



City of
Pittsburg
California

**REQUEST FOR QUALIFICATIONS
FOR DESIGN OF**

**City of Pittsburg Contract 2022-23
Frontage Road Living Green Trail**

Agreement Number CCL-5127-042

RESPONSES DUE:

4:00 p.m. , Friday, September 16, 2022

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

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CITY OF PITTSBURG

REQUEST FOR QUALIFICATIONS (RFQ) TO PROVIDE DESIGN SERVICES

Dated: August 19, 2022

SECTION 1. NOTICE TO RESPONDENTS

Introduction

The City of Pittsburg seeks the services of qualified professionals to provide engineering and landscape design for the City's Living Green Class I Trail and Greenspace Project. Therefore, the City's Engineering Department is issuing a Request for Qualifications for qualified consultants or consultant design teams to provide the City with preliminary engineering services.

The City intends to enter into a Consultant Agreement 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 those 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 will require consideration for approval by the Pittsburg City Council.

The consultant design team shall perform all professional and technical engineering, landscape architectural, and environmental services necessary to prepare all environmental documents, permit application packages, project reports, and PS&E packages suitable for the advertising, bidding, and construction process. The PS&E package shall meet all State and City requirements. The general scope of services outlined below is provided only as a guide in this RFQ. Consultants should provide a detailed scope of services in their submitted work proposal as necessary to reflect the method and procedure in which they intend to provide the required professional services consistent with the general scope of services.

Questions regarding the RFQ may be submitted by email to:

Contract2022_23rfqbidinfo@pittsburgca.gov. Firms must email this address and request 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 Jolan Longway. 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 nor considered.

The City intends to receive a completed design and bid package by April 2023.

Submittals shall be addressed and hand delivered to:

Jolan Longway
City of Pittsburg
Engineering Division
65 Civic Avenue
Pittsburg, CA 94565

Note: **Submittals must be clearly marked on the exterior**
“Contract 2022-23 RFQ.”

Summary of Schedule

- | | |
|----------------------------------|---|
| • Advertise Bid | Friday, August 19, 2022 |
| • Jobsite Walk | Wednesday, August 31, 2022 @ 10:00am |
| • Written Questions Due | Friday, September 2, 2022 |
| • Answers Posted on City Website | Friday, September 9, 2022 |
| • Proposal Due Date | Friday, September 16, 2022 by 4:00pm |
| • Anticipated Selection Date | September 23, 2022 |

SECTION 2. PROJECT INFORMATION

Background

The City developed its Citywide Green Stormwater Infrastructure Plan in 2019. Projects incorporated in the City's Green Stormwater Infrastructure Plan are intended to improve water quality and include the retrofit of storm drainage to reduce runoff volumes, disperse runoff to vegetated areas, harvest and use runoff where feasible, promote infiltration and evapotranspiration, and use bioretention and other natural systems to detain and treat runoff before it reaches our creeks and bay. In addition, these projects have the potential to provide improve water supply, flood control, and environmental and community benefits. The Frontage Road Living Green Trail is a project identified in the City's Green Stormwater Infrastructure Plan.

The City has been approved to receive State grant restricted funds under the Clean California Local Grant Program in the amount of \$1,354,000 for construction of a Class I trail and the development of a city-wide outreach campaign.

This RFQ is solely for the infrastructure portion of the project, which is the construction of the Class I trail.

The City will hire a consultant to perform preliminary engineering and eventually the final design, upon receiving approval from Caltrans as required for the state funded design process. The consultant shall be familiar with the requirements for preparing bid documents for Caltrans administered federal and state funded projects.

Once 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 projects. The project must meet current Caltrans standards. Final design cannot begin until authorization to proceed with final design is given by Caltrans.

The City also desires that the consultant provide support during bidding with City staff being the lead for bidding and construction management. Support during bidding shall comprise of assistance in preparation of addenda if required and assistance with requests for information.

A separate proposal may be requested at a later date for 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 project location is listed in the project description. The site is available for in-person visits and viewing from sidewalks in the public right-of-way as necessary for preparing the response to this RFQ. A separate job walk with the City will be required for all applicants.

The City will 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 Standard Specifications. 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 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 Description

The total cost estimate for design, construction, and management of the project included in the grant application is \$1,860,784. The scope of work included in the grant-funded project to be included in the design and preparation of the bid package is generally described below.

The improvements to be constructed include:

Class I Trail Frontage Rd (City ROW along Frontage Rd from Dover Wy to Chelsea Wy)
Construction Estimate \$1,350,284

1. Construction of roughly 1,400 linear ft of a bicycle and pedestrian trail along Frontage Rd (contains PG&E utilities)
2. Bioretention features to treat runoff from trail and portion of Frontage Rd
3. Landscaping
4. Irrigation
5. Park features & amenities
6. Art installations
7. Signage
8. Storm drainage
9. Water connections
10. Curb ramps for access
11. Lighting

Signs, trees, and utilities may need to be relocated or removed. The parcel is completely within City ROW and contains overhead and underground utilities including electric, gas, sewer, storm, and water. Grading, landscaping, and lighting near or within PG&E easements may require engineering approval from PG&E.

Tasks

Anticipated Tasks and Deliverables may include, but are not limited to, the following:

1. PG&E Permitting: Consultant shall assist the City with preparation of PG&E encroachment permits for the design and construction of the improvements adjacent to their facilities.

2. Design Support and Preliminary Studies: Consultant shall be responsible for providing all engineering support and preliminary services required for the design of this project (except those noted in the “City Responsibilities” section of this RFQ). These tasks are expected to include, at a minimum: supplemental topographic surveying for base mapping and hydraulics analysis if needed; geotechnical soils testing; hydraulics analysis; and floodplain analysis.

Summary of Expected Deliverables:

- a. Hydraulics Report
- b. Stormwater Control Plan and Narrative Report
- c. Geotechnical Report
- d. Topographic and boundary surveying
- e. Utility relocation maps
- f. Water use calculations to substantiate compliance with the City’s water efficient landscape ordinance

CEQA

This project is categorically exempt, as a Class 32 in-fill development project. It consists of public infrastructure improvements with no substantial evidence that a significant impact would occur from implementation of the project.

Schedule

The below dates are goals and subject to adjustment. However, the City intends to stay close to this timeline:

Proposal to City of Pittsburg	09/16/2022
Consultant Selection	09/23/2022
City Council - Award Contract	10/17/2022
Notice to Proceed	10/18/2022
Preliminary Plans 35%	01/06/2023
City Review of 35% Plans	01/09/2022
Approval of PG&E Encroachment	02/20/2023
65% Plans, Specs and Cost Estimate	03/20/2023
City Review of 65% Submittal by	03/20/2023
95% Plans, Specs and Cost Estimate	04/24/2023
City Review of 95% Submittal by	04/24/2023
100% Submittal of PSE package	05/17/2023
Advertise Bids	06/01/2023

Additional Information Available

Additional information listed as provided with this RFQ must be retrieved from the City's website by visiting the link below:

<https://www.pittsburgca.gov/business/current-bidding-opportunities>

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

1. Exhibit 10-K Indirect Cost Management (submit if selected for contract)
2. 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. Clean CA Grant Guidance Document
3. Vicinity Map
4. Overall Location Map
5. Conceptual Plans - Rendering
6. Budget Summary
7. City's Standard Professional Services Agreement (Template)

SECTION 3. SCOPE OF WORK

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. Obtain background design information.
2. Perform site investigations and studies as required.
3. Prepare preliminary plans for use in obtaining environmental and right-of-way approval (35% draft plans).
4. Obtain all necessary encroachment permits, easements, and utility approvals.
5. Obtain any required State permits.
6. After submitting 35% draft plans, pause work until environmental and right-of-way approval is received from Caltrans or FHWA before starting final design.
7. Prepare draft plans, specifications, and detailed cost estimates with a minimum of four progress submittals at 35%, 65%, 95%, and 100% (plans and estimate only for 35% and 65% submittals)
8. Prepare final reproducible plans and specifications with a final cost estimate and submit to City in electronic and hard copy format (6 sets)
9. Project meeting coordination and minutes preparation
10. Coordination with outside agencies, property owners, and utilities
11. Development of a detailed project schedule with monthly updates
12. Include in bid documents the required language and forms per Caltrans Local Assistance Procedures Manual – Chapter 12
13. Support during project bidding (to be performed as requested) including attending pre-bid meeting, responding to bidder questions regarding PS&E, and preparing addendums.
14. Preparation of Caltrans Exhibits 12-A – Estimate and 12-C PS&E – Certification for Caltrans construction authorization

In addition to the general scope of services above, the consultant shall conduct the following specific tasks related to the project:

- Provide the City with a copy of all documents developed during contracted period, including collected survey and utility information, as well as any related correspondence. Drawings are to be developed on AutoCAD, and documents shall be prepared with standard Word (.doc), Excel (.xlsx), PowerPoint (.ppt), and Pdf (.pdf) formats.
- Develop a Project Development Team (PDT) – subject to City approval. Members of the PDT shall include the Consultant and subconsultants as required, City and other agency representatives, as necessary. Consultant shall schedule and conduct a kick-off meeting and Monthly PDT meetings.

- Prepare monthly progress reports and supporting data. Progress report shall include accomplished tasks, anticipated progress, pending issues, and schedule completion target dates.
- Map existing utilities on project plans based on as-built information obtained through utility companies and site surveying.
- Identify all utility services and point of connections and submit request for service to providers.
- As required, submit site, grading, landscaping, and lighting plans to PG&E and all other affected agencies for approval and design consideration.

SECTION 4. SELECTION CRITERIA

Consultant Qualification and Selection Procedure

The Selection Panel will be composed of City Staff.

Consultants will be evaluated in accordance with the criteria and ranking, typical of Caltrans Local Assistance Procedures as outlined below:

Criteria	Max Points	Rating
Understanding of the work to be done	25	
Experience with similar kinds of work	20	
Quality of staff for work to be done	15	
Capability of developing innovative or advanced techniques	10	
Familiarity with state and federal procedures	10	
Financial responsibility	10	
Demonstrated Technical Ability	10	
Total	100	

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.

Submittal Format/Information Requirements

The nature and form of response is at the responder's discretion. It must not exceed a total of thirty (30) single-sided, or fifteen (15) 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/FHWA forms required with the submittal are not counted toward the allotted number of pages.

In order to save time, all consultants submitting a statement of qualifications will also be required to submit a separate cost proposal. The cost proposals will be sealed in a separate envelope to be opened only during the negotiations with the most qualified firm. The submitted proposal shall show a Not to Exceed budget for each item in the scope of work and specific tasks included. Each item shall be broken down as necessary to provide an accurate estimate. The estimate for each subtask shall be broken down by classifications, providing hourly billing rates for personnel, with the estimated total based on hour estimates. The estimate shall include all clerical, administrative, and support functions. The budget shall include provisions for meeting with the City to report progress of the work. The cost proposals 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. Describe your firm's ability to comply with all necessary codes and design standards including City of Pittsburg's Standard Specification and Details, City of Pittsburg's Water Management Plan, American with Disabilities Act (ADA), and the Contra Costa County Clean Water Program's C.3 Guidebook for Low Impact Development (LID).
14. Demonstrate ability to coordinate the work between various engineering disciplines to produce complete and accurate designs.
15. Demonstrate understanding of the project and possible constraints. The consultant shall provide a work plan explaining the technical approach for each task in the scope of work and specific issues identified in this RFQ.
16. 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.

17. Provide a project schedule. The project schedule shall identify work periods, tasks, subtasks, design phases, milestones, completion dates, and anticipated meeting dates described in the scope of services.

18. Submit a cost proposal in a separate sealed envelope.

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.

State Aid Provisions

Federal and/or 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 federal and state 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. A sample copy of the Consultant Agreement is available via email upon request. 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.

ATTACHMENT A
CITY OF PITTSBURG DISCLOSURE STATEMENT

The following information must be disclosed:

1. List the names of all persons having a financial interest in the Request for Qualifications

2. If any person identified pursuant to No. 1 above is a corporation or partnership, list the names of all individuals owning more than ten percent of the shares in the corporation or owning any partnership interest in the partnership.

3. If any person identified pursuant to No. 1 above is a non-profit organization or a trust, list the names of any persons serving as a director of the non-profit organization or as a trustee or beneficiary or trustor of the trust.

4. Has the offeror had more than \$250.00 worth of business transacted with any member of the City of Pittsburg staff, boards, commissions, committees, and Council within the past twelve months? If yes, please indicate the person(s) with whom you have conducted business.

NOTE: Attach additional pages as necessary.

Signature of Offeror

Print or Type Name of Offeror

Date

ATTACHMENT B

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

The offeror hereafter described will not discriminate against any employee or applicant for employment because of race/color, national origin, sex, sexual preference, religion, age, or handicapped status in employment or the provisions of services.

Signature

Typed Name and Title

ATTACHMENT C

DESIGNATION OF SUB-CONTRACTORS, SUPPLIER AND VENDOR

Listed below are the names and locations of the places of business of each sub-contractor, supplier, and vendor who will perform work or labor or render service in excess of ½ of 1 percent, or \$10,000 (whichever is greater) of the prime CONTRACTOR's total bid. The bidder shall list all subcontractors (both DBE and non-DBE) in accordance with Section 2-1.054 of the Standard Specifications and per Title 49, Section 26.11 of the Code of Federal Regulations.

Sub-contractor Name: _____ Age of Firm: _____ Annual Gross Receipts: < \$1million; <\$5million__; <\$10million __; <\$15million__; >\$15million__	Portion of & Dollar Value: Work DBE Yes/No: certified? #: _____ If YES, list DBE	
Location and Place of Business (include business address)		
LICENSE NO. DIR No.	EXP. DATE: / /	PHONE: ()
Sub-contractor Name: _____ Age of Firm: _____ Annual Gross Receipts: < \$1million; <\$5million__; <\$10million __; <\$15million__; >\$15million__	Portion of Work & Dollar Value: DBE certified? Yes/No If YES, list DBE #: _____	
Location and Place of Business: (include business address)		
LICENSE NO. DIR No.	EXP. DATE: / /	PHONE ()

ATTACHMENT D

PUBLIC CONTRACT CODE SECTION 10162 QUESTIONNAIRE

In accordance with Public Contract Code Section 10162, the Bidder shall complete, underpenalty of perjury, the following questionnaire:

Has the Bidder, any officer of the Bidder, or any employee of the Bidder who has a proprietary interest in the Bidder, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of violation of a law of safety regulation?

YES _____ NO _____

If YES, explain the circumstances in the following space:

(Attach additional sheet, if necessary.)

GOVERNMENT CODE SECTION 10232 STATEMENT

In accordance with Government Code Section 10232, the Bidder hereby states, underpenalty of perjury, that no more than one final unappealable finding of contempt of court by a federal court has been issued against the Bidder within the immediately preceding two (2) year period due to the Bidder's failure to comply with an order of a federal court which orders the Bidder to comply with an order of the National Labor Relations Board.

Note: The above Statement and Questionnaire are part of the Proposal. Signing this proposal on the signature portion thereof shall also constitute signature of this Statement and Questionnaire.

Bidders are cautioned that making false certification may subject the certifier to criminal prosecution.

ATTACHMENT E

NONCOLLUSION AFFIDAVIT

(Public Contract Code Section 7106)

NONCOLLUSION DECLARATION TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly, or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on

_____ [date], at _____ [city], _____ [state].

Note: The above Noncollusion Affidavit is part of the proposal. Signing this proposal on the signature portion thereof shall also constitute signature of this noncollusion Affidavit.

Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.