

**October 2009
City of Pleasanton
Request for Qualifications
Surveying and Drafting Services**

A. Background and Scope of Services

The City of Pleasanton's Engineering Division is currently seeking to retain a maximum of three (3) surveying firms for on-call services. The term of the contract will be three (3) years (FY 2010-2013), with a not-to-exceed, aggregate total contract amount of \$500,000. Anticipated services are for project design and construction activities and may include but are not limited to general right-of-way, property location, topographic surveys, construction staking, preparation of legal plats and descriptions, drafting services, and preparation of easement documents. These services will provide support for engineering services for various City capital improvement and private development related projects.

The City of Pleasanton is organized into numerous departments and divisions, such as the Community Development Department, Inspection Services, Traffic Engineering, and Field Services (Water, Sanitary Sewer, Storm Drains and Streets). City staff in any of these divisions may require immediate services and it is possible that more than one could require services at the same time.

The selected firms shall have the ability to respond without delay, particularly in an emergency situation, therefore, considered firms shall have appropriate staff to provide contracted services located at their office or branch in Pleasanton or the immediate surrounding area. The selected firms shall have extensive knowledge of and capabilities using AutoCAD (minimum 2008 release) to prepare all drawings and maps; and the ability to use Microsoft Word and Excel spreadsheets.

B. Statement of Qualifications

A Statement of Qualifications (SOQ) for surveying and drafting services is requested to be submitted to the City of Pleasanton's Engineering Division counter at 200 Old Bernal Avenue no later than 5:00 pm on January 8, 2010. Please submit five (5) bound sets containing 8-1/2" x 11" size sheets for the text and figures and no larger than 11" x 17" size sheets for any foldout drawings.

The SOQ shall include the following information:

1. Firm name, office location, principals and organization size. Include an organization chart setting forth the principal(s)-in-charge, and office and field support staff.
 2. Qualifications of key personnel likely to be assigned to the work including names, resumes, responsibilities and examples of similar work completed in the last five (5) years.
 3. A statement on the Firm's ability to provide rapid service with minimal notice.
 4. The Firm's experience and history in performing surveying and drafting services, particularly for other government agencies in the past five (5) years. Include references of persons, firms, or agencies whom the City may contact to verify the experience.
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5. Statements regarding the Firm's uniqueness to best perform surveying and drafting services for the City.
 6. No more than ten pages of additional information may be submitted in support of the Firm's qualifications.
 7. A statement that the Professional Services Agreement (Agreement) has been read, that the Firm has met the prerequisite insurance requirements, and that the Firm if selected, agrees to enter in to such agreement.
 8. Please clearly mark on the outside of the envelope/package the type of services for which you are asking to be considered (i.e. "RFQ for Surveying and Drafting Services").

C. Consultant Selection Procedure

City staff will review the SOQs to assess the qualifications, experience and strengths of the Firm and proposed surveying and drafting personnel to provide required services for the City. The ability of the Firm to respond to work requests in a timely manner will also be an important consideration. The City may select up to three Firms to provide on-call services based on the submittals or it may choose to follow up with an interview process. This evaluation process will result in the selection of a Firm or Firms to provide on-call services.

After the selection of the most qualified Firm(s), a detailed scope of services and billing rates will be negotiated and used as attachments to the City's Professional Services Agreement (see attached). This Agreement will then be submitted to the City Council for approval. If the City and the selected Firm cannot successfully negotiate an Agreement, then the City will enter into negotiations with the next best qualified Firm on the evaluation rating list. This procedure may be repeated until a maximum of three (3) Firms have been approved by the City Council.

If the selected consultants have reached the not-to-exceed aggregate total amount of \$500,000 prior to the end of the three-year term, the City reserves the right to repeat the consultant selection procedure described above or to negotiate an amendment(s) to the contracts for additional services, all at the City's sole discretion.

D. Contract

The consultant shall be willing to enter into the City's Professional Services Agreement with no exceptions. A draft copy of the Agreement is attached. Insurance requirements are included in the Agreement and they must be satisfied prior to the execution of the Agreement.

E. Authorization to Proceed

It is anticipated that there will be numerous work requests generated by the City and a separate proposal will be necessary for each request. Prior to proceeding with any work, a written proposal will need to be submitted, identifying the scope of services and anticipated costs specific to the work request. Upon review and approval of the written proposal by City staff, a written authorization will be rendered in the form of a Notice-to-Proceed.

F. Payment

The method of payment to the selected Firms shall be on a time-and-material basis with a cumulative not-to-exceed contract limit of \$500,000. This amount shall include labor, overhead, profit and expenses including transportation, communications, and materials. Progress payments will be based on actual hours and contract hourly rates charged to a particular task on a monthly basis. Each invoice submitted to the City for payment shall contain a brief description of the work billed on that invoice, total billed to date, total paid to date and amount remaining.

G. Schedule

The anticipated schedule for the consultant selection process is as follows:

- 1/8/10 Proposals due, 5:00 pm
- 1/11 - 1/15/10 Review SOQs and shortlist consultants for Interview
- 1/18 - 1/22/10 Invite consultants on shortlist to interview (optional)
- 2/8 - 2/12/10 Conduct interviews of shortlisted surveying consultants (optional)
- 2/17/10 Select most qualified firm(s)
- 2/22 - 3/5/10 Negotiate contract(s)
- 5/4/10 City Council approval of contract(s)
- 6/30/10 Send Notice-to-proceed to consultant(s)