



November 4, 2022

REQUEST FOR PROPOSALS

ON-CALL CIVIL ENGINEERING SERVICES

CLOSING DATE: Wednesday, December 7, 2022, 2:00 p.m. PST

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BACKGROUND & SELECTION PROCESS

The City of Fowler (City) invites qualified Consultants to submit Statements of Qualifications (SOQ) to provide on-call civil engineering services.

Once all SOQs are received, the City will interview the Consultant(s) determined to be the most qualified for the scope of work required.

It is the intent of this solicitation to select a qualified Consultant who will provide the City quality consulting services at the best value, in a timely fashion, and to complete proposed project. From the SOQs submitted, a selection panel may select the Consultant best able to meet the needs for this project; or may create a "short list" of several Consultants to meet with a panel to discuss the project and the Consultant's qualifications. The panel may consist of City staff, stakeholders, and may include a representative knowledgeable in the specific discipline and/or project scope to discuss qualifications for consulting services for this project. The panel's criteria in its evaluation of the SOQs (not necessarily in this order): experience with related projects, educational background related to discipline, quality of past performance on similar projects, adequate staffing to perform work, ability to work within a project budget, and references. Inclusion on a "short list" does not guarantee the Consultant will eventually be selected and engaged under a contract with the City for consulting services. Exclusion from the "short list" does not disqualify any Consultant whom has submitted an SOQ. The City may include other Consultants on the "short list" at any time prior to Council awarding a consultant agreement. The City reserves the right to make the selection of a Consultant based on any or all factors of value, whether quantitatively identifiable or not, including, but not limited to, the anticipated initiative and ability of the Consultant to perform the services set forth herein. This solicitation for SOQs does not commit the City to enter into a contract or to pay any costs incurred in the preparation of the SOQ. The City reserves the right to accept or reject any SOQs, and to negotiate with any qualified Consultant, or to cancel in part or in its entirety this solicitation for SOQs. All SOQs and materials submitted shall become the property of the City of Fowler.

COMMUNITY CONTEXT

The City of Fowler has roughly 7,000 residents and is situated just south of Fresno along the Fowler-Selma-Kingsburg corridor of State Route 99. Merced Street, the center of the City's charming historic downtown.

The City's General Plan Update is well underway and a preferred land use alternative has been selected.

Five Supporting Principles guide the General Plan Update process:

- Protecting Our Community's Character
- Our Economy Thrives and Businesses Provide Local Amenities
- Growth Occurs Thoughtfully and is Shaped by Our Community
- Our Community is Mobile and Connected
- Parks and Recreation are a Focal Point of Our Community

The City provides its own domestic water and is a member of the South Kings Groundwater Sustainability Agency. Sewer service is provided by the Selma-Kingsburg-Fowler County Sanitation District. The City of Fowler is served by PG&E, but is in the tariff areas for both PG&E and SoCal Gas. Comcast, Frontier, Unwired, and Vast networks operate telecommunications infrastructure.

SCOPE OF WORK

The scope of on-call city engineering services is broad and may include the following. Consultants are not expected to have technical expertise in all functional areas, but this list is intended to highlight the breadth of the engagement and scope of possible responsibilities. City Engineer should be familiar with and able to:

1. Assist in CIP scoping, prioritization, and budgeting.
2. Represent the City at internal and external meetings, including regular in-person meetings with City staff as well as attendance at City Council and Planning Commission meetings, when necessary. Consultant should plan for 8 to 16 hours per week physically present in Fowler, plus time for inspections and field-related work.
3. Review and approve permits and waivers of various types.
4. Engage with public and private developers as directed by City staff.
5. Coordinate with other agencies for the review of plans, projects, and studies.
6. Manage immediate emergency needs related to failed or potentially failing infrastructure
7. California Public Contract Code
8. Various regional, state, and federal transportation funding entities and the application process, fund/project management and reporting requirements for those entities.
9. Sustainable Groundwater Management Act (SGMA)
10. South Kings Groundwater Sustainability Agency (SKGSA)
11. Consolidated Irrigation District (CID)
12. State Water Resources Control Board (SWRCB)
13. Fresno County Council of Governments (Fresno COG)
14. Selma-Kingsburg-Fowler County Sanitation District (SKF)
15. California Department of Resources Recycling and Recycling (CalRecycle)
16. Perform studies, designs, project and construction management on any tasks or projects the City identifies. These efforts include the preparation of site evaluations, planning and preliminary engineering reports, plans and specifications for CIP construction projects, along with detailed schedules and cost estimates. This work would also include any necessary field work, drafting, design, surveying, environmental documents, bid assistance, construction management & inspection, and project management – as well as the preparation of specialized engineering studies on a variety of subjects including, but not limited to drainage studies, traffic studies, and pavement evaluations.
17. Represent the City and interact with the public in processing the City's public permit applications. This work includes plan check for civil engineering design plans which includes, but is not limited to street, sewer, water, stormwater, recycled water, green infrastructure, storm drain, fiber optic, grading, erosion control, signing & striping, street lighting, traffic signal and all related engineering studies, including hydrology and hydraulics, soils, water and sewer studies and structural analyses. The City currently has a special assessment district (Maintenance District 1) that require services for annual administration and assessment levies. Consultant shall be well-versed in managing all aspects of a special assessment district.

REQUESTS FOR INFORMATION

All requests for information (RFI) and questions regarding this project shall submitted via email to Dario Dominguez, Public Works Director at ddominguez@ci.fowler.ca.us. There are to be no phone calls or emails to other City officials for additional information or clarification. The City shall reply to RFI(s) the

City deems necessary for the preparation of proposals. The deadline for RFIs is stated below. Responses will be posted on the City website.

COMMUNICATIONS

It is the responsibility of the Consultant to ensure proper email address is on record. Failure to abide by this provision shall deem that Consultant non-responsive and the SOQ will not be considered.

PREBID MEETING

A prebid meeting will not be held. Consultants shall use the RFI process.

STATEMENT OF QUALIFICATIONS

Consultants shall submit a Statement of Qualifications (SOQ) that addresses the following.

Introductory Letter

1. How many years has your organization been providing similar services?
2. How many years has your organization been under your present name? If applicable, how many years under former names (List name and number of years)?
3. What other types of services does your organization provide?
4. Is your organization operating as a franchisee?
5. Do you have any affiliated companies? If parent company, list subsidiaries and divisions. If subsidiary or division, name parent company, its principals, and their addresses.
6. The letter shall be signed by the individual authorized to bind the contractor to the proposal.
7. Consultant shall ensure all pages are numbered.

Project & Team Experience

1. Consultants shall have at least two (2) years of experience serving as the contract City Engineer for a municipality.
2. Provide a listing of similar projects of similar scope, which have been completed by members of the Consultant's team within the past five (5) years, regardless of whether or not the project is included in the References section.
3. Provide a listing of each key staff person in the organization who will be assigned to the project, the percentage of time assigned to the project, and background information demonstrating their capabilities and qualifications to perform the assigned task. For each individual, provide current professional registrations, related experience, educational background, and years of experience with the team.

Scope of Work & Project Approach

This section should include a clear description of the Consultant's understanding of, and ability to meet, the Scope of Work. Describe how the Consultant's approach will meet the needs of an on-call professional civil engineering services contract, with an emphasis on the ability to perform the required services, complete deliverables on time, and manage workload. Describe the methods used in the performance of

civil engineering tasks, and the time required to complete these tasks. Describe how Consultant will meet the City's needs in addition to their existing client relationships and project workload.

Quality

Describe how quality assurance ("QA") and quality control ("QC") will be provided for each project delivered under a task assignment. Identify the individuals that will be involved in QA/QC services and at what milestones they will be provided. If a structured Quality Assurance/Quality Control Program exists, describe it briefly and show how it will be applied to the project.

Subconsultants

If any part of the work described in the proposal is to be provided by subconsultants provide the following:

1. A description of each subcontractor's role.
2. A description of previous joint ventures between the Consultant and subcontractor.
3. The corporate or company name and names of officers or principals of companies proposed as subcontractors.
4. Experience of key personnel, including past projects and resumes.
5. Show the key personnel in the organization chart.

References

Provide a minimum of three (3) client references. References should be California cities or other public sector entities with engagements of similar scope and size. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client's direction as well as the dollar value of that contract.

Contract Terminations

If your organization has had a contract terminated in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the organization has not experienced any such termination for default or early termination in the past five (5) years, so indicate.

Consultants, their principals, or subcontractors may not be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any regulatory agency.

Fee Schedule

Please submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.

Submission

The Scope of Work shall be submitted electronically only to Dario Dominguez, Public Works Director at ddominguez@ci.fowler.ca.us. Consultants are encouraged to submit early in order to receive an email confirmation. Proposals shall be submitted as a PDF formatted to print on 8.5" x 11" paper. The proposals shall not be formatted to print in "booklet" mode. The proposals shall not exceed a file size of 8 MB. The proposals shall not exceed thirty pages.

TENTATIVE PROJECT TIMELINE

Publish RFQ:	Friday, November 4, 2022
RFIs Due:	Wednesday, November 23, 2022 at 5:00 p.m.
RFI Responses Issued:	No later than Wednesday, November 30, 2022
SOQs Due:	Wednesday, December 7, 2022 at 2:00 p.m.
Virtual Interviews:	Monday December 19, 2022
City Council Consideration:	Tuesday, January 3, 2023