

Subject: Request for Proposal (RFP) to provide On-call services for the geotechnical engineering services for City's projects

The City of Union City is requesting proposals from qualified firms to provide on-call services for the geotechnical engineering services for the City's projects.

Scope of Services

The Scope of Services includes (1) samples collection, (2) compaction testing, (3) material testing, and (4) geotechnical investigation.

Proposal Requirements

The following information is requested to be included with your proposal for this work:

1. A description of how you intend to control and respond the City's needs.
2. An organizational chart for the project showing the names and roles of key personnel to be assigned, including all subconsultants.
3. The background and specific pertinent experience of the key personnel, and a statement as to their time commitment to the project.
4. Specific related experience of the project team and the subconsultants on this type of project and the name and telephone number of client contacts for each cited project.
5. A professional services hourly rate schedule for the work proposed to be provided by your firm and all subconsultants.
6. A statement of your firm's acceptance of the City's insurance and indemnification requirements, or any reservations your firm has with the requirements. You are highly encouraged not to take exception to the requirements, or resolve them prior to submitting your proposal.

Consultant Selection

There will be a **formal interview** for the consultant selection. The proposal evaluation will focus on the following factors as important when assessing proposals for this project

- The experience and qualifications of the proposed project personnel and technical staff.
- The experience of similar projects.
- Commitment of key personnel and ability to adhere to the time line.
- Commitment for responding to City needs.
- Capability to respond and coordinate with contractors and utility companies.
- Reasonableness of labor hours and hourly rates.

Proposal Submittal

Five copies of the proposal shall be submitted to the City of Union City, Department of Public Works, 34009 Alvarado-Niles Road, Union City, CA 94587, by **5:00 p.m., Thursday, September 10, 2009**. All submitted copies become the property of the City of Union City. The City shall not be held liable for any costs associated with the preparation or presentation of any proposal. After the review and evaluation of the proposals, City will select the top five consultants for the selection interview.

The City desires to help consultants control the cost of preparing proposals. Proposals should concisely communicate the information requested by the City.

Insurance Requirement

The Consultant will be required to carry insurance in the amount of \$1,000,000 for each of the following:

- General liability;
- Automotive liability;
- Workers' compensation and employers' liability;
- Professional liability for errors and omissions.

The selected consultant firm must meet the insurance requirement and City's the indemnification provisions.

You may contact the City Engineer office at (510) 675-5301 or by e-mail at hlouie@ci.union-city.ca.us. if you need further information.

Henry Louie, RCE, REE
City Engineer
City of Union City

