

Statement of Qualifications
Application Packet

for

**Architectural, Engineering, and Other
Professional Services**

for the Term
July 2008 to June 2011



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INTRODUCTION

The City of Rialto (City) is now requesting Statement of Qualifications (SOQs) from qualified consultants to provide various Architectural, Engineering, and Other Professional Services, for the term July 2008 to June 2011, to facilitate the implementation of the City's Capital Improvement Program and other municipal programs.

When Capital Improvement Projects and municipal programs become funded during this term, these SOQs may be evaluated by committee to short-list and select consultants best qualified to provide services to the City, depending on the size and/or technical complexity of the Project, funding availability, and the type of services required. Next, a Professional Services Agreement (PSA), including scope of work, fees, and schedule, will be negotiated with the selected consultant, to be mutually acceptable. Said PSA will then be presented to the City Council for approval as per the City's Purchasing Ordinance. The City reserves the right to negotiate with the next highest ranked firm if an acceptable PSA cannot be reached.

This Application Packet contains all forms necessary for firms to respond to the City's Request for SOQs for Architectural, Engineering, and Other Professional Services for the term July 2008 to June 2011. Firms are advised to carefully review all contents of this application packet. Only submittals properly completed as instructed in this packet will be accepted for evaluation.

Firms interested in providing one or more of the services identified herein must complete a separate SOQ submittal for each Service Area. Submittals will be accepted from 8:00 A.M. to 5:00 P.M., Monday through Thursday, until the deadline of 4:00 P.M. on Monday, June 30, 2011.

The City reserves the right to request SOQs for additional Service Areas, supplemental information, and project-specific Technical Proposals, and/or conduct interviews with qualified firms.

Submittals shall be delivered to the following address:

City of Rialto
Purchasing Manager
Purchasing Division
150 South Palm Avenue
Rialto, CA 92376

Any questions regarding this solicitation shall be directed to the Purchasing Division (Attention: "Mass SOQs"), by email at procurement@rialtoca.gov. Direct phone calls will not be accepted. Please note that City Staff does not intend to meet with proposing firms to discuss this solicitation prior to the submission deadline.

The City is an Equal Opportunity Employer, and women-owned and minority business enterprises are encouraged to submit.

STATEMENT OF QUALIFICATIONS APPLICATION PACKET
SERVICE AREAS, FOCUS IMPROVEMENTS, AND TASKS
FOR THE TERM JULY 2008 TO JUNE 2011

During the term identified above, the City anticipates seeking qualified consultants to provide expertise in the Service Areas listed below to assist City Staff with the implementation of various municipal programs, as well as during the planning, design, bidding, and construction phases of a wide variety of Capital Improvement Projects if they become funded. Some programs and projects may not be funded during this term, and these corresponding Service Areas will not be required. Therefore, SOQs submitted in response to these particular Service Areas may never be evaluated nor ranked. Also, the City reserves the right to request SOQs for additional Service Areas, supplemental information, and project-specific Technical Proposals, and/or conduct interviews with qualified firms.

NO.	SERVICE AREA	FOCUS IMPROVEMENTS	ANTICIPATED TASKS
1.	Architecture	New Buildings such as City Hall, Fire Station, and warehouse. Remodels, Renovations, or Expansions of City Hall campus buildings, Recreation and Community Service Centers, Fire Stations, Garage, Development Services, Public Works Buildings, Historical Society Building, and Fitness Center.	Site Selection, Master Planning, Space Planning, Feasibility Studies, Renderings, ADA Compliance Evaluations, Life Cycle Cost Estimates, Historical Preservation Evaluations, Peer Review of Building Designs and Renovations prepared by Others, FF&Es, On-Call Services. Schematic Design, Design Development, Final Design, Technical Studies, Reports, Presentations, Bid and Construction Phase Support Services.

NO.	SERVICE AREA	FOCUS IMPROVEMENTS	ANTICIPATED TASKS
2.	Civil Engineering & Project Management	Municipal Improvements.	Constructability/Bidability Reviews, Peer Review of Plans, Specifications, and Technical Reports prepared by Others (for Roadways, Flood Control, Parks, or Utilities), Value Engineering, Cost Estimates, AutoCAD Drafting, Maps, Graphics, Photo Documentation, Design of General Civil Engineering Projects, In-House Staff Augmentation, Project Management, Program Management, Resident Engineering, On-Call Services.
3.	Construction Management & Inspection Services	Street Improvements, Bridges, Traffic Signals, Flood Control Facilities, New and Renovated Parks, Trails, Storm Drainage Systems, Utility Pipelines, Wells, Reservoirs, New and Renovated Buildings and Facilities.	Constructability/Bidability Reviews, Construction Management, Contract Administration, Inspection Services, Materials Testing, Surveying, Staking, Public Relations, Reporting, Permit Monitoring, Payment Processing, Project Closeout, Claims Prevention and Analysis.

NO.	SERVICE AREA	FOCUS IMPROVEMENTS	ANTICIPATED TASKS
4.	Environmental Services	Municipal Improvements, Environmental Compliance, Environmental Programs, Private Development Proposals and Specific Plans.	Biological and Cultural Resource Surveys, NEPA/CEQA Documentation to include Mitigated Negative Declarations, Environmental Impact Statements, Environmental Assessments (Phase I & II), Soil and Groundwater Remediation, Regulatory Permitting, Inter-agency Consultations, Testing and Abatement of Asbestos, Molds, Lead Paint and Hazardous Materials, Spill Response, NPDES Compliance Monitoring, Habitat Conservation, Wetlands Mitigation, Air Quality Modeling, Dust Control, Erosion Control, Storm water Pollution Prevention Plans, Noise Monitoring and Mitigation, On-Call Services.
5.	Flood Control Design	Citywide Drainage Master Plan, Flood Control Channels, Transition Structures, Culverts, Maintenance Access Ramps, Storm Drainage Collection and Conduit Systems, Dual Use Facilities, and NPDES Compliance.	Hydrology/Hydraulic Analyses, Preparation of Right-of-Way Acquisition Documents, Design Surveying, Coordination with San Bernardino County Flood Control District and other agencies. Feasibility Studies, Preliminary and Final Design, Bid and Construction Phase Support Services, On-Call Services.
6.	Geographic Information Systems	Utility Mapping, GASB 34 Compliance, Asset Management, Public Safety and Services.	GIS Needs Assessment, Planning, Application Development, Data Collection, Data Entry, Development of Map Layers, Training of City Personnel, etc.

NO.	SERVICE AREA	FOCUS IMPROVEMENTS	ANTICIPATED TASKS
7.	Geotechnical Engineering & Materials Testing	Municipal Improvements.	Site Investigations, Laboratory Testing, Prepare Geotechnical Reports, Nondestructive Testing, Utility Potholing, Pavement Condition Surveys, Update Pavement Management System, Pavement Section Design, Grading Observations, Multi-trades Building Inspections, Materials Testing (Asphalt, Concrete, Masonry, Steel), On-Call Services.
8.	Landscape Architecture	New Parks, Renovation of Mature Parks, Landscaping, Xeriscape, Streetscapes, Water Conserving Irrigation Systems, Landscape Maintenance Districts.	Master Planning, Renderings, Peer Review of Park Designs by Others, Schematic Design, Design Development, Final Design, Planting and Irrigation Plans, Presentations, Bid and Construction Phase Support Services, On-Call Services.
9.	Mechanical Engineering	HVAC Systems, Plumbing, Fire Protection Systems, Pump Stations, Lift Stations, Instrumentation, Energy Management, Security Equipment, Modernize Outdated Mechanical Systems, Vehicle Exhaust System.	Feasibility Studies, Preliminary and Final Design, Bid and Construction Phase Support Services, On-Call Services.
10.	Roadway Design	Roadways, Bridges, Grade Separations, Interchange Modifications, Street Improvements, Road Widening, Intersection Modifications, Pavement Resurfacing, Multi-Use Trail Systems, and Asset Management.	Pavement Design, Design Surveying, Preparation of SID and Rights-of-Way Acquisition Documents, Environmental Permitting, Coordination with SANBAG, SCRRA, Caltrans, and other agencies. Feasibility Studies, Preliminary and Final Design, Bid and Construction Phase Support Services, On-Call Services.

NO.	SERVICE AREA	FOCUS IMPROVEMENTS	ANTICIPATED TASKS
11.	Sewer & Water Utilities Design	Citywide Reclaimed Water Master Plan, Water System Master Plan, Modifications and Expansions of Existing Wastewater Treatment Plant, New and Rehabilitated Sewer and Water Pipelines, Pipe Linings, Reservoirs, Wells, Lift Stations, Pump Stations, Meter Stations, SCADA, Reclaimed Water System Development, and Wet Utility Relocations.	Master Planning, Preliminary Design, Technical Studies and Reports, Presentations, Final Design, Bid and Construction Phase Support Services, Wastewater Process Design, and On-Call Services.
12.	Solid Waste & Landfill Auditing	Audits/Performance Reviews, Franchise Fees, Pass-Through Fees, Tonnage Reporting, Efficiencies, Rate Reviews, Lien Placements, Landfill Expansion Development Agreements, Aggregate Mining, and Waste Disposal Agreements.	Audits of Franchisee Annual Financial Reports, Base Rate Cost-Benefit Analysis, Adjustment Methods, Audit Tonnage Reports, Inter-Company Service Charges, Franchise Contract Review, Review Lien Placement and Collections, Host Fee Payments and Loan Payoffs, Aggregate Tonnage and Payments, Waste Disposal Agreement Reimbursements, and Development Agreement Conditions.
13.	Surveying	Design Surveys and Construction Staking of Various Projects including Roadways, Flood Control Facilities, Parks, Trails, and Pipelines, and Easements.	Construction Control Surveys and Staking, Quality Assurance of Contractor's Staking, Prepare Plats and Legal Descriptions, Topographic and Photogrammatic Surveys, On-Call Services.

NO.	SERVICE AREA	FOCUS IMPROVEMENTS	ANTICIPATED TASKS
14.	Traffic Engineering	Traffic Signals, Signal Equipment, Fiber Optics, Interconnect Improvements, Intelligent Transportation Systems (ITS) Infrastructure and Software Applications, Parking Lots, School Safety Zones, and Signal Timing.	Prepare and Review Traffic Studies, Traffic Counts, Warrant Studies, Signage and Striping, Traffic Control and Barricading Plans, Traffic Operations, ITS Development, Before and After Studies, Resolve Citizen Complaints, and Coordinate with Other Agencies. Preliminary Engineering, Prepare Technical Studies and Reports, Final Design, Bid and Construction Phase Support Services, On-Call Services.

SUBMITTAL INSTRUCTIONS

1. Each firm must submit a separate SOQ for each Service Area they are interested in.
2. Each firm must provide one (1) original, one (1) copy, and one (1) electronic copy on CD of each SOQ for each Service Area being proposed.
3. Original and copy must be permanently bound. Binders will not be accepted.
4. Each SOQ Section I (General Information of firm) may be the same for each Service Area submitted. Section II (Service Area Specific Information) will be unique for each Service Area.

SUBMITTAL ORDER

Each Service Area submittal must conform to the order, numbering, page and contents as follows:

Cover

Must identify the name of firm and Service Area being proposed.

Cover Letter

Provide a one (1) page cover letter clearly identifying the Service Area and name of firm. The letter must also state the following:

1. Whether or not the firm has a local office and the location of that office;
2. Whether or not a majority of the work will be performed locally;
3. The name of a local office representative who is able to legally execute agreements with the City;
4. An officer of the firm must sign the letter.