



DEPARTMENT OF PUBLIC WORKS
Professional Services Division

Paul A. Fillebrown
Director

345 West 7th Street
Merced, CA 95340
(209) 385-7601
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www.co.merced.ca.us

Equal Opportunity Employer

DATE: April 20, 2009

TO: All Interested Civil Engineering Consultants

SUBJECT: Request for Proposal
Limited Professional Consulting Services for Various Small County Projects;
Two (2) Fiscal Year Agreement; Services in the Following Discipline: Civil
Engineering

Attached, please find a Request for Proposal and related information. All licensed Civil Engineering Firms who have the potential to meet the demands of this service are invited to respond to this request.

Due to the scope, complexity, specialization and time constraints of this service, we respectfully request each firm closely assess their current potentials as they relate to the following areas:

1. Established experience in the design of Public Works projects.
2. Ability to meet limited time constraints and achieve necessary approvals.
3. Ability to control project costs.

In order to receive consideration from the Department of Public Works, all information identified in the attached Request for Proposal must be submitted and received by the Department of Public Works, Professional Services Division, on or before **5:00 p.m., May 8, 2009.**

It is our hope to select the Professional Consultants, achieve execution of the Agreement and authorize the consultants to proceed on an immediate basis. Should you have any questions, please call Robert Dinuzzo, Supervising Architect, at (209) 385-7601.

Sincerely,

Robert Dinuzzo, AIA
Supervising Architect

RD:jl

cc w/enc: Paul A. Fillebrown, Director of Public Works

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REQUEST FOR PROPOSAL

April 16, 2009

SUBJECT: REQUEST FOR PROPOSALS FOR LIMITED PROFESSIONAL CONSULTING SERVICES FOR VARIOUS COUNTY PROJECTS; TWO (2) FISCAL YEARS AGREEMENT; SERVICES FOR THE FOLLOWING DISCIPLINE:

CIVIL ENGINEERING

Acting upon instructions from the Merced County Board of Supervisors, the Department of Public Works/Professional Services Division has developed this Request for Proposals for the purpose of reviewing all qualified firms interested in providing Professional Services Related to the above identified disciplines.

The Department of Public Works/Professional Services Division is assigned the responsibility for all functions related to the additions, alterations, repairs, and improvements of existing County-owned facilities and Roads Projects. As such, our Department has the need to retain limited, supportive Professional Services for the fiscal years of 2006/2007 and 2007/2008 to address projects of limited size (planned or the result of an emergency) which may require one or more of the above identified disciplines.

The per project not-to-exceed fee is \$150,000.00 with no annual accumulative total.

SCOPE OF PROFESSIONAL SERVICES

Support services requested may involve any one, or a combination of, the following service areas:

1. Review of project and/or task to be accomplished and providing preliminary consultation and evaluations as to how best to proceed.
2. Assist the Department in data development for presentation and recommendation to the Board of Supervisors and/or the County Administrator.
3. Provide supportive design, drafting, cost estimating and/or preparation of technical sections of the specifications.
4. Review consultation in regards to documents prepared by the Department of Public Works.

It is the desire to retain one Consultant in the above disciplines to accomplish various small projects, which occur throughout the 2009/2010 and 2010/2011 fiscal years on the basis of an acknowledged hourly rate for said fiscal years. Each time a project or a specific need arises for Consulting Services, the Department of Public Works/Professional Services Division will contact the recognized Consultant for said service, describe and discuss the project and the

services needed and meet and jointly establish (by negotiation) a maximum fee for services for said project. Once negotiated, a Project Supplement will be issued for each specific project identifying the previously established hourly rates for services combined with the negotiated maximum fee (not to exceed) for said project.

Should the County fail to successfully negotiate an acceptable maximum fee for services for a specific project with the respective Consultant involved, the County reserves the right to retain said services elsewhere.

In order for the requested Consulting Services to be of valid benefit to the Department of Public Works and ultimately the Board of Supervisors, it is essential that the Consulting Individual/Firm retained offer the following qualities and capabilities:

1. Possess an established Firm history demonstrating a high level of professional competency and established experience in the field of "Public" (projects) contracts and documents.
2. Exhibit the ability to offer a high level of close coordination with our staff both by visitations and consultations at our offices and visitations to the project site.
3. Exhibit the capability to offer timely Consulting Services upon requests made by the Department of Public Works.
4. Clearly indicated ability to offer timely response (on an immediate basis) when called upon by the Department of Public Works to respond to an identified emergency occurring at an existing occupied County-owned structure or facility.

SPECIFIC PROPOSAL INFORMATION

The Department of Public Works/Professional Services Division, 715 Martin Luther King Jr. Way, Merced, California, 95340 will receive proposals from all interested individuals or firms until **5:00 p.m., May 8, 2009.**

Each interested Applicant is required to specifically respond to and/or provide all information in relation to the items requested within this Request for Proposal in order to receive further consideration. Additional, pertinent information may be submitted at the discretion of the applicant.

CONSULTANT QUALIFICATIONS AND CAPABILITIES

Please specifically respond to and/or provide necessary information in relation to the following:

1. Please provide a brief history of your Firm's background and services. Include a list and background of the Firm's active Principals and identify the Principal or Principals that will be specifically involved with the services rendered our Department.

2. Provide specific data on Lead or Alternative Personnel who may be assigned to provide requested services to our County.
3. Please list and describe your experience in the area of Public (Governmental procedures) Consulting Services and the preparation of construction documents for Public projects.
4. Please identify and describe in some detail Consulting Services your Firm has provided and/or are now providing to Public Agencies which are similar in nature or content to our request for services.
5. Specifically respond in written form to the following:
 - a. Describe your abilities to offer a high level of close coordination with our Staff, both by visitations and consultations at our office and visitations to project sites.
 - b. Describe how you envision you will offer timely services throughout the two (2) fiscal years, and upon the request of our Department.
 - c. Clearly indicate your ability and how you will respond in a timely manner (immediate basis) when called upon by our Department to respond to an identified emergency occurring at an existing, occupied County-owned structure.

COMPENSATION FOR SERVICES:

As indicated previously in this Request for Proposal, we are requesting each interested Applicant to identify and include in the response a detailed hourly rate chart identifying all unit costs for all levels of Staff involved and functional areas of service. Hourly rates provided shall be valid throughout the County's fiscal years 2009/2010 and 2010/2011.

If the interested Applicant feels that they must also be compensated for items associated with their services, which are beyond that of the clearly identified hourly rates, excluding reproduction of contract documents for competitive bids, which (if needed) will be compensated at direct cost to the consultant, the Firm should clearly indicate same and include said unit costs as part of the hourly rate chart. Such unit costs might be in the areas of transportation, lodging and long distance communications, etc.

AGREEMENT FOR SERVICES

The successful application will be required to enter into an AGREEMENT FOR SPECIAL SERVICES BETWEEN MERCED COUNTY AND CONSULTANT. A copy of the Agreement is attached to this Request for Proposal in order to fully inform the applicant of the conditions of said services. **(Exhibit A)**

Each Applicant submitting a proposal for consideration agrees that they will be willing to enter into an Agreement with the Owner (as per the attached Agreement) upon successful completion of negotiations for each individual project and would perform such Basic Services for a fixed

fee. The hourly rates for various personnel as submitted under COMPENSATION FOR SERVICES of this Request for Proposal will be used as the basis in negotiating each project.

SELECTION PROCEDURES:

All proposals received will be reviewed by the Department of Public Works/Professional Services Division on an immediate basis. The Screening Committee **MAY** select any or all of the firms from the interested list of applicants received to appear before an Official Screening Committee for a thirty (30) minute informal interview. Upon completion of said reviews, the Department of Public Works/Professional Services Division shall recommend to the Board of Supervisors the Consultant which they feel can best service the needs of the County and the Department. Upon approval by the Board of Supervisors, said Consultant will be retained by a Project Supplement (**Exhibit B**) on a job-by-job basis throughout the 2009/2010 and 2010/2011 fiscal years.

SUBMITTAL AND SELECTION INFORMATION:

1. All correspondence, communication and response in reference to this RFP shall be directed to:

Robert Y. Dinuzzo, AIA, Supervising Architect
Merced County Public Works/Professional Services Division
715 Martin Luther King Jr. Way
Merced, CA 95340

Phone (209) 385-7601

2. Costs of preparation of proposals will be borne by the Applicant and the proposals received shall become the property of the County, whether accepted or rejected.

Applicants are required to submit three (3) copies of the response to this Request for Proposals.

3. Selection of qualified proposers will be approved by County procedure, consistent with applicable laws and as previously described under Selection Procedures.
4. This Request for Proposal does not constitute an offer of employment nor to contract for services. The County reserves the right to reject any and all proposals and to waive any informality, technical defect or clerical errors in any proposal as the interest of the County may require.
5. All proposals shall remain firm for sixty (60) calendar days following the last day to receive proposals.
6. Each proposal shall be placed in a sealed envelope or carton with the name of the firm, proposal name and closing date on the outside.

PROPOSAL DEADLINE:

**ALL RESPONSES TO THE REQUEST FOR PROPOSAL SHALL BE RECEIVED BY
THE DEPARTMENT OF PUBLIC WORKS ON OR BEFORE 5:00 P.M., MAY 8, 2009.**

Responses after this date will not be accepted.

END