

**REQUEST FOR QUALIFICATIONS
For
ENGINEERING SERVICES
FOR THE
DESIGN OF THE SUNNY SLOPE SIDEWALK IMPROVEMENT PROJECT
IN UNINCORPORATED COMMUNITY OF JURUPA, RIVERSIDE COUNTY**



**"Statement of Qualifications" Deadline
July 28, 2011 by 3:00 PM. PST.**

SOLICITED BY:
RIVERSIDE COUNTY
REDEVELOPMENT AGENCY
3403 10th Street, Suite 500
Riverside, California 92501

INTRODUCTION

The Economic Development Agency (Agency) is seeking an Engineering firm or a combination of firms capable of working in a short period of time to design and engineer: Americans with Disabilities Act (ADA) accessible sidewalk, curb and gutter, lights and address any existing deficient street improvement conditions along community of Jurupa. The Agency has identified a need to improve the streets along 34th street, 36th street, 37th street, 38th street, Novak Avenue, Mears Avenue, Hunt Avenue, Dell Avenue, Soto Avenue, Scenic Drive and Granite Hill Drive in the Sunny Slope community of Riverside County to accommodate the increased volume of pedestrian traffic in the area that include elementary and high school students as well as the parents that come to pick them up. Consultant shall be responsible to produce County approved mylars six (6) months from being given the notice to proceed from Agency. The selected Consultant shall develop plans which incorporate design features that minimize operations and maintenance costs while maintaining high quality workmanship and materials. The overall design should emphasize value-engineering concepts to ensure that the project can be successfully completed within the estimated allocated budget.

The existing site condition is characterized by paved roadway (satisfactory condition in most areas), asphalt rolled curbs on both sides of the road, dirt parkways on both sides of the road, overhead Southern California Edison power lines and poles, fire hydrants, and water and gas utilities. This project is being financed with Redevelopment Funding.

SCOPE OF WORK

The intent of the Agency is to hire an engineering firm that has the ability to provide complete civil engineering services including design, construction management, survey, and staking, necessary to construct sidewalk, curb and gutter as detailed in the following sections:

THE PROJECT AREA (See Exhibit "A")

- **Sunny Slope Area from the Community of Jurupa**, the Agency has identified a need to improve the parkways along 34th street, 36th street, 37th street, 38th street, Novak Avenue, Mears Avenue, Hunt Avenue, Dell Avenue, Soto Avenue, Scenic Drive and Granite Hill Drive. The entire project area is estimated to be approximately 35,460 lineal feet.

The Selected Consultant, for the purposes of this project, shall be held responsible for the services below, those detailed within the current Riverside County Transportation Department's Improvement Plan Check Policies and Guidelines, and as determined by the Agency:

PRELIMINARY DESIGN SERVICES

- 1- **Conceptual Design** - The Consultant shall prepare conceptual drawings of the planned project for review with the Agency and the Riverside County Transportation Department (County), and create a preliminary construction cost estimate, overview of right-of-way that might be required, and a list of utilities, buildings, fences, trees, or other items that may be affected by the proposed improvements.
- 2- **Preliminary Design** - The Consultant shall meet with the Agency staff and County representatives periodically over the course of preliminary design. The preliminary design shall include an evaluation of existing drainage patterns, elevations, and recommendations on engineering and construction of the needed improvements. The Consultant's design shall incorporate all available measures to save existing pavement; and minimize the need for right-of-way takes, retaining walls, and utility relocations. If the conceptual design is found to be deficient or unworkable, Consultant shall prepare alternative designs until satisfactory to Agency and County. The County will issue a conceptual design approval letter, in which time Consultant may prepare plans for final design services.
 - a. **Design Alternatives** - If the Consultant at any point during the preliminary design phase does not agree with the preliminary design direction and conceptual design approval letter based on their own value engineering principals (constructability and feasibility concerns), Consultant shall immediately notify the Agency prior to proceeding with any design direction. The Agency shall determine the final project scope and design direction.
- 3- **Meetings** - The Consultant's project manager shall attend ongoing progress meetings with Agency staff. The project manager and other appropriate key personnel who are experts 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 between the Consultant's project manager and Agency's project manager; Consultant's project manager will take, prepare, and distribute minutes for all meetings held over the course of the project's design and review phases, and will continue transcription until the second construction meeting, in which the Agency's construction representative will prepare meeting minutes and agendas.

FINAL DESIGN SERVICES

- 1- **Project Schedule** - Create and maintain a project schedule that includes realistic periods for final design, reviews, and approvals.
- 2- **Survey** - Provide a contour and topography base map based on aerial photography. Provide ground survey for 25' minimum interval street cross

sections, and as needed for any other critical tie-in locations, elevations, and private property tie-ins. The survey work shall include areas outside the public right-of-way to a sufficient distance that affected facilities and drainage can be investigated, and Provide all necessary survey work for the completion of project plans and specifications, including the preparation of Plats and Legal Descriptions in accordance with the standards of the County of Riverside Survey Department.

- 3- **Utilities/Services** - Coordinate with the appropriate public utilities to determine the location of utility lines and easements, transformer and meter locations, and fixture schedules. Coordination shall include utility relocation, if required, and shall include scheduling any necessary relocations on the owner's behalf so as not to cause construction delays.

The Consultant shall assist the Agency in obtaining all utilities/services necessary to serve the improvements. The Consultant shall pothole and survey each utility and determine their type, direction, material, and dimensions, and establish survey reference marks and elevations of ground surface and area adjacent to pothole location. prepare plans for potholing utility depths and for connections to necessary facilities and submit plans to all potentially affected utilities for their review and modification of the construction drawings as needed, and assist in the resolution and notification of utility conflicts.

- 4- **Contract Documents** - The Consultant, upon approval of the preliminary design by the Agency staff, shall prepare and submit construction drawings and specifications to the Agency, the Riverside County Transportation Department, the Riverside County Flood Control, and other applicable entities (utility companies) concurrently for review and approval, and make any necessary revisions with Agency approval. The contract documents shall comply with the applicable federal, state and local laws, ordinances and codes.
- 5- **Cost Estimates** - Over the course of design, the Consultant shall prepare four cost estimates, one upon completion of the preliminary plan, a second upon 50% completion of the contract documents, a third upon 90% completion, and a fourth immediately prior to issuance of the Notice Inviting Bids.
- 6- **Geotechnical Investigation** - The Consultant shall provide a geotechnical investigation as necessary for civil/structural engineering and design purposes and in accordance with the California Environmental Quality Act (CEQA). An individual or firm holding the appropriate license/registration shall perform said investigation with the cooperation of the Riverside County Transportation Department and Agency. If a Pavement Analysis Report is required (depending on preliminary design requirements), it shall be completed by the Riverside County Transportation Department.

- 7- **Final Contract Documents** - The Consultant shall provide one complete set of mylars for signature by the appropriate Agencies and/or Departments, one copy of all plans on Auto Cad, and one set of specifications compatible with Microsoft Word. The Agency requires, for recordation and review, that the Consultant provide ten copies of the final contract document package.
- 8- **Environmental** - The Consultant shall thoroughly investigate and identify any and all environmental impairment liabilities affecting the project and properties therein, and provide all documentation and site assessment reports as required under the California Environmental Quality Act (CEQA), local, state, and federal guidelines, or as requested by the Agency. The Consultant shall include within their scope of services preparation of a Water Quality Management Plan (WQMP); if the Consultant's Final Design is not classified as a WQMP Priority Project, no fee will be charged to the Agency.

The Consultant shall thoroughly review and inform the Agency of irregularities including strengths, weaknesses, and possible costs associated with the site, Phase 1 assessment, Environmental Assessments, and assure compliance with the Western Riverside County Multiple Species Habitat Conservation Plan requirements. Vegetation mapping may be imposed as part of the CEQA review process.

CONSTRUCTION SERVICES

- 1- **Bidding Services** - The Consultant shall provide bid phase services to include distributing bid packets, answering questions from prospective bidders, conducting the pre-bid conference, participating in the bid opening, and analyzing the bids to determine the lowest responsive bidder. The Consultant shall prepare complete sets of plans and specifications for distribution on a reimbursable basis.
- 2- **Pre-Construction Meeting** - For the pre-construction meeting, the Consultant shall; identify all invitees including affected public utility agencies; prepare and distribute an agenda; chair the meeting; and take, prepare and distribute minutes.
- 3- **Construction Management and Inspection Services** - As the Agency's representative, the Consultant shall provide construction management and full-time inspection services throughout the construction of the project. The Consultant shall conduct weekly on-site construction meetings with Agency staff, the prime contractor, and any affected sub-contractors. In addition, the Consultant shall visit the site as necessary and appropriate in order to monitor the progress and quality of the work, and to ensure that construction is proceeding in accordance with the contract documents. The Consultant shall work cooperatively with other agency inspectors and implement inspection requirements of the Riverside County Transportation Department,

Riverside County Flood Control & Water Conservation District, and other agencies with jurisdiction to inspect the project. The Consultant shall prepare any necessary contract change orders, and shall provide recommendations regarding any change order requests submitted by the contractor.

- 4- **Staking** - The Consultant shall provide construction, right-of-way, and utility relocation survey and staking as needed.
- 5- **Invoice Review** - The Consultant shall review, recommend necessary changes, and provide approval or denial for all payment requests submitted by the construction contractor(s).
- 6- **Shop Drawing Review** - The Consultant shall review and approve all shop drawings and submittals.
- 7- **Acceptance Inspection** - The Consultant shall participate in a final walk-through with inspecting agencies and prepare a construction deficiencies list (Punch List) that documents items to be completed prior to acceptance of the completed project.
- 8- **Record Drawings** - At project completion, the Consultant shall prepare and transfer redline comments from the construction contractor's drawings to the original mylars located at the Riverside County Transportation Department.
- 9- **Warranty Inspection** - The Consultant shall participate in an inspection of the improvements one month prior to the conclusion of the contractor's one-year warranty period and make recommendations for repairs or modifications, as appropriate.

GENERAL SERVICES AND REQUIREMENTS

- 1- **Invoices** - The Consultant shall submit invoices to Agency on a monthly basis. Each invoice will be itemized and show tasks performed, number of hours worked per person/consultant, rate per hour for each person/consultant (in accordance with California prevailing wage rates and requirements), total contract amount, percent complete for specified work items and remaining contract amount.
- 2- **Status Report** - Consultant should prepare monthly status reports, which will be submitted with the consultant's invoices.
- 3- **Indemnification** - The Consultant, upon selection, shall agree to indemnify and hold Agency, its officers, and its employees, free and harmless from damages uninsurable arising from death, personal injury, property damage, or other, to the extent caused by any negligent act, error or omission of Consultant, its employees, agents, invitees, or any subcontractor of Consultant relating to or in any way connected with the accomplishment of the work or performance of services concerning this project, other than the negligence of Agency, its officers, employees or agents. Consultant shall

agree to protect and to defend at his own expense, including reasonable attorneys fees, the Agency, its officers and employees, from legal action to the extent that the above are caused by any negligent act, error or omission.

- 4- **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 RFP, 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 Agency are named as additional insured with regard to services provided pursuant to the aforementioned agreement. 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.

- 5- **Contingency** - The proposed project is contingent upon the approval of the Riverside County Board of Supervisors.

STATEMENT OF QUALIFICATION FORMAT

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

- 1- **Cover Letter**- The letter shall identify that the respondent has a clear understanding of the project scope, timing, and a list of names of individuals who will be primary contacts, as well as a list of sub-consultants.
- 2- **Project Approach/Scope of Services**- A comprehensive description of the respondent's proposed means of delivering the various components of the project in a manner consistent with the project scope described herein. This section should explicitly state the amount of construction inspection that the respondent shall provide.
- 3- **Qualifications**- A list of qualifications relating to the respondent's experience and knowledge in preparing street plans.
- 4- **Sample Designs**- Provide examples of similar projects that were completed by your firm including timelines, costs, and change orders.

- 5- **Project Team-** Provide a list of individuals and their qualifications (including resumes) that the respondent has committed to completion of the proposed project. This section should include a project team organizational chart.
- 6- **References-** A list of references comprised of cities, counties and other public agencies in which similar services were provided in the last three (3) years.
- 7- **Schedule-** Provide a detailed work schedule, organized in accordance with the respondent's scope of services, including specific milestones. Consultant shall be responsible to produce County approved mylars six (6) months from being given the notice to proceed from the Agency, and shall acknowledge this schedule within the Consultant's Statement of Qualification.
- 8- **Exhibits-** Each firm shall attach one completed copy of Exhibit "B" Consultant's Proposal Acknowledgement.

THE OPPORTUNITY:

The County OF Riverside's Redevelopment Agency (RDA) is offering an opportunity for **engineering firms** to submit a "Statement of Qualifications" to RDA, so the RDA may develop a list Pre-Qualified consulting firms. Successful responders would have an opportunity to submit design proposals for project design services on projects which may include, but not be limited to:

- Preliminary Site Design
- Site Planning
- Programming
- Program Verification
- Design:
 - Schematic Design
 - Design Development
 - Construction Documents
 - Specifications
- Bidding Assistance
- Construction Administration
- Close-out & Record Drawings

The County of Riverside Redevelopment Agency is seeking qualified firms to provide engineering design services for future RDA projects. Firms should tailor response to the criteria describe herein. Submitted "Statements of Qualification" shall be reviewed by the evaluation committee. The screening/selection committee will be composed of representatives from the County of Riverside's Redevelopment Agency.

THE SPONSOR:

The County of Riverside's Redevelopment Agency is the public sponsor of this RFQ. On projects, RDA's function will be administrative and financial. Administratively, the RDA and/or its Board will execute all required contracts to support a project as well as direct and manage the same. Financially, RDA will fund the projects. All proposals, plans and specifications will be subject to final approval of the Redevelopment Agency's Board of Directors.

RDA will appoint project managers to serve as the point of contact for all issues related to the professional service contracts resulting from this Request for Qualifications.

THE SELECTED FIRM:

Firms submitting a Statement of Qualifications will be evaluated for selection based on the following criteria:

- Indication of general and specific interest.
- History of the firm including: years in business, current number of professional personnel and current volume of projects in design phase.
- Firm's Experience with County of Riverside RDA or other public sector clients.
- Relevant experience of firms preferred sub-consultants.
- Overall project design approach including, but not limited to, quality control program, project budget and schedule.
- Resume of firm's principals and key personnel.
- Client References with addresses and telephone numbers
- Relative location of firms to the County of riverside.

If firms are selected for interview, they would make a presentation limited to 40 minutes (20 minutes for presentation and 20 minutes for questions and answers). The firms are encouraged to bring no more than four individuals to the presentation and to focus exclusively on the scope of work identified herein.

The first qualified firm will be notified in writing and via telephone to schedule fee negotiations. If agreement cannot be reached, negotiations will be terminated with the selected firm and opened with the firm ranked next in order.

Once a firm has been selected, Agency staff will prepare a formal contractual agreement. After the agreement has been reviewed, accepted, and executed by the selected Consultant and has been approved by County Counsel, the agreement will be transmitted to the Riverside County Board of Supervisors for approval and execution.

COSTS ASSOCIATED WITH THE RFQ PROCESS:

Each respondent will be responsible for all his/her expenses incurred during the RFQ process.

THE SELECTION PROCESS:

The elements and sequence of this qualification based selection process are as follows:

- Issuance of this RFQ to prospective firms
- Submittal of a bound Statement of Qualifications (SOQ) package from perspective firms to the County
- Evaluation of Qualifications by RDA (including review of SOQs and interviews as deemed necessary by RDA)
- Selection of top ranked firms

Significant criteria to be used in selection process may include, but not limited to:

- Written response to RFQ
- Prior Experience with the County
- Proximity of firm to the county of Riverside

PUBLIC RECORDS ACT:

Responses to this RFQ become the exclusive property of the County of Riverside Redevelopment Agency. "Statement of Qualifications" become a matter of record and shall be regarded as public record, when the RDA recommends firms to its Board of Directors and such recommendations appear on the Board Agenda. The Agency reserves the right to evaluate, accept, and reject any and all SOQs, and to change the scope of this RFQ.

ANTICIPATED SELECTION PROCESS SCHEDULE:

Release of RFQ to firms beginning -

SOQ delivered to County

Interview - Upon Notification if necessary

Final Determination - Upon Notification

Respondents to this Request for Qualifications should submit three (3) Statements of Qualifications packages. Packages should clearly define the firm's project team, including background/experience, and contain lists of similar projects (including financial information) worked on the references for the same and relevant current project information.

Packages must be delivered to RDA by no later than 3:00 PM P.S.T. on July 28, 2011. **NO POSTMARKS OR FAXES WILL BE ACCEPTED.** Statements of Qualifications submitted after the deadline will be returned unopened. They should be labeled:

**“RFQ Engineering Firm
Sunny Slope Sidewalk Improvement Project.”**

Address to:

County of Riverside
Redevelopment Agency
3403 Tenth Street, Suite 500
Riverside, CA 92501

Attention: **David F. Becerra**

Please contact David F. Becerra with any questions or comments at (951)955-1524.

Exhibit - B

CONSULTANT'S STATEMENT OF QUALIFICATIONS

TO THE GOVERNING BOARD OF
THE
REDEVELOPMENT AGENCY
FOR THE COUNTY OF RIVERSIDE

I _____, representing _____
(Consultant), have carefully examined the proposed site, Request for Qualifications, Plans, and Specifications, for the Sunny Slope Sidewalk Improvement Project, and do hereby propose and agree to furnish all equipment, services, facilities, transportation, labor and materials necessary for complete engineering services in strict conformity with the Request for Qualifications dated July 28, 2011.

I understand additional days of service are to be used only as approved by the Riverside County Economic Development Agency's Project Manager.

Consultant Signature

Date