CITY OF CORONADO

Request for Qualifications

for

Professional Civil Engineering Services

August 21, 2012

Introduction

The City of Coronado has a need to retain Civil Engineering Consultants on an "as-needed" basis. The City's Engineering and Project Development Department is therefore issuing a Request for Qualifications (RFQ) for qualified consultants to provide the department with professional Civil Engineering services.

The Engineering and Project Development Department intends to enter into a Professional Services Contract with one (or more) Civil Engineering consultant(s) to provide professional services for a variety of projects on an "as-needed" basis. The selected firm or firms will be asked to provide professional engineering services on a project-by-project basis, based on an agreed-upon specific scope of services and fees.

Background

The City of Coronado is a built-out city which measures 7.4 square miles and contains over 40 miles of public streets, 45 miles of sanitary sewer mains, 6 miles of storm sewer, 14 pump stations, 8 miles of dedicated bike path and 18 public parks. To assist in maintaining this infrastructure, the Engineering and Project Development Department is seeking the services of a qualified Civil Engineering consultant.

Scope of Services

It is the intent of the City to use the selected consultant on an "as-needed" basis. The specific scope of work and fee schedule for each work product will be individually agreed upon. The selected consultant shall have demonstrated experience in the following types of work:

- Pump Station/Force Main Evaluation and Design
- Wastewater Facilities Evaluation and Design
- Stormwater and Erosion Control Design
- Street Improvement/Repair Design
- Caltrans Design Standards and Permitting Processes

Additional experience in the following types of work is highly desirable:

- Surveying
- Building/Facility Design
- Hazardous Material Mitigation
- Construction Administration/Inspection
- Environmental Compliance
- City of Coronado Standards
- Traffic Signal Design and Timing Evaluation

To demonstrate experience, consulting firms are being asked to submit a Statement of Qualifications (SOQ), along with a completed U.S. General Services Administration Standard Form 330.

Submittals

Four (4) copies of the SOQ must be received by 3:00 p.m. on September 13, 2012. Late or faxed submittals will not be accepted. Submittals will be limited to 30 pages.

Submit SOQ to:

City of Coronado
Engineering and Project Development
1825 Strand Way
Coronado, California 92118

For questions or additional information, please contact:

Ed Walton
City Engineer
Phone: (619) 522-7385
Fax: (619) 522-2408
E-mail:ewalton@coronado.ca.us

Submittal Contents

Submittals shall contain the following information:

Cover Letter (including a completed "Cover Sheet" – Attachment A to this RFQ).

U.S. General Services Administration Standard Form 330.

Firm's Capabilities: This relates to the firm's capabilities to provide Civil Engineering services for various types of projects within the City of Coronado. This section should demonstrate the firm's capabilities for the variety of anticipated work as described in the Scope of Services section.

Firm Organization: This relates to the key personnel that will be assigned to Coronado's projects. The "Principal in Charge" should be identified as a one person contact for all on-going projects. The "Principal in Charge" shall remain the point of contact for the duration of the contract. If the firm has an office in San Diego County, as well as an office outside of the County, the staffing of the San Diego office must be clearly indicated separately from the firm's total staffing.

Rate Sheet: This identifies the rates for various positions proposed to work on City of Coronado projects. It is expected that the rates will remain in effect for the duration of the contract. In no case shall rates be changed unless agreed to in writing by the City of Coronado. The rate sheet shall also include the standard mark-up rates for the use of subconsultants and allowable reimbursables.

References: A list, including a minimum of three references that the City can contact to evaluate the firm's past work experience (Attachment B of this RFQ includes a format for reference contact information that can be utilized to fulfill this requirement).

Selection Criteria

Each submittal shall be judged as to the consultant's capabilities and experience to perform general civil engineering services. Selection will be based on a 100-point criteria as follows:

(40) Capabilities, Experience and Past Performance: Each firm will be evaluated on its demonstrated capabilities and experience to provide general civil engineering services to the City. Past performance on similar types of work will be reviewed and judged on quality of work, adherence to schedule, availability and compliance to local codes and regulations.

(20) Key Personnel: Each firm will be evaluated on the experience and education of the key personnel that will be assigned to the City's projects.

(20) Ability to Accomplish Work: Each firm will be evaluated on its ability to provide general civil engineering services in a timely manner. Items to be considered include number of qualified staff (emphasis on local staffing), support staff, available equipment and facilities. Registration as a professional civil engineer/ land surveyor is considered a requirement in the ability to accomplish the work.

(10) Local Experience: Each firm will be evaluated on its familiarity with the City of Coronado's codes, regulations, procedures and infrastructure requirements.

(5) Firm's Location: Each firm will be evaluated on the location of its office, location of the "principal in charge" and other key staff.

(5) Other: Each firm will be evaluated on any supportive information that demonstrates their capabilities to best suit the needs of the City of Coronado.

An evaluation committee will review and rank the submittals based on the above criteria. The top-rated firms will be short listed and invited to an interview. Based on the submittals and interviews, a consultant(s) will be recommended to the City Council for a Professional Engineering Services Contract. Upon the Council's approval, the contract will be awarded. Should the City and the selected Consultant(s) be unable to agree on contract terms, the award of the contract will be offered to the second ranking firm, and so forth as necessary. The second and third ranking consultants may also be called upon to provide general engineering services in event that the primary "as-needed" consultant does not have the experience, time, or resources to provide the needed services.

The City recognizes that the as-needed consultant will not have experience or capacity to provide professional services in all disciplines which may be required for a specific project and may desire to supplement their capabilities by teaming with subconsultants. It is important to describe these partnerships; however, the selection of the as-needed civil engineering consultant will be based on the submitting firm's capabilities as described in the preceding selection criteria.

Contract Duration

The consultant(s) selected will serve as one of the City's "as-needed" Civil Engineering consultant for a period of one year from the signing of the professional services contract. The City reserves the right to terminate the contract when it is determined it is in the best interest of the City. The City may also elect to renew the annual contract for up to five (5) consecutive years.

Attachment A

COVER SHEET

City of Coronado
RFQ for "As-Needed" Civil Engineering Consultant

Name of Firm: _____

Mailing Address: _____

_____

Contact Person: _____

Telephone: _____ Fax _____

Firm is a:

Joint Venture	( )
California Corporation	( )
Partnership	( )
Sole Proprietorship	( )
Other	( )

Firm's Federal Tax ID Number: _____

Firm's or Individual's Professional Registration Number: _____

_____ _____
Signature of Authorized Representative Date

_____
Typed name of authorized Representative

_____ _____
Signature of Authorized Representative Date

_____
Typed name of authorized Representative

Attachment B

References

Provide at least three references with telephone numbers:

_____ _____
Reference: #1 Phone Number

_____
Representing

_____
Project Title:

Description: _____

_____

_____

_____ _____
Reference: #2 Phone Number

_____
Representing

_____
Project Title:

Description: _____

_____

_____

_____ _____
Reference: #3 Phone Number

_____
Representing

_____
Project Title:

Description: _____

_____

_____