



REQUEST FOR QUALIFICATIONS

On-Call Professional Consulting Services for:

Civil Engineering, Construction Management and Inspection,
Municipal Program and Project Management
and City Surveyor Services

RFQ DUE ON: Thursday, July 9, 2020 at 5:00pm

Attn:

Farooq M. Azim, P.E.

City Engineer

Public Works Department

34009 Alvarado-Niles Road

Union City, California 94587

(510) 675-5368

FarooqA@UnionCity.Org

INTRODUCTION

The City of Union City, located in Alameda County, California is seeking qualified firms or individuals to provide on-call professional services under a master agreement to support the efforts of the City's Engineering Division.

City's Public Works Department is responsible for designing, reviewing constructing and maintaining the City's infrastructure. The Department consists of Engineering, Maintenance and Transit Divisions. Currently, engineering projects are overseen by both in-house engineers and inspectors and with contract consulting engineers. At times it may be necessary to further augment City staff with professional services due to workload and scheduling issues.

RFQs for the following service categories are requested:

- Civil Engineering Design
- Construction Management and Inspection
- Municipal Program and Project Management
- Development Review
- City Surveyor

The City will execute separate contractual services agreements for each on-call category. Such agreements shall remain valid for three years with an option to extend the contract term, on an annual basis, for up to two additional years thereafter.

ANTICIPATED SCHEDULE

RFQ Issued: June 9, 2020

Due Date: July 9, 2020 at 5:00 PM

SCOPE OF WORK

On-call services include work related to the design and construction administration of City's Capital Improvements Program (CIP) along with miscellaneous internal programs, project management, development review and City Surveyor services. Work will be requested on an as-needed basis and paid according to an approved rate schedule.

Candidates may apply for one or multiple on-call service categories where a firm's expertise aligns with the scope of work. However, separate proposals will be required for each category applied for and the City may execute agreements with multiple firms.

A representative overview of potential tasks by on-call service category is provided below. This list is not comprehensive as other assignments may arise based upon workload demands and staff needs:

Civil Engineering Services

- Civil design (paving, slurry, concrete repairs, storm drainage, traffic signals, etc.);
- Traffic engineering services (will help maintain the proper operation of City's traffic signal system, including controllers, central system, signal timing, traffic assessments and review traffic impact reports, etc.)
- Comply with City, State, or federal standards; and
- Surveying services (topography surveys, plat and legal, construction staking, etc.).

Construction Management and Inspection Services

- Construction management and inspection services;
- Contract administration;
- Work with engineering staff and develop solutions to problems identified in the field;
- Maintain all records and ensure that reporting requirements are met; and
- Encroachment permit and outside agency utility work inspection (PG&E, ACWD, USD).
- Ensure compliance with the requirements of the Alameda County Clean Water Program (ACCWP)

Municipal Program and Project Management Services

- Internal coordination of programs and projects with outside consultants to ensure proper oversight in delivery of programs and projects.
- Serve in the role of vacant staff positions on an as-needed, interim basis (staff levels to possibly include Public Works Director, City Engineer, Principal Engineer, Associate Engineer, etc.);
- Work experience to include RFP process, budgeting, contract administration, public contract code and purchasing compliance, civil engineering, traffic engineering, clean water program, etc.);
- Federal grant administration, funding entitlements and reimbursements; and
- Other staff augmentation services as required, including for specific projects as a Special Projects Engineer/Project Specialist, etc.

Development Review

- Attend weekly development review committee (DRC) meetings and air initial Public Works related concerns or comments. Review proposed design and provide comments related to work in the public right of way and traffic circulation for inclusion in the conditions of approval.
- Provide detailed review comments on the engineering design submitted for review. Calculate Public Works related fees. Issue grading and encroachment permits. Monitor progress in the field and coordinate with inspectors.

City Surveyor Services

- Serve as the City Surveyor and provide signature approval on completed maps.
- Coordinate with City staff, applicant, and applicant's surveyor for the completion, approval, and recordation of final tract maps, parcel maps, records of survey, legal descriptions, corner records, certificates of compliance, lot line adjustments, official maps, and similar land development documents.

RFQ CONTENT

Submittals should demonstrate an understanding of the City's scope of work objectives. Developing the submittal is the consultant's responsibility and the City shall not bear any costs associated with its preparation. The submittal shall be limited to 10 single sided pages. Resumes and page dividers shall not count towards the page limit. The submittal should not include promotional material and shall be brief, precise, and organized as follows:

Section 1: Front Cover

Identify the on-call service category the submittal pertains to. Include the date, firm name, and on call service category.

Section 2: Cover Letter

Include the firm's or individual's name, address, telephone number, email, on-call service category the submittal pertains to, a single point of contact for the RFQ process, a general introduction of the firm or individual, with a brief summary of qualifications and areas of expertise.

Section 3: Firm Qualifications

Include a description of the firm (or individual), type of ownership, size of the firm, number of years in business, information relating to the general approach to the work to be performed and a list of projects or clients served demonstrating why the firm is best qualified to provide on-call services. Include relevant project or client information including timeframe, milestones, cost, role and staff involved.

Section 4: Key Personnel

Identify key personnel for service to be provided, include project managers or other personnel that would interact with City staff or the public, include resumes of the key personnel and their experience on relevant projects and contracts.

Section 5: Rates

Include an hourly rate schedule for key personnel. Rates may be renewed on a yearly basis pursuant to the San Francisco Bay Area Consumer Price Index. List any direct or indirect charges anticipated for providing services.

Section 6: Availability

Include the percentage of time key personnel are available for on-call services and projects.

Section 7: References

List up to five people whom City staff may contact for references regarding the past performance of the firm. Include the reference's name, email and phone number.

Section 8: Disclosures and Exceptions to City Standard Agreement

List any potential conflicts of interest and any litigations that the firm may currently be engaged in. List any requested changes to the City's standard contract, which will need to be reviewed and agreed upon by the City Attorney. Contractually required insurance coverage and endorsement information is shown in the body of the agreement.

DELIVERY

To be considered, qualifications must be submitted no later than July 9, 2020 by 5:00 PM. If submittals for several services or categories are being made by a firm, all such service categories shall be on individual Pdf proposals but shall be included in a single email. Also, include 'RFQ – Civil Engineering' in the subject line. This will ensure that all proposals are received collectively and are not lost. Due to the unreliability of the postal service delivery schedule during the current shelter-in-place order, the 5:00 PM submittal deadline shall apply to the receipt of the RFQ via email and the standard requirement for hard copies is being waived. Please submit one electronic pdf via e-mail to the email below:

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REVIEW

All submittals received by the specified deadline will be reviewed by the City of Union City for content, completeness, and experience. After those firms deemed the most qualified are selected, further evaluation and interviews of the selected firms may be conducted as part of the final selection process. The City of Union City reserves the right to complete the selection process without proceeding to an interview phase and may choose to select the consultant based solely upon information supplied in the proposer's submittal.

The following criteria will be used to evaluate responses to this RFQ:

- Responsiveness to the RFQ, breadth and depth of response.
- Reputation of the company, its subcontractors and key personnel.
- Satisfaction of prior and current clients (references).
- Experience related to project responsibilities per scope of work and on-call service category

ADDITIONAL INFORMATION

This Request for Qualifications, supporting attachments and any addendum that may be issued are available for download from the City's webpage: <https://www.unioncity.org/Bids.aspx>

Any information provided in response to questions raised shall be uploaded to the City's website as an addendum. A "plan holders list" is not being maintained so it is the responsibility of the consultant to review the City's website or contact the City's representative to determine the existence of any addenda.

For additional questions, please contact Farooq M. Azim, City Engineer, at (510) 675-5368 or preferably via email at FarooqA@UnionCity.Org.

Note: Please visit the City's website periodically to see if any addendums have been issued. A copy of the City's standard contractual services agreement is located on the City's website next to this RFQ for reference.