

REQUEST FOR QUALIFICATIONS (RFQ)

FOR CIVIL ENGINEERING AND CONSTRUCTION MANAGEMENT SERVICES FOR
TEMESCAL CANYON ROAD IMPROVEMENT PROJECT IN THE EL
CERRITO/TEMESCAL SUB-AREA OF THE 1-1986 REDEVELOPMENT PROJECT
AREA

July 1, 2009



RFQ Deadline: July 20, 2009 by 12:00 p.m. PST.

Riverside County Economic Development Agency
1325 Spruce Street, Suite 400
Riverside, CA 92507

COUNTY OF RIVERSIDE ECONOMIC DEVELOPMENT AGENCY REQUEST FOR QUALIFICATIONS

INTRODUCTION

The Riverside County Economic Development Agency is requesting statement of qualifications (SOQs) from prospective qualified professional consulting engineering firms to provide engineering and environmental services for the Temescal Canyon Road Improvement Project. The project entails work necessary to perform preliminary engineering, environmental clearance/document, provide right of way support and preparation of plans, specifications and estimates (PS&E) including design support during bid and construction and as described in the scope of work provided in this RFQ.

The project will require coordination with other agencies and utility companies. All work will be prepared in accordance with County and/or other cooperating agencies practices, regulations, policies, procedures, manuals, and standards, as appropriate.

A. POTENTIAL SERVICES

The general range of services to be provided to the Agency regarding the aforementioned types of projects may include any or all of the following:

- Design, review, and prepare construction plans, documents and cost estimates.
- Preparation of a project schedule that includes realistic periods for final design, reviews, approval, and construction.
- Preparation of preliminary design reports, engineering studies, and related services.
- Survey and geotechnical services.
- Coordination with appropriate utilities for relocation and plan submittals.
- Coordination and/or completion of geotechnical and environmental studies, including Environmental Assessments and Environmental Impact Studies.
- Submittal of all plans and specifications to applicable entities for review and approval.
- Provide bid phase services and construction administration

B. GENERAL SERVICES AND REQUIREMENTS

1. **Meetings** - The Consultant's project manager shall attend scheduling and progress meetings with EDA staff. The project manager or other appropriate key personnel who is an expert in specific areas shall also be available to attend presentations, public meetings, and public hearings (if necessary). The nature and content of these meetings will be coordinated with EDA's project manager. The Consultant will take, prepare, and distribute minutes for all meetings.

2. **Invoices** - The Consultant shall submit invoices to EDA on a monthly basis. Each

invoice will be itemized and show tasks performed and percent complete for each task, number of hours worked per person/consultant and rate per hour for each person/consultant.

3. **Insurance** - Before commencing services, the Consultant will be required to obtain insurance policies from companies licensed to transact insurance business in California in the forms of coverage and minimum amounts specified below. The Consultant shall maintain the specified insurance coverage throughout the term of any agreement stemming from this RFQ, and shall provide a certificate of insurance to the Agency to that effect; said certificate shall contain an endorsement stating that the County of Riverside and the Redevelopment Agency for the County of Riverside are named as Additional Insured with regard to services provided to the County and/or the Agency. Insurance coverage shall include:

- Comprehensive general liability insurance in an amount of no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate;
- Professional liability insurance (also known as errors and omissions insurance) in an amount of no less than \$1,000,000 per occurrence and in the aggregate;
- Automobile liability insurance in an amount of no less than \$1,000,000 per occurrence and in the aggregate; and
- Workers' Compensation insurance in an amount and form complying with applicable California law.

C. **PROJECT DESCRIPTION**

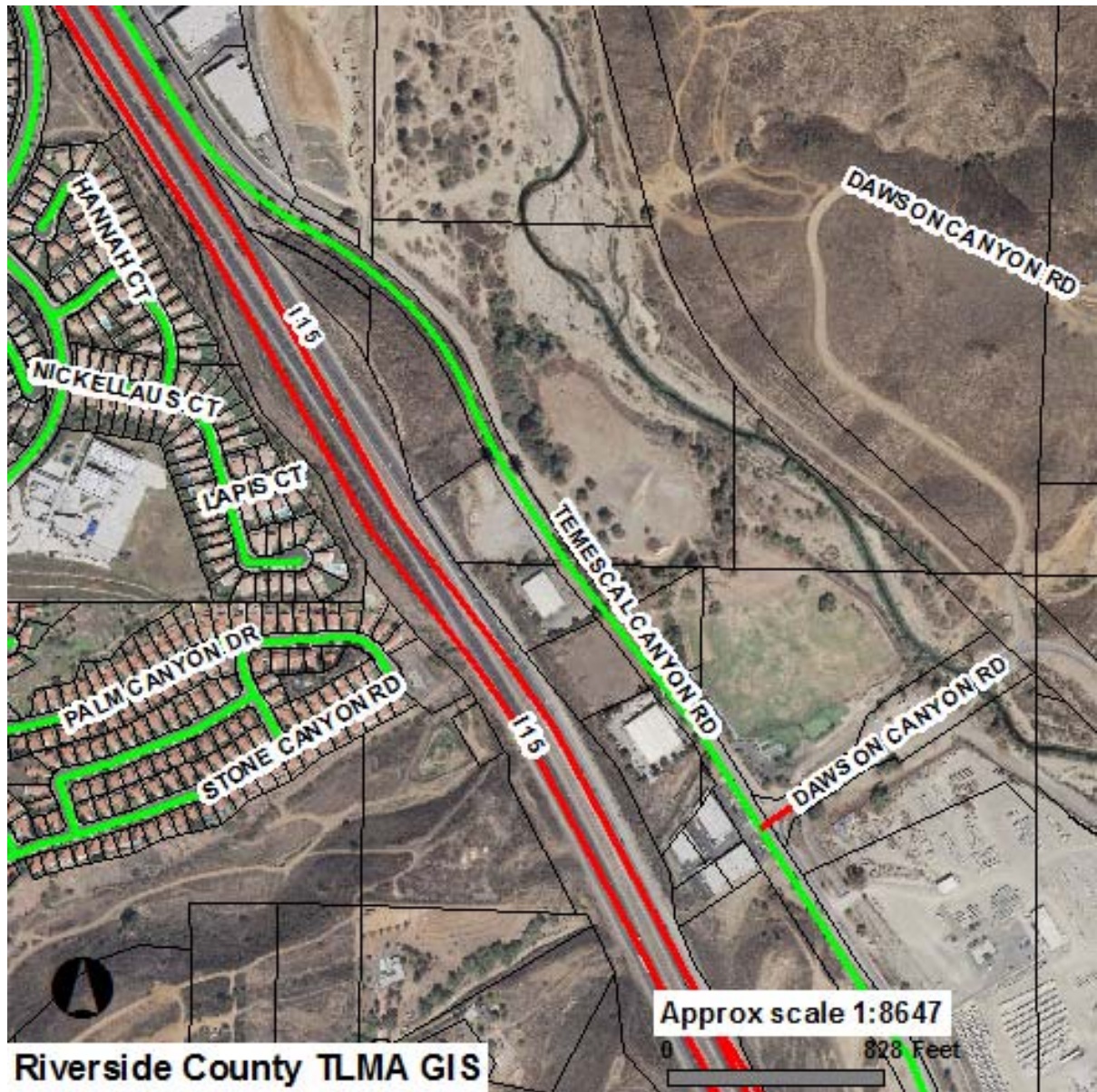
This project proposes to widen and realign Temescal Canyon Road to a four lane highway to improve the safety and operational efficiency of the facility. The cost-effectiveness analysis of the realignment alternatives for the project should take into account existing geographical constraints. Currently, Temescal Canyon Road has two lanes of traffic in each direction that is separated by a painted median. Temescal Canyon Road is lined by business park uses to the north and light industrial land uses to the west, south and east. The I-15 Freeway is located on the west of the project limits. Temescal Canyon Road is designated in the County General Plan as an Arterial Highway (128'R/W).

The County of Riverside General Plan goals and policies are targeted towards maximizing the efficiency of the circulation system of the County. The proposed road widening and realignment project will greatly improve vehicular circulation, reduce congestion and also improve air quality. The proposed project is consistent with the County's general and regional planning.

This project includes funding from 1-1986 Redevelopment Project Area Capital Improvement Funds and Transportation Uniform Mitigate Fee (TUMF) sources.

D. LOCATION

The proposed project is located on Temescal Canyon Road from the southern end of Wildrose Business Park to Dawson Canyon Road. The length of improvements along Temescal Canyon Road is approximately 0.5 miles.



E. COORDINATION

Firm shall coordinate with other involved agencies for compatible design and phasing of construction with existing conditions. Coordination may include, but will not necessarily be limited to the following:

Utility Companies
Regional Water Quality Control Board

County Departments
California Public Utilities Commission

Milestone project design reviews will be performed for the specific products and deliverables listed herein. The county project manager will conduct these reviews, in addition to the monthly project status reports and meetings. All meetings with other outside agencies will be scheduled by firm with approval of county.

F. PHASES

The services performed by firm will be accomplished in 4 Phases:

Phase I – Preliminary Engineering/ Environmental Clearance

Phase II – Plans, Specifications and Estimates (PS&E)

Phase III – Construction Bidding and Award Support

Phase IV - Design Support during Construction

Phase I will commence upon a written notice to proceed. The remaining phases will not proceed until authorized in writing by County.

G. STANDARDS

The preliminary plans, environmental document, plans, specifications and estimate (PS&E) shall be prepared in accordance with Riverside County Transportation Department regulations, policies, procedures, manuals and standards. All documents shall be prepared using English standards and dimensions.

1. **Environmental** - The California Environmental Quality Act (CEQA) and other applicable federal and State regulations, must be satisfied.
2. **Preliminary Survey/Aerial Topographical Mapping** - All preliminary Surveys and aerial mapping shall be performed by consultant.
3. **Design** - Roadway design shall be in accordance with County Road Standards as appropriate. Traffic design shall be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and the California Supplement. Basic PS&E design shall be in accordance with the approved Project Report and final Environmental Document including any supplements and/or updates.
4. **PS&E** - Plans and specifications shall be prepared in conformance with County requirements. As part of the work involved in the preparation of the PS&E, the

Consultant shall prepare and furnish to County special provisions for items of work included in the plans which are not covered in the Standard Specifications.

5. **Geotechnical Design Report** - The Geotechnical Design Report shall be prepared in conformance with the current edition of the State Manual of Test, California Test Method 130.

H. KEY PERSONNEL

The consultant has represented to the County that certain key personnel will perform the services and if one or more of such personnel should become unavailable, consultant may substitute other personnel of at least equal competence only after prior written approval by the Redevelopment Project Manager has been secured. The key personnel for performance of this Project are:

Project Manager	< Name >
Senior Roadway Engineer	< Name >
Environmental Team Leader	< Name >
Traffic Engineer	< Name >

I. SOQ FORMAT

Each firm shall submit three (3) copies of their SOQ. The SOQ must include the following information, in the following order:

1. **Cover Letter** - Shall demonstrate that the respondent has a clear understanding of the Agency's intent with regard to this solicitation. The letter should also include a list of names of the individuals who will be primary contacts, as well as a list of prospective sub-consultants.
2. **Services Provided**- A comprehensive list of services provided by respondent's firm.
3. **Project Approach** - A comprehensive description of the respondent's typical means of delivering the various services required for a project in a cost effective and timely manner.
4. **Qualifications and Experience** - List recently performed, relevant projects that indicate the past performances and abilities of the proposed team.
5. **Sample Designs** – Provide examples of similar projects completed by your firm.
6. **Project Team** - A description of the individuals and their qualifications that the respondent has committed to providing services to the Agency. This section should include a project team organization chart.
7. **References** - A list of references (comprised of counties, cities, and other public

agencies) to which the respondent has provided similar services in the last three years; include a contact person and phone number for each reference.

8. **Fee Proposal/Schedule** – Firms shall submit a cost proposal in a sealed envelope. The cost proposal shall include a cost analysis for the entire project and for each phase identified in the scope of services. Cost proposal shall also include a current hourly fee schedule (which will be kept confidential) for all classifications of personnel that may provide services for the project.

J. **SELECTION PROCESS**

Selection Criteria

All SOQs received will be reviewed and evaluated. Based on the evaluation of submitted qualifications, a list of the top ranked/qualified firms will be established. Evaluations will be conducted by representatives from the Riverside County Economic Development Agency. The top ranked firms may be requested to provide an oral presentation and be interviewed at that time.

Once all presentations/interviews are evaluated, firms will be ranked and negotiations will be initiated for the proposed Temescal Canyon Road Improvement Project with the first ranked firm. The content of the subsequent cost proposal will become an integral part of the contract. If for any reason a contract cannot be negotiated, the next ranked firm will be selected from the Consultant ranking list.

The basis for selection of a prospective consultant shall include experience and availability of the Project Manager and other key personnel to be assigned, understanding of the work to be performed, proposed approach, demonstrated competence in the services to be provided and history of meeting schedule deadlines and completing work within budget.

Qualifications will be evaluated and ranked by a selection committee.

Criteria used to evaluate qualifications will include:

- Professional experience.
- Qualifications of the proposed project team members in the work to be performed, including relative project experience, demonstrated design excellence and capability and involvement of key personnel.
- Excellence in cost control and scheduling.
- Experience with managing the construction of publicly funded projects and the ability to follow the requirements of applicable state and local regulations with respect to payment of prevailing wage, Affirmative Action, conflicts of interest, and related requirements.
- Lack of personal, financial, or organizational conflicts of interest.
- Volume of recent and current work for the County of Riverside and familiarity with Riverside County policies, ordinances, and procedures.
- Relative location of firm to project site.
- Demonstrated ability to commence work on short notice and complete projects

within the established timeframe.

The SOQs will be evaluated and ranked based upon the following percentage-based scoring system:

- Qualifications and Experience: 40%
- Familiarity with project requirements within Riverside County: 20%
- Project Approach: 20%
- References: 20%

K. PROCEDURES AND SCHEDULE

The Agency reserves the right to accept, reject, and evaluate any and all SOQs, and to change the scope of this RFQ. Any SOQ submitted during this RFQ process becomes the property of the County of Riverside. The Agency shall not be liable for nor pay costs incurred by the respondent in preparation of a response to this RFQ or any other costs involved, including travel. EDA staff will evaluate all SOQs, and interviews may be conducted pending the outcome of the SOQ review. Upon the selection of a firm to complete the project, a fee will be negotiated. If the Agency is unable to negotiate a reasonable fee with the highest ranked firm, the Agency will negotiate with the second highest ranked firm. The Agency reserves the right to select multiple firms to complete the various components of the project.

Any and all agreements that may be generated as a result of this RFQ are contingent upon the approval of the Riverside County Board of Supervisors and/or the Board of Directors of the Riverside County Redevelopment Agency.

L. Distribution of RFQ & Amendments

This RFQ is being distributed over the Internet. This document is posted on the Riverside County Economic Development Agency Website at the following address:

<http://www.rivcoeda.org>

Consultants wishing to propose in response to this RFQ must obtain this document from our website. Due to the fact that anyone can download the RFQ and the County has no method for tracking the distribution, the County is not able to maintain a list of potential consultants /proposers and cannot provide individual notification of amendments to this RFQ. The County will therefore post any addendums to the RFQ on the above referenced website. All Consultants are required to refer to the website after the deadline for addendums to verify they have received all addendums issued for this RFQ.

M. INQUIRIES

Questions concerning this RFQ should be directed to:

Riverside County Economic Development Agency (EDA)
Attn: Erlan Gonzalez, Senior Project Manager
1325 Spruce Street, Suite 400

Riverside, CA 92507
(951) 955-2968
(951) 955-6686 (Fax)

Firms that respond to this RFQ must submit three (3) sets of SOQs to the Riverside County Economic Development Agency by no later than **12:00 p.m. on July 20, 2009**. No late SOQs will be accepted, and any SOQ received after the deadline will be returned to the submitting firm unopened.

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