



CITY OF

Richmond CALIFORNIA

Request for Qualifications

As-Needed Engineering Design Services for Various City of Richmond Projects

Release Date: February 22, 2023

Deadline for Submittal
March 31, 2023 at 3:00 p.m.

Contact: Yader Bermudez, CIP Manager
Email: Yader_Bermudez@ci.richmond.ca.us
Phone Number: (510) 774-6300

City of Richmond
Public Works Department

The City of Richmond is requesting proposals from firms interested in providing Engineering Design Services consulting services for various infrastructure and capital improvement projects. The prime consultant responding to the Request for Qualifications (RFQ) shall be a registered professional. **The City of Richmond will receive proposals for As-Needed Engineering Design Services until Friday, March 31, 2023, at 3:00 p.m., via the City's secure online bidding system at www.ci.richmond.ca.us/bids.** All firms will receive an e-bid confirmation number with a time stamp.

The City is looking for qualified Engineering Design Services firms to be available on as-needed basis. The City anticipates projects involving but are not limited to the following: FEMA Emergency Projects, street improvements, slide repairs, sewer and storm drainage improvement systems, site analysis and investigation, structural analysis, permit coordination, preparation of conceptual and schematic designs, preparation of construction documents for bidding, cost estimating, construction support as well as other as yet unspecified Public Works related projects. The anticipated total aggregate fee amount for each consultant contract is \$3,000,000. The duration of the contract is anticipated to be three (3) years with a two (2) year extension.

It is the desire of the City to select up to five Engineering Design Services firms within a 40 miles City of Richmond radius. It is also the intent of the City to utilize prime and sub consultants located in the City of Richmond to the fullest extent practical. Accordingly, firms proposing to be the prime consultant, which are located outside Richmond are encouraged to subcontract and/or either establish Mentor Protégé relationships, joint ventures or other consulting and contracting arrangements with Richmond-based firms. Refer to the City Local and Small Local Business Enterprise Program for details regarding the minimum participation requirement.

Interested consultants may obtain copies of the RFQ from the City of Richmond's website www.ci.richmond.ca.us/bids. To download RFQ, new vendors will be required to register. Once the vendor downloads any documents relative to a solicitation, that vendor's name will appear on the Prospective Bidders list for that project and will receive any addenda or notifications relating to the RFQ.

All questions must be submitted via the electronic BidsOnline system on the Q&A tab by 5:00 p.m. PST, on March 17, 2023. If the City finds it necessary to issue an addendum, prospective Offerors will receive e-mail notification of addendum. Otherwise, answers to questions received will be provided on the Q&A tab and notification will be sent by March 21, 2023. It is the proposer's responsibility to periodically check the BidsOnline website www.ci.richmond.ca.us/bids for any possible Addenda to the RFQ that may have been posted.

I. INTRODUCTION

The Public Works Department manages a variety of City capital improvement projects. It is the intent of the City to establish at least five as-needed Engineering Design Services contracts. Services may include but are not limited to the following: FEMA Emergency Projects, street improvements, slide repairs, sewer and storm drainage improvement systems, site analysis and investigation, structural analysis, permit coordination, preparation of conceptual and schematic designs, preparation of construction documents for bidding, cost estimating, construction support as well as other as yet unspecified Public Works related projects. The anticipated total aggregate fee amount for the life of each contract is \$500,000. The duration of each contract will be three years with a two year extension.

II. PROJECT DESCRIPTION

The typical project types that may be assigned involve the development and evaluation of pre-design Engineering Design Services conceptual proposals for various projects which involve the design of gymnasiums, community centers, senior centers, parks, landscaping, fire stations and maintenance yards, as well as other as yet unspecified Public Works related projects. Project definition will take place at the time of each project assignment.

III. SCOPE OF SERVICES

Services for specific projects will be specified in subsequent exhibits (task assignments) and may include, but are not limited to, the tasks below. The detailed scope of services will be negotiated between the City and the consultant for each project at the time of project assignment.

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|-----------------------------------|--|
| A. Preliminary Design | Site Investigation/Evaluations/Analysis
Conceptual Planning, Site Survey and Documentation
Presentations to Community Meetings |
| B. Schematic Design: | Develop schemes for Engineering Design Services design Presentations and |
| C. Design Development: | Analysis Development of Design Criteria
Statement of Probable Construction Cost
Governmental Agency Review Coordination
Final Statement of Probable Construction Cost
Sustainability Consulting
LEED Documentation
Value Engineering Analysis
Fire/Life Safety Design |
| D. Construction Documents: | Working Drawings
Technical Specifications
Regulatory Agency Coordination and Approval
Final Statement of Probable Construction Cost
Presentations at Public and/or Staff Meetings |
| E. Bidding: | Clarifications to Construction Document Addenda and Drawing Revisions
Evaluation of Bid Results |
| F. Construction: | Preparation of Change Order Documents
Clarifications to Construction Documents Submittals Review
Periodic Site Observations and Meetings
Specialized laboratory testing
Preparation of Punchlists |

IV. THE PROPOSAL

A. GENERAL INFORMATION

1. The City Engineer or staff in the Engineering and CIP Division will be assigned as the Project Manager for each individual project.
2. The prime consultant or principal joint venture partner selected for this project shall obtain or provide proof of having a current City of Richmond Business License.
3. Compliance with City Ordinances:

The prospective contractor agrees to comply with the City of Richmond's Local Business Opportunity Ordinance, Local Employment Program, and Living Wage Ordinance and Sanctuary City Ordinance (Attachment A)

4. "Attachment B" is a sample of the City of Richmond's Standard Contract agreement. Please note that the City Attorney's Office is typically not inclined to make any revisions to the standard agreement.
5. The following City staff is available to answer questions regarding this RFQ:

Yader Bermudez, CIP Manager (510) 774-6300
Yader_Bermudez@ci.richmond.ca.us

Insurance:

Laura Marquez, Risk Manager (510) 620-6974
Laura_Marquez@ci.richmond.ca.us

Local Business Ordinance:

Gina Baker, Contract Compliance (510) 307-8011
Gbaker@Richmondworks.org

Business License:

Karla Robles, (510) 620-6742
Karla_Robles@ci.richmond.ca.us

6. The City reserves the right to reject any and all proposals submitted.
7. All responses to the RFQ become the property of the City. The RFQ does not commit the City to award a contract or to pay any cost incurred in the preparation of the proposal.

8. The City reserves the sole right to evaluate each proposal and to accept or reject any or all proposals received as a result of the RFQ process.
9. The City reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of the RFQ and/or RFQ process, to obtain further information from any and all consultant teams and to waive any defects as to form or content of the RFQ or any responses by any consultant teams.
10. Once a final award is made, all RFQ responses, except financial and proprietary information become a matter of public record and shall be regarded by the City as public records. The City shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a request under the Public Records Act.
11. The Fair Political Practices Act and/or California Government Code Section 1090, among other statutes and regulations may prohibit the City from contracting with a service provider if the service provider or an employee, officer or director of the service providers' firm, or any immediate family of the preceding, or any sub-consultant or consultant of the service provider, is serving as a public official, elected official, employee, board or commission member of the City who will award or influence the awarding of the contract or otherwise participate in the making of the contract. The making of a contract includes actions that are preliminary or preparatory to the selection of a Consultant such as, but not limited to, involvement in the reasoning, planning and/or drafting of solicitations for bids and RFPs, feasibility studies, master plans or preliminary discussions or negotiations.
12. Award of a contract does not guarantee that a Consultant or its sub-consultants will actually receive any work. Work will be assigned on an as-needed basis at the sole discretion of the City.
13. Consultant Performance Evaluations will be completed by Project Coordinator/Manager for each primary consultant within 70 days upon the completion of an individual project or assignment. Interim evaluations shall also be prepared for projects of a long duration (i.e. over one year) or if the consultant's performance merits notification of any deficiencies. Information is to be submitted to and kept on file by the Engineering and CIP Department for five (5) years. A copy of the evaluation shall also be provided to the consultant. These forms may be used, in part, as a reference to evaluate the consultant for future City professional services contracts.
14. Insurance Requirements:

Attachment "C" summarizes insurance requirements relative to this project.

B. SUBMITTAL REQUIREMENTS

The proposal and any required certifications shall be signed by an individual or individuals authorized to execute legal documents on behalf of the proposer.

Electronic Proposals shall be submitted via the City's secure online bidding system. All required sections of the proposal must be submitted via the website. Contractor is solely responsible for "on time" submission of their electronic proposal. The Bid Management System will not accept late proposals and no exceptions shall be made. Contractors will receive an e-bid confirmation number with a time stamp from the Bid Management System indicating that their bid was submitted successfully. The City will only receive those proposals that were transmitted successfully.

The proposal must be received no later than 3:00 p.m., on Friday, March 31, 2023.

The City of Richmond reserves the right to waive inconsequential irregularities.

The statement of qualifications should be no more than 30 pages and should show a representative sample of past work, with an emphasis on work within the last five years. The City reserves the right to reject any or all proposals, whether or not minimum qualifications are met, and to modify, postpone, or cancel the RFQ without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any candidate submitting a proposal.

Further, a proposal **RISKS BEING REJECTED** for any of the following reasons:

- Proposal received after designated time and date.
- Proposal not containing the required elements, exhibits, nor organized in the required format.
- Proposal considered not fully responsive to this RFQ.
- Proposal contains excess or extraneous material not called for in the RFQ - As-Needed Engineering Design Services For Various City of Richmond Projects.

RFQ. REQUIRED PROPOSAL ELEMENTS AND FORMAT

1. Transmittal Letter

A cover letter, not to exceed three pages in length, should summarize key elements of the proposal and shall:

- Be addressed to Yader A. Bermudez, CIP Manager, Public Works Department.

- Signed by an officer of the prime consultant. In case of joint venture or other joint-prime relationship, an officer of each venture partner shall sign.
- Express company's willingness to enter into an agreement under the terms and conditions prescribed by this RFQ, insurance requirements (Attachment A) and in the sample Service Agreement (Attachment B);
- Submit a written description and brief history of the company's experiences, qualifications and successes in providing Engineering Design Services services described herein. Please indicate the number of employees, client base and location of offices.
- Indicate the address and telephone number of the vendor's office located nearest to Richmond, California and the office from which the project will be managed.
- Confirm that vendor has a minimum of five (5) years verifiable Engineering Design Services experience.

2. Project Team

a. In response to this RFQ, the prime consultant shall be an Architect. Although project assignments are yet defined, it is recommended to propose a typical Project Team (with sub-consultants, if and as appropriate) using a hypothetical percentage of work distribution. The proposed Project Team must be able to demonstrate expertise and experience, and the ability to comprehensively handle the various types of projects that are normally assigned to architect and civil firms. Additionally, the Project Team must reflect compliance with the City's Local and Small Local Business Enterprise Program, and a true intent to utilize the listed sub-consultants. Project team may not be substituted without approval of the City. The City must also approve any new key team member.

3. Project Personnel

- a. Prime Consultant: Provide a detailed resume of the proposed principal-in-charge and the project manager(s) who shall be a full-time employee of the prime consultant for this contract. Clearly identify relevant experience. Both shall be professionals currently licensed in the State of California. DO NOT SUBMIT OTHER RESUMES.
- b. Sub-Consultants: Provide a detailed resume of the proposed project manager who shall be a full-time employee of each sub-consultant for this contract. Clearly identify relevant experience. He/she shall be a professional currently licensed in the State of California, if applicable. DO NOT SUBMIT OTHER RESUMES.

- c. Confirm that the key project personnel identified by the Prime Consultant and Sub-consultants shall not be substituted without approval of the City. The City must also approve any new, key team members.

4. Relevant Experience — Prime Consultant and Sub-Consultants

- a. Describe experience in providing comprehensive Engineering Design Services similar to the typical project types listed under Section II entitled "Project Description."
- b. Describe experience and ability to work effectively with City staff, community groups and other stakeholders and addressing the various interests in developing a successful project.
- c. Prime consultant shall provide graphic illustrations of a maximum of five projects. For each project for which descriptions are to be included, provide the following information:
 - 1. Project name and location.
 - 2. Brief description of project scope.
 - 3. Month and year construction commenced and was (or will be) completed.
 - 4. Construction cost.
 - 5. Firm's project responsibility.
 - 6. Client name, address, contact person, and telephone number.

5. Project Approach and Organization

- a. With reference to Sections I, II and III of this RFQ, present your approach and organization for providing services on City of Richmond projects. Indicate your understanding of the critical project elements, and what special approaches your team will feature to manage these elements.
- b. Describe how you intend to interface with City staff and the community, as appropriate.

6. References

- a. Prime Consultant and Sub-Consultants: Three business related references, giving name, company, address, telephone number and business relationship to firm(s).

- b. Proposed Project Manager(s): Two business related references, giving name, company, address, telephone number and business relationship to project manager.

7 Hourly Billing Rates – Upload Hourly Billing Rates as a Separate File

- a. Prime Consultant and Sub-Consultants shall provide a complete list of all staff hourly rates by category, i.e., Principal, Project Manager, Project Professional, Technician, Clerical, etc. Hourly rates shall be all-inclusive, i.e., base salary, fringe benefits, overhead, profit, etc.
- b. Hourly billing rates are not subject to an increase for a minimum period of two years from the submittal due date of the proposal. Any requested increases thereafter are subject to the approval of the City, and are not guaranteed to be granted.

V. EVALUATION PROCESS

EVALUATION OF PROPOSALS

General Criteria

The City has allocated approximately ten to fifteen working days for the review and scoring of the proposals.

Specific Criteria: The following specific criteria and the points for each criteria, for a total of 100 points, will be used in evaluating and rating the proposals:

- a. EXPERIENCE 25 points

- Past, recently completed, or on-going projects that will substantiate experience.
 - Prior experience and ability to work with City staff, community groups and other stakeholders, and addressing the various interests in developing a successful project.
- b. QUALIFICATIONS 25 points
- Professional background and qualifications of team members and firm comprising the team.
 - Experience with regulatory agencies and securing permits.
- c. ORGANIZATION 20 points
- Available staff and specialized resources, if any.
 - Level of technological advancement and innovation.
 - Capacity and flexibility to meet schedules, including any unexpected work.
- d. APPROACH 25 points
- Understanding of the nature and extent of the services required and an outline of how the work will be performed.
 - Awareness of potential problems and providing possible solutions.
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- Ability to perform on short notice and under time constraints.
 - Cost and quality control procedures in design and construction
- e. OTHER FACTORS 5 points
- Presentation, completeness, clarity, organization, and responsiveness of proposals.

VI. SELECTION PROCESS

A. CONTRACT NEGOTIATIONS

1. The City intends to execute at least five as-needed Engineering Design Services and civil services contracts. The estimated total aggregate fee amount for the life of each contract is \$500,000. Should the City and a firm not be able to reach an agreement as to contract terms within a reasonable time frame, the City may terminate the negotiations and begin negotiations with the firm that is next in line, and proceed down the list as necessary.
2. The contract amount will be for a maximum not-to-exceed amount, based on the tasks listed in Article III, and the rates submitted in response to Article IV, or lesser rates mandated by the City.
3. Reimbursable expenses are subject to the prior approval of the City. The amount for such expenses will be included in the maximum not-to-exceed amount.

B. CONTRACT AWARD

1. Upon successful completion of the negotiations, a request by City staff will be made to authorize the award of the contract to the selected firm(s).
2. A sample City of Richmond's Standard Contract agreement is included in this RFQ as Attachment "B". The selected team(s) will be required to enter into a contract that contains similar terms and conditions as in the standard agreement. Please note that the City Attorney's Office is typically not inclined to make any modifications to the standard agreement, and in particular to the indemnification clause. It is strongly advised that Consultants resolve any reservations regarding the standard agreement prior to

responding to this RFQ.
3. Upon authorization to award the contract by the City Council and the submission of necessary documents, the consultant will be issued a Notice to Proceed by the City.
4. The selected consulting team will be required to maintain auditable records, documents, and papers for inspection by authorized local, state and federal representatives. Therefore, the consulting team may be required to undergo an evaluation to demonstrate that the firm uses recognized accounting and financial procedures.

END OF RFQ