



**REQUEST FOR QUALIFICATIONS**  
for

**ON-CALL CIVIL ENGINEERING  
AND SURVEYING SERVICES**

by

**CITY OF PITTSBURG**

**RESPONSES DUE:**

**4:00 p.m., Thursday, April 18, 2024**

City of Pittsburg Public Works Department  
Engineering Division  
Attn: Dayne Johnson  
65 Civic Avenue  
Pittsburg, CA 94565

# **CITY OF PITTSBURG**

## **REQUEST FOR QUALIFICATIONS (RFQ) TO PROVIDE ON-CALL CIVIL ENGINEERING AND SURVEYING SERVICES**

**Dated: March 28, 2024**

### **GENERAL**

The City of Pittsburgh is responsible for delivering projects that include new construction, rehabilitation, upgrading, repairing, expanding, and modifying various City-owned and operated facilities as well as the oversight of various private owned projects.

The City of Pittsburgh desires to pre-qualify and retain three (3) or more qualified professional consulting firms (“Consultant”) for various on-call engineering and surveying services and will enter into a Consulting Services Agreement (CSA). The City may select more than one firm or may not select any firm, dependent on the response received to this RFQ.

The City will not be under any obligation to award any contracts or to use any Consultant Services Agreement to its limits. Based on specific project needs, the City may extend the time limit of any agreement.

The City, at its option, may use consultants from the approved on-call list for the design of projects or may issue additional requests for proposals and qualifications at its discretion. Consultants on the approved on-call list will not be restricted from submitting proposals for future City requests for proposals or requests for qualifications but a separate proposal will be required to be considered in the selection process.

Each on-call CSA will have a fee limit of \$500,000 with no task order to exceed \$250,000 (unless amended by Pittsburgh City Council). The term of the contract will be two (2) years with an option for two (2)-one (1) year extensions from the date of authorization by the Pittsburgh City Council. Each Agreement will set forth a rate schedule. The City will provide a task order pursuant to the agreement when a specific task is identified, and a consultant is selected from the approved on-call List. The “not to exceed” fee for each task order will be negotiated at the time the task order is assigned. The work will be assigned on an as-needed basis for various projects and city programs in the City of Pittsburgh. They may be discrete, short-term assignments or be part of larger capital projects or planning projects. This document outlines the requirements, selection process and documentation necessary to submit a Statement of Qualifications (SOQ) in response to this RFQ.

## **RESPONDING REQUIREMENTS**

To be considered for pre-qualification and potential selection for on-call services, interested firms must submit two (2) paper copies and one (1) digital copy of their response to this Request for Qualifications (RFQ) including all items described herein. If there are any discrepancies between the paper and digital copies submitted, the paper copies will govern over the digital copy.

All questions regarding the RFQ must be received via email no later than **4:00 p.m., Thursday, April 11, 2024**, to [dbjohnson@pittsburgca.gov](mailto:dbjohnson@pittsburgca.gov).

All responses must be received no later than **4:00 p.m., Thursday, April 18, 2024**, in the City of Pittsburg Public Works Department, Engineering Division Offices located at 65 Civic Avenue, Pittsburg, California 94565. Submittals received after this date and time will not be evaluated or considered, except in the event the City issues additional or subsequent RFQ's.

Submittals shall be addressed, or hand delivered to:

Attn: Dayne Johnson  
City of Pittsburg  
Engineering Division  
65 Civic Avenue  
Pittsburg, CA 94565

## **SCOPE OF SERVICES**

The on-call task list is expected to include but not necessarily be limited to the following tasks:

Assist staff with processing documentation, including:

- a. Coordination with Caltrans for federal-aid projects
- b. Coordination with funding agencies
- c. Facilities planning studies
- d. Project improvements/repairs/modifications/studies
- e. Programming and project scope development
- f. Schematic design and design development
- g. Value Engineering, constructability review, and peer review
- h. Project meeting coordination and minutes preparation
- i. Preparation or review of detailed cost estimates
- j. Internal and regulatory agency project approval coordination
- k. Obtaining right of way and easements

Civil Engineering Design

Preparation or assistance in the preparation of construction documents:

- a. Develop Plan, Specifications and Estimates
- b. Coordination with outside agencies and utilities
- c. Development of detailed project schedules and cost estimates
- d. Assistance during bidding and construction
- e. Design services during construction
- f. Shop drawing review
- g. Coordination and preparation of change orders
- h. Preparation of as built plans from marked construction plans

Surveying

- a. Topographic, Boundary, and Easement survey
- b. Plats and legal descriptions
- c. Construction staking
- d. ALTA

City Surveyor

Perform reviews of maps, easements, and act as and approve record documents

- a. Parcel Maps
- b. Record of Survey
- c. Tentative Maps
- d. Court Exhibits
- e. Research Services
- f. Expert Witness Testimony
- g. Subdivision Maps
- h. FEMA Certificates (flood zone)
- i. Certificates of Compliance
- j. Corner Records
- k. Elevation Certificates
- l. Legal Description Preparation
- m. Application Processing

Transportation Design

- a. Preparing plans, specifications, and estimates (PS&E) for the installation of new traffic signal systems, highway lighting systems, traffic signing & striping, bicycle facilities, or pedestrian facilities.
- b. Traffic signal modifications including video detection, equipment replacement, pole and cabinet foundations, conduits, conductors, and pull boxes.
- c. Street and pedestrian lighting modifications including equipment replacement, pole and cabinet foundations, conduits, and, conductors, and pull boxes.
- d. Design coordination with other public agencies and utilities.

- e. Preparing traffic control plans and construction staging plans.
- f. Developing and presenting design alternatives to the community, gathering public opinion, considering public sentiment in the context of safety, feasibility, and all applicable guidelines, policies, and law, and recommending a preferred alternative with a well-developed justification. Advising and assisting with funding applications for various Local, State, and Federal funded programs including but not limited to, HSIP, ATP, and OBAG.

Typical design projects related to infrastructure and improvements may include, but is not limited to the following:

- a. Street (new, rehabilitation, and/or reconstruction), including HMA pavement design.
- b. PCC driveways, sidewalk, curb, gutter, and ADA ramps.
- c. Utility (Storm, Sewer, Water)
- d. Building
- e. Park
- f. Grading
- g. Drainage
- h. Landscaping
- i. Transportation Design

### **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 qualified firm(s) and may request an oral interview.

The Selection Panel will choose a list of qualified firms and submit this list to the City Council for approval to execute a CSA. The City reserves the right at all times to issue additional RFP's or RFQ's for specific projects and/or the right to select without an interview and issuing and/or requesting additional information from the qualified firms on the proposed 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.

### **SUBMITTAL REQUIREMENTS AND QUALIFICATIONS**

The nature and form of response is at the responder's discretion. It must not exceed a total of ten (10) double-sided, 8.5" x 11" pages and a cover letter for the initial submission. The hourly rate schedule, individual employee resumes, and cover

letter are not counted towards the allotted number of pages.

**PLEASE NOTE:**

The cover sheet shall clearly state, **On-Call Civil Engineering and Surveying Services**.

Contact information shall be included in the cover letter for the person or persons that will receive task orders and correspondence related to this RFQ. **Contact information shall include email address, phone number, Corporate (or billing) and Local Office address.**

Two (2) paper copies and one (1) digital copy is required. As a minimum, the SOQ should contain the following information:

1. **Cover Letter:** Maximum of two pages serving as an executive summary which shall include an understanding of the scope of services.
2. **Brief Company Profile.** General company information including number of employees, location of company headquarters and branch offices, number of years in business and organization, disciplines, and staffing. Describe the general qualifications of the firm as they relate to the work proposed with this RFQ. Provide the names of principals, their professional qualifications and registration numbers.
3. **Organization and Staffing.** Provide a list, including an organization chart, of the Consultant's employees and agents which the consultant anticipates assigning to this project. This list shall include a summary of the length of time with the firm, qualifications, licenses, experience of each individual, and area(s) of expertise related to the typical projects listed in Scope of Services; and the professional engineering level of work to be performed by each individual. Identify the staff members that will be performing the work on projects assigned through this on call agreement. If providing subconsultants on your team, include a description of the subconsultants you anticipate utilizing. Include the subconsultants' name and address, scope of work to be performed, and summary of their qualifications. The City will retain under its agreement with the successful Consultant the right of approval of all persons performing under the agreement.
4. **Description and Approach.** The proposal should demonstrate the Consultant's knowledge of the needs and objectives of the work proposed under this RFQ. Describe your firm's project management organization and approach. Demonstrate ability to coordinate the work between various engineering disciplines to produce complete and accurate designs.

Provide a summary of similar projects as listed in the Scope of Services. For each listed project, please provide the following information:

- a. Project name and location.
- b. Name of project owner and/or client.
- c. Role of the firm and a description of the services provided.
- d. Role of each key team member who worked on the project.
- e. Approximate dates services were provided.
- f. Project references (two contacts per project, including current telephone numbers).

Include information for projects where the firm/team has provided design services in the last five years, completed or ongoing.

Discuss the expertise your firm/team offers and how you propose to use that expertise to benefit the City to add value to each of the typical projects listed in the Scope of Services.

Bulleted lists of project names do not provide sufficient information about previous projects.

5. **Hourly Rate Schedule.** 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 SOQ. This shall be used as "Exhibit A" for the CSA.
  - a. This should include hourly billable costs of each team member; Senior Civil Engineer, Associate Civil, Engineering Tech, etc.
  - b. If selected, submitted rates may only be increased by CPI annually over the duration of the contract.
6. **Résumé, Relevant Projects/Services with References.** Provide résumés of the individual(s) from the Proposer's firm or entity that will be directly responsible for carrying out the contract, three references to include name, address, contact person and phone number of the municipality/company, length of time services were provided, and a description of the services provided.

Each applicant shall bear all costs associated with their SOQ. All submitted SOQ's will become and remain the property of the City of Pittsburg. SOQ's or additional information received after the submittal deadline will not be considered in the selection process unless requested by the review panel. If in the City's opinion participation was not adequate, additional RFQ's may be issued, or the submittal deadline extended.



## **SELECTION OF CONSULTANT**

The proposals will be evaluated and scored based upon the following:

- Understanding of Work to be Performed (the Scope of Services): **20 points**
- Demonstrated Quality Firm and Professional Staff Technical Skill, Experience, Performance and Approach: **25 points**
- Familiarity with City, County, and State Procedures: **15 points**
- Firm and Professional Staff References/Satisfaction of Clients: **15 points**
- Completeness and Quality of Proposal: **15 points**
- Rates for services: **10 points**
- Total: **100 points**

## **AMENDMENTS TO REQUEST FOR PROPOSALS**

The City reserves the right to amend the RFQ by addendum prior to the final proposal submittal date.

## **OTHER REQUIREMENTS**

The Consultant will be required to execute the City's CSA "as is" (with the exception of completing firm name, contact information, and rate sheet). If the Consultant cannot execute the agreement "as is" then that firm will be dropped from the On-Call list.

A sample copy of the CSA is attached. **Please review the CSA closely.** Failure to execute the CSA as shown will result in disqualification from the "On-Call" services list. Special requirements of the agreement include submittal of worker's compensation and liability insurance certification. Consultant must obtain a City of Pittsburg business license prior to beginning any on-call task order work. Please note that there are specific items that are to be included on all invoices submitted for work on task orders under the agreement.