CITY OF CORONADO

Request for Qualifications

for

As-Needed Professional Geotechnical Engineering Services

August 23, 2019
1. Introduction

The City of Coronado’s Public Services and Engineering Department intends to retain one or more qualified geotechnical engineering consultants on an “as-needed” basis. The department requests that interested firms submit qualifications for providing the City with geotechnical engineering consulting services.

The City will enter into a Professional Services contract with one (or more) geotechnical engineering consulting firms on a project-by-project basis, based on an agreed-upon specific scope of services and fees.

This Request for Qualifications (RFQ) identifies the submission requirements and process that the City will use to select one or more firms for its geotechnical engineering needs.

2. 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 Public Services and Engineering Department is seeking the services of a qualified geotechnical engineering consultant.

3. 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. Typically, the majority of the geotechnical work requested by the City is related to construction inspection of the City’s Capital Improvement Projects (CIPs); however, the selected consultant shall have demonstrated experience in the following types of work:

- Grading and Site Clearing
- Seepage Control and Dewatering Analysis
- Foundation Design
- Pavement Design
- Pile Design
- Submerged and Partially Submerged Retention Structure Design
- Compacted Fills
- Soil Classification and Physical Properties
- Slope Stability and Protection
- Hazardous Materials
- Seismic Stability
- Liquefaction
- Open and Braced Excavations (Shallow and Deep)
- Material Testing
- Groundwater Analysis
- Flexible Retaining Structures
- Construction Inspection
The Consultant shall also provide services for field exploration, laboratory testing, and instrumentation.

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.

4. Submittals

Four (4) copies of the SOQ must be received by 3:00 p.m. on Friday, September 13, 2019. Late or faxed submittals will not be accepted.

Submit SOQ to:

City of Coronado
Public Services and Engineering
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

5. RFQ Purpose and Timeline

The purpose of this RFQ is to solicit qualifications from professional geotechnical engineering firms for geotechnical services for a variety of projects on an “as-needed” basis. The Public Services and Engineering Department intends to:

1. Review the RFQ submissions.
2. Develop a short list of qualified geotechnical engineering firms.
3. Conduct interviews with qualified firms, if deemed necessary at the City’s sole discretion.
4. Enter into exclusive negotiations for a period of time not to exceed thirty (30) days to conclude an as-needed geotechnical engineering services agreement.
Based on the review and ranking process of the RFQ responses, the City will select one or more firm with whom to enter into an as-needed geotechnical engineering services agreement with the City. Provided below is the conceptual timeline for the RFQ process:

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<tr>
<th>Date</th>
<th>Milestone</th>
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<tbody>
<tr>
<td>August 23, 2019</td>
<td>RFQ Issued</td>
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<tr>
<td>September 13, 2019</td>
<td>Qualifications Submission Deadline</td>
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<tr>
<td>September 19, 2019</td>
<td>Qualifications Review Completion by City</td>
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<tr>
<td>October 1, 2019</td>
<td>City Council Authorization to Award As-Needed Contract(s)</td>
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6. Minimum Qualifications

The City is seeking a geotechnical engineering consultant that has, at a minimum, one licensed Geotechnical Engineer and the professional qualifications and demonstrated experience successfully performing the various types of geotechnical engineering services described in the Scope of Services section.

The geotechnical engineering consultant must also be able to provide and maintain policies of professional liability (errors and omissions), automobile liability, and general liability insurance from an insurance company authorized to do business in the State of California in an insurable amount of not less than one million dollars ($1,000,000) for each occurrence. For professional liability insurance, the policy shall be on a claims made and in the aggregate basis. The City shall be named as an additional insured on the required general liability and automobile liability policies.

7. Submission Requirements

In order to be considered responsive to this RFQ, geotechnical engineering firms shall submit four (4) signed copies of the following information in bound document form, one (1) unbound copy suitable for reproduction, and a completed electronic copy in Microsoft Word and PDF formats. THE HARD COPY MUST BE IDENTICAL TO THE ELECTRONIC COPIES:

1) Cover Letter

2) Cover Sheet (Attachment A)

3) References (Attachment B)

4) U.S. General Services Administration Standard Form 330

5) Firm’s Capabilities: This relates to the firm’s capabilities to provide geotechnical 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, as well as specific certifications and/or accreditations that pertain to geotechnical engineering services.

6) 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 ongoing 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.

7) Rate Sheet: This would be the billing rates for various positions that may be utilized for services requested by the City of Coronado. Rate changes must be authorized by the City in writing and specified in the agreement between the consultant and City. The rate sheet shall also include the standard mark-up rates for the use of subconsultants and allowable reimbursable expenses.

The City shall create a Selection Committee consisting of City staff members. The Selection Committee will review and analyze all responses, contact references, complete interviews as necessary, and select the most geotechnical engineering consultant(s).

The City reserves the right to reject any or all responses, to waive any informality in the specifications or RFQ process, or to cancel in whole or in part the Request for Qualifications if it is in the best interest of the City to do so.

By submitting a response to this RFQ, the prospective consultant waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFQ. Acceptance of any statement submitted pursuant to this RFQ shall not constitute any implied intent to enter into a contract for engineering services. This RFQ does not commit the City to pay any costs incurred in the preparation of a response to contract for services. All responses to this RFQ shall become the property of the City.

9. Consultant Selection Criteria

The City has the sole authority in its sole discretion to select the preferred geotechnical engineering consultant(s) and reserves the right to reject proposals based on information submitted and from interviews, investigation of previous and current projects, financial capability, and other pertinent factors. In addition, the City reserves the right to approve or reject all subconsultants and/or team members proposed to be retained by the principal consultant.

The proposals will be evaluated based on the consultants’ response to this RFQ and on the following criteria. Each submittal shall be judged as to the consultant’s capabilities and experience to perform general geotechnical engineering services. Selection will be based on a 100-point criteria as follows:

(35) Capabilities, Experience and Past Performance: Each firm will be evaluated on its demonstrated capabilities and experience to provide general geotechnical engineering services to the City. Past performances on similar type of work will be reviewed and judged upon 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.
Ability to Accomplish Work: Each firm will be evaluated on its ability to provide general geotechnical 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 geotechnical engineer is considered a requirement in the ability to accomplish the work.

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

Firm’s Location: Each firm will be evaluated on the location of its office, location of the “principal in charge” and other key staff.

Other: Each firm will be evaluated on any supportive information that demonstrates its 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 may be invited to an interview if deemed necessary by the evaluation committee. Based on the submittals and possible interviews, a primary “as-needed” consultant will be recommended to the City Council for a Professional Engineering Services Contract. Upon Council approval, the contract will be awarded. Should the City and the selected Consultant 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 geotechnical 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 may retain more than one as-needed geotechnical consultants and divide up the work, as determined to be in the best interest of the City.

Notwithstanding a recommendation of the Selection Committee, the City retains the sole right to exercise its judgment concerning the selection of consultant and the terms of any resultant agreement. The City is the ultimate decision-making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

All responses to this RFQ become property of Coronado and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act (Cal. Govt. Code Sections 6250 et seq. Therefore, unless the information is exempt from disclosure by law, the content of any submittal, request for explanation, exception, or substitution, response to these specifications, protest, or any other written communication between the City of Coronado and any Respondent regarding the procurement, shall be available to the public.

10. Contract Duration

The consultant(s) selected will serve as the City’s primary “as-needed” geotechnical engineering consultant for a period of three (3) years from contract execution. 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 on an annual basis, but not exceeding a total contract duration of five (5) consecutive years.

11. Submission Deadline

To be considered for selection, qualifications in the form specified in this RFQ document must be submitted to the City Clerk’s Office, 1825 Strand Way, Coronado, California, by **3:00 p.m. on Friday, September 13, 2019.** All submittals must be sealed and marked “REQUEST FOR QUALIFICATIONS FOR GEOTECHNICAL ENGINEERING SERVICES.” Qualifications received after 3:00 p.m. on September 12, 2019, will not be considered.

12. Conflict of Interest

The consultant must comply with the requirements of all applicable federal, state and local conflict of interest laws affecting the City. They include, but are not limited to: Government Code Section 1090, et. seq.; Government Code Section 87100, et. seq.; Health and Safety Code Section 34281; the federal conflict provisions including those set forth in 24 CFR Part 85. In addition, the consultant may be required to comply with all additional conflict of interest provisions related to the City of Coronado, if and when applicable. This is not a comprehensive statement of all potentially applicable conflict of interest provisions. Any prospective consultant with a conflict of interest, real or apparent, will not be considered.
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: __________

__________________________________ Date

Signature of Authorized Representative

__________________________________

Typed name of Authorized Representative

__________________________________ Date

Signature of Authorized Representative

__________________________________

Typed name of Authorized Representative
# References

Provide at least three references with telephone numbers:

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