addition to the information listed above, provide a matrix that shows which proposed team members (specific individuals) worked on these projects.
- c. List all contracts terminated (partially or completely) by clients for convenience or default within the past three years. Include contract value, description of work, sponsoring agency, contract number and name of contracting entity.

7. Rate Sheet

- a. Submit a spreadsheet listing the name, classification and billing rate of each proposed staff member for the specific Service Category.
- b. Provide CONSULTANT subconsultant mark-up percent.

V CONSULTANT SELECTION PROCESS

1. Pre-Qualification Selection.

The basic elements of the consultant selection process are as follows:

- a. Formation of Selection Panel. The panels will consist of representatives from CITY.
- b. Evaluation of Statement of Qualification submittals. The following factors will weigh most heavily in evaluation of proposals:
 - i. Experience of key personnel and staffing capabilities.
 - ii. Technical approach.
 - iii. Demonstrated competence providing similar services.
 - iv. Availability of resources
- c. Following evaluation of the Statement of Qualification submittals, the top three CONSULTANT firms selected from each Service Category will be placed on a pre-qualified list of consultants for each Service Category. For the Category A – Civil Engineering, the pre-qualified list will include the top five CONSULTANT firms selected.
- d. A CONSULTANT may qualify for all of the Service Categories for which qualifications were submitted.
- e. All CONSULTANTS that submit Statements of Qualifications will be notified in writing of the of the pre-qualified consultant lists for each Service Category.

2. What Happens After Pre-Qualification Selection?

- a. Once a CONSULTANT has been placed on a pre-qualified list, as specific projects services are required, CITY will request a project specific scope and cost from a selected firm from the pre-qualified list. The marriage of “needed project services” to pre-qualified consultant shall be at the discretion of CITY staff and based on CONSULTANT qualifications and experience.
- b. Following receipt of the project specific scope and cost proposal, CITY staff will negotiate a contract with CONSULTANT. Should negotiations not reach fruition, CITY will request a project specific scope and cost from another firm off the pre-qualified consultant list.
- c. The CITY expects the life of the pre-qualified lists to last up to five (5) years. At CITY discretion, a new RFQ will be released within five (5) years.

3. Contract and Scope Limitations

- a. The CITY’s On-Call Professional Services Program 2012 is designed to efficiently award professional work to those CONSULTANT’s on the pre-qualified lists. However, the cumulative contract value awarded though the program for any one CONSULTANT within a given Service Category, shall not exceed \$200,000 over the five (5) year life of CITY’s On-Call Professional Services Program 2012.
- b. It should be understood that the cumulative contract value limit described above, and the quantity of CONSULTANTS pre-selected for all six Service Categories, bare no relationship to the CITY’s available budget for such services. Nor is it a guarantee that CONSULTANT will be awarded up to the \$200,000 threshold.

- c. CITY reserves the right to release a request for qualifications/proposal for a project of any size, to firms not selected for the on-call lists.

VI GENERAL INFORMATION

1. Statement of Qualification Package Submittal

CONSULTANT shall submit four (4) copies of their Statement of Qualification packages to CITY. Statements of Qualifications must be submitted in a sealed envelope. It is preferred that the Statement of Qualification is submitted on recycled paper, double sided. There is no page count limitation; however, CONSULTANT's are encouraged to be concise.

The Statement of Qualifications must be received no later than 5:00 p.m., Friday, August 3, 2012 at the following address:

City of Carpinteria
5775 Carpinteria Avenue
Carpinteria, CA 93013
Attention: Mr. Charles W. Ebeling P.E. T.E.

2. Late Submittal

A Statement of Qualification is late if received at any time after 5:00 p.m., Friday, August 3, 2012. Statement of Qualifications received after 5:00 p.m. will not be considered and will be returned to the submitting CONSULTANT marked "LATE SUBMITTAL".

3. Questions/Correspondence

All questions and correspondence should be directed to:

City of Carpinteria
Charles W. Ebeling P.E. T.E., Public Works Director
5775 Carpinteria Avenue
Carpinteria, CA 93013
Telephone: 805/684-5405

4. Subconsultants

CONSULTANTS are requested not to include subconsultant relationships when preparing their Statement of Qualifications. Once pre-qualified consultant lists have been established by CITY, CITY will select appropriate consultants from the list and will request a project specific scope and cost proposal. At that time, CITY will provide direction regarding subconsultants.

5. CITY Standard Agreement

Attachment 2 contains the standard agreement to be used by CITY for on-call professional services.

6. Schedule

The anticipated schedule of activities related to this RFQ is as follows:

<u>Activity</u>	<u>Date</u>
RFQ Issued.....	July 11, 2012
Pre-submittal Conference.....	July 19, 2012
Proposal Submittal Deadline.....	August 3, 2012
Selection of Pre-Qualified Consultant Lists.....	September 7, 2012
Notification of Pre-Qualified Consultant Lists.....	September 14, 2012

6. Pre-Submittal Conference

The pre-submittal conference will be held at 10:00 a.m., July 19, 2012 at the City of Carpinteria Council Chambers, 5775 Carpinteria Avenue, Carpinteria, CA 93013. CONSULTANTS are encouraged to attend the pre-submittal conference.

CONSULTANTS are request to hold all questions regarding the SOQ for the Pre-Submittal Conference. Following the Pre-Submittal Conference, CITY will send out a report to all SOQ recipients documenting the content of the Pre-Submittal Conference including all questions and answers. Questions received by the CITY (in writing, by voicemail, or by email) after or before the Pre-Submittal Conference will not be responded to.

7. Statement of Qualifications Property

All Statement of Qualifications become the property of CITY upon submission. Although CITY intends to keep all statements confidential, CITY will not be responsible for materials obtained by other parties without the consent of the proposer.

8. Cost of Statement of Qualifications Preparation

CITY shall not be liable for any pre-contractual expenses incurred by any submitting CONSULTANT. Each submitting CONSULTANT shall protect, defend, indemnify, and hold harmless the CITY from any and all liability, claims or expenses whosoever incurred by, or on behalf of, the entity participating in the preparation of its response to this RFQ. Pre-contractual expenses are defined as expenses incurred by CONSULTANTS in:

- Preparing Statement of Qualifications in response to this RFQ.
- Following placement onto a pre-qualified consultant list, if requested by CITY, the cost to prepare a project specific scope and cost.
- Cost to negotiate a contract.
- All other expenses incurred by a CONSULTANT related to preparation of Statement of Qualifications or preparation of project specific scope and cost proposals.

9. Amendment to RFQ

CITY reserves the right to amend the RFQ by Addendum. If necessary the Statement of Qualifications submittal deadline will be extended to allow submitters additional time to respond to the RFQ Addendum.

10. Non-Commitment of CITY

The successful selection on a pre-qualified consultant list by a CONSULTANT does not constitute a contract for services nor does it guarantee that CITY will request a project specific scope and cost proposal.

CITY reserves the right to accept or reject any or all Statements of Qualifications received as a result of this request, or to modify or cancel in part or in its entirety the RFQ if CITY determines it is in the best interest of the CITY to do so.

11. Notification and Debriefing of Unsuccessful of Submittals

CITY will notify all CONSULTANTS that submit Statements of Qualifications of the pre-qualified consultant lists for each Service Category. Consultants desiring a debriefing will be allowed to make an appointment with CITY. Debriefings will not be scheduled until City Council has acted on the recommendations of staff.

END of RFQ