



**October 6, 2011**

**ADDENDUM NO. 1**

**RFQ ENG-#1001**

**Request for Qualifications**

**Engineering / Bridge Design and Environmental Services**

This addendum is hereby made part of the Request for Qualifications / Statement of Qualifications to the same extent as though it was originally included.

The bid opening date and time has changed to November 3, 2011 at 4:00 p.m.

If you have any questions or need additional information, please contact Domingo Gonzales, Engineering Assistant, at telephone (760) 255-5156

A handwritten signature in blue ink that reads "Domingo D. Gonzales". The signature is written in a cursive style.

Domingo D. Gonzales  
Engineer Assistant



**REQUEST FOR QUALIFICATIONS ENG-#1001  
ENGINEERING/BRIDGE DESIGN AND ENVIRONMENTAL SERVICES  
September 19, 2011**

The City of Barstow is currently soliciting Statements of Qualifications (SOQs) to create a pool of qualified consultants for various bridge design projects throughout the City.

Each SOQ shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications shall be grounds for rejection. The City of Barstow reserves the right to reject all SOQs and to waive any informalities. If your firm is interested and qualified, please submit 6 (six) copies of your Statement of Qualifications by 3:00 p.m. on October 14, 2011 to:

City of Barstow  
Domingo D. Gonzales, Engineering  
220 E. Mountain View Street, Suite A  
Barstow, CA 92311

If you have any questions about the proposal process, please contact me. For technical questions and information, contact Domingo Gonzales at (760) 255-5156.

DOMINGO D. GONZALES  
Engineering Div.  
[dgonzales@barstowca.org](mailto:dgonzales@barstowca.org)

**SOQ SUBMITTAL AND POOL SELECTION**

1. All SOQs, consisting of six (6) copies must be received by mail, recognized carrier, or hand delivered no later than 3:00 p.m. on October 14, 2011. Late SOQs will not be considered.
2. All correspondence should be directed to:

City of Barstow  
Engineering Division  
220 E. Mountain View Street, Suite A  
Barstow, CA 92311

ATTENTION: Domingo D. Gonzales  
Telephone: (760) 255-5156

3. Costs for preparation of SOQs will be borne by the consultant.
4. It is preferred that all SOQs be submitted on recycled paper, printed on two sides. Limit your SOQs to 10 pages, exclusive of charts, resumes, graphics, required forms, and sample PS&E package.
5. Selection of qualified consultants will be by an approved City procedure for awarding professional contracts.
6. This request does not constitute an offer of employment or to contract for services.
7. The City reserves the option to reject any or all SOQs, wholly or in part, received by reason of this request.
8. The City reserves the option to retain all SOQs, whether selected or rejected.
9. The City reserves the right to select for the consultant pool those Consultants who present the SOQs, which in the judgment of the City, best accomplishes the desired results.
10. Selection will be made on the basis of the SOQs as submitted. The Selection Committee may deem it necessary to interview applicants. The City retains the right to interview applicants as part of the selection process.

## **SCOPE OF WORK**

### **SUMMARY**

The City of Barstow Engineering Division seeks to create a pool of qualified, professional, as-needed, engineering teams to provide engineering and environmental services relating to bridge design for a variety of projects. The professional services for which a project specific RFP will be requested later shall include, but not be limited to, the following: bridge design and approach roadway engineering, quantity calculations, environmental surveys, preparation of environmental documents, preparation of permit applications, right of way engineering, utility coordination, hydraulic analysis, geotechnical engineering, topographic and boundary surveying, construction staking, bid and construction assistance (including but not limited to shop drawing review and falsework structural calculation check), preparation of a complete Plans, Specifications, and Estimates (PS&E) package for selected bridge projects. U.S. Customary Units (English) shall be used.

The environmental consultant, in partnership with the engineering firm, shall prepare the necessary National Environmental Quality Act (NEPA) and California Environmental Quality Act (CEQA) documents to satisfy the requirements of the project funded through the Federal Highway Administration's Highway Bridge Program (HBP).

Firms responding to the Request for Qualifications (RFQs) should be fully familiar with and experienced in meeting the requirements of both State and Federal procedures pertaining to federally funded bridge projects.

We are requesting Statements of Qualifications (SOQs). A selection committee will review the SOQs and develop a short list of the most qualified consultants. A project specific Request for Proposal (RFP) will be issued to the consultants on the short list at a later date.

Consulting contracts will be awarded among firms by the City Council during this period only. Only consultants selected for the consultant pool under this RFQ No. **ENG-#1000** will be considered eligible to submit proposals. Any project started within this period will continue through completion.

To qualify for admission to the pool, consultant teams must demonstrate knowledge and experience in performing all management, engineering, and environmental work required for each project.

These projects are subject to Title 49 Code of Federal Regulations Part 26 (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." Consultants shall take necessary and reasonable steps to ensure that DBE subconsultants have an opportunity to augment their team. The City has established an Underutilized DBE goal of 12%. Consultants responding to the RFQ will be required to meet this goal or document that a good faith effort was made to meet the goal prior to award of the contract.

Once competitively selected from this qualifications based selection process for the consultant pool, the best qualified consultants will receive a project specific Request for Proposal (RFP) and respond with a technical proposal. The consultants may be allowed to submit written questions or attend a proposer's conference for clarification of the RFP. The selection committee will review the proposals and may interview three or more of the highest ranked consultants. The most qualified consultants are placed in a final ranking and negotiations begin with the most qualified consultant. If a contract cannot be negotiated with the top-ranked consultant, negotiations will begin with the second ranked consultant. SOQs need not be resubmitted with the proposals.

**BACKGROUND**

The City of Barstow Engineering Division is requesting submittal of SOQ's for Engineering/Bridge Design and Environmental Services for various projects funded through the Highway Bridge Program (HBP) and local matching funds.

City Expenditure of State and Federal Funds:

- A. This selection process and work performed hereunder shall be completed in accordance with applicable laws of the State of California, the California Transportation Commission (CTC), Caltrans, and FHWA, as administered by Caltrans Local Assistance.
- B. This selection process and work performed hereunder shall be completed in accordance with the State of California and Federal Laws and Regulations.
- C. The provisions of 49 CFR, Part 26 require that the City complies with the DBE program, and that DBE firms have the opportunity to participate in the projects.

The purpose of this Request for Qualifications process is to establish the ability to obtain timely and efficient consultant assistance to address the design and environmental needs for the City's bridge projects. To minimize response time and to meet deadlines, all-inclusive fixed-fee contracts will be negotiated proactively to ensure consultant help will be available to meet such needs as they arise.

### **DETAILED SCOPE OF WORK**

Potential Bridge Projects (see attached location map) utilizing Consultant Services include but shall not be limited to:

- A. North First Avenue, Barstow OH (54C0088)
- B. North First Avenue, Mojave River (54C0089)
- C. North First Avenue, Mojave River Overflow (54C0090)

The Consultant will provide a California registered Civil or Structural Engineer with recent bridge design experience (minimum five years) for the design and administration of these projects. The Consultant will be responsible for reviewing and coordinating all plans with the designer and all subconsultants. The Consultant will set up and maintain all project records in accordance with the City and Caltrans/FHWA Standard Policies.

### **Statement of Intent**

The Consultant shall perform all professional and technical engineering and environmental services necessary to prepare all environmental documents, permit application packages, project reports, plans, specifications, and estimates. The intended outcome is to provide the City with cost effective bridge plans, specifications, and cost estimate (PS&E) packages suitable for the advertising, bidding, and construction process. The PS&E package shall meet all Federal, State, and City requirements in conformance with the Federal Highway Administration's Highway Bridge Program (HBP).

### **Detailed Description**

Since this RFQ is not for a site specific project, not all of the following tasks will be required for all projects. Additional tasks may be required. A subsequent site specific scope of work will be issued.

The Consultant shall demonstrate, through this RFQ, successfully handling the bridge engineering, road design, and environmental challenges of a highway bridge design project within the Highway Bridge Program, including coordination and/or preparation of:

1. Project Study Reports
2. Structure Type Selection Reports
3. Bridge Hydraulic Reports
4. Geotechnical Reports/Log of Test Borings/Seismic Data
5. Topographic and Boundary Surveys
6. Area of Potential Effect Maps
7. Environmental Studies and Reports (including but not limited to Natural Environment Studies, Biological Assessments, Wetland Assessments, Protocol Surveys, Visual Impact Studies, Archeological Survey Reports, Historic Property Survey Reports)
8. Environmental Permits (including but not limited to Army Corp of Engineers Permits, California Department of Fish and Game Streambed Alteration Agreements, Regional Water Quality Control Board Water Quality Certification)
9. Preparation of Environmental Documents pursuant to the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA, with emphasis on the procedural requirements of Caltrans and the FHWA).
10. Horizontal and Vertical Bridge & Roadway Approach Alignments
11. Highway Bridge Structural Designs (including Independent Check)

12. Roadway Designs (including Drainage Design)
13. Roadway Structural Section Designs
14. Drainage, Sedimentation, Erosion Control Plans
15. Traffic Control/Detour Plans
16. Bridge and Roadway Construction Plans
17. Contract Special Provisions
18. Detailed Construction Schedules
19. Detailed Quantity and Cost Estimates
20. Contract Bid Proposals
21. Utility Coordination
22. Best Management and Pollution Prevention Practices Plans
23. Right of Way Maps and Legal Descriptions
24. Tree Removal Mitigation Plans
25. Revegetation Plans
26. Habitat Mitigation and Monitoring Plans
27. Stream Diversion Plans
28. Landscaping Plans
29. Construction Staking
30. Bid and Construction Assistance

#### Standards

1. AASHTO Policy on Geometric Design of Highways and Streets (2004)
2. Caltrans Highway Design Manual
3. Caltrans Traffic Manual
4. California Manual on Uniform Traffic Control Devices
5. Caltrans DOS Structures Manual
6. Caltrans Project Development Manual
7. Caltrans and FHWA Environmental Guidelines & Manuals
8. Caltrans Drafting Manual
9. Caltrans CADD Manual
10. Caltrans Ready To List Guide
11. Caltrans Survey Manual and Land Surveyor's Act
12. Caltrans Bridge Design Specifications
13. Caltrans Bridge Seismic Design References
14. Caltrans Memo to Designers
15. Caltrans Bridge Design Details
16. Caltrans Seismic Design Criteria
17. ATC 32 Report
18. Caltrans Standard Plans
19. Caltrans Standard Specifications
20. Caltrans Local Assistance Procedures Manual
21. Caltrans Local Assistance Program Guidelines

Contact for this RFQ

Domingo D. Gonzales – Project Manager  
City of Barstow  
Engineering Division  
Barstow, CA 92311

**FORMAT AND CONTENT OF THE STATEMENT OF QUALIFICATIONS (SOQ)**

To respond to the Request for Qualifications (RFQ), submit 6 copies of your SOQ on or before the submission deadline. The SOQ may not exceed 10 double-sided pages, exclusive of charts, graphics, required forms, appendix, resumes, and sample PS&E package. The SOQ must be signed by a person authorized to bind the proposing firm to the representations, commitments, and statements contained in the SOQ. The SOQ must contain the following information and documents:

- A cover letter summarizing the key points of the statement (2 pages maximum).
- Description of Firm – A description of the firm’s organizational structure, the jurisdiction in which the firm is organized, and date of such organization. In addition, provide a brief description of projects of similar nature to those described in this RFQ as well as projects/clients where consultant has performed as an extension of staff.
- Authorized Representative – The name, address, telephone number, facsimile, and email address of the person authorized to represent the firm with respect to all notices, discussions, and other communication relating to this RFQ, and to any negotiations relating to the contract.
- Staffing – An organizational chart identifying: 1) the project manager for the work, each key person who would be assigned to carry out the work; 2) the role each person will play in performing the work; and 3) a description of the experience and qualifications of such manager and key persons. Resumes should be included for all key individuals as an appendix to the submittal.
- References – A list of references for the firm and subconsultants, including the names, address, and telephone numbers of recent clients (preferably other public agencies), and a listing of the specific projects, date, and cost of project construction, and key individuals that participated in them. Include the dollar value related to the participation. Identify how much experience the firm and subconsultant has had with public agencies, and preparing bid packages funded through the Highway Bridge Program.
- Scope – A clear concise statement of the firm’s understanding of the nature and the extent of the services required and a specific outline to demonstrate how personnel would be organized to handle these services.
- Pre-Award Audit – The Consultant will indicate if and when they have been through a Caltrans pre-award audit procedure, and the outcome of the audit(s).
- Sample PS&E Package – Include, as an appendix to the SOQ, a recent bid package prepared by your firm, and advertised for construction. The package should consist of reduced plans (11” x 17” preferred), special provisions, and itemized Engineer’s Estimate. Indicate the successful low bid amount for project construction, the dollar amount, description of any change order work, and the percentage of design work done by your firm on the project. A copy of the sample PS&E package shall be included with each SOQ copy.

### **REQUIRED ATTACHMENTS**

Resumes – In the appendix, the firm shall include resumes for all key personnel, the specific projects and roles of the individuals, specialty licenses, certificates or relevant training. List all similar work.

Sample PS&E Package (as described in previous section)

### **SCHEDULE**

The contracts are intended to be issued as soon as possible. A tentative schedule of the events follows:

- RFQ is issued by the City, September 19, 2011.
- SOQs due October 14, 2011 at 3 p.m.
- Consultant interviews may be conducted.
- City evaluates SOQs and establishes a shortlist of consultants who are considered to be best qualified to perform the work. City notifies each consultant that submitted an SOQ of the results of the review.
- Project specific RFP will be issued by the City to the most qualified consultants.
- City may allow for clarification of the RFP by inviting submittal of written questions and/or by conducting a proposer's conference
- City evaluates proposals, interviews the three or more highest ranked consultants, and develops a final ranking to identify the highest ranked consultant. City notifies each consultant that submitted proposal of the results of the review.
- Accepted firms will be required to submit summary sheets which detail the billing rates for each firm's key individuals, overhead rates for other positions, and other costs. Include any and all other costs for office, vehicle, per diem, etc. This material will not be a basis for selecting consultants.
- The actual schedule for City approval and contract execution will be determined by project requirements.

### **RESERVATIONS OR RIGHTS BY THE CITY**

The City reserves the right to postpone selection for its own convenience, to withdraw this RFQ at any time, to reject any SOQ without indicating a reason for such rejection, or to negotiate with any or none of the respondents. As a function of the negotiation process, the City reserves the right to remedy technical errors, modify the published scope of services, and approve or disapprove the use of all subconsultants. In addition, this RFQ does not commit the City to negotiate a contract. The issuance of this RFQ does not constitute an agreement by the City that any subsequent selection processes will occur, or that any contract will be entered into by the City. Statements and other materials submitted will not be returned unless portions of submittals are designated as proprietary at the time of submittal and requested to be returned.

The City has the right to use any or all ideas or concepts presented in any proposal or interview without restriction, and without conversation with the proposers. As a corollary, selection of a consultant does not constitute City acceptance of all of the particulars of its SOQ.

### **PERFORMANCE OF SERVICES**

Task Orders – Performance by as-needed services consultants will be by project. At the time a Consultant is selected for a specific project, the Consultant will be asked to prepare an estimate of the various jobs listed by project specific task order.

### **CONSULTANT SELECTION PROCESS**

#### **A. Selection of Consultants for the Pool**

As there is no specific project upon which the SOQ should be based, the consultant submittal will be in the form of statement of qualifications. Although the general nature of the construction projects indicated the expertise which is needed, each firm shall choose a team that demonstrates both professional capabilities and prior experience to provide the services listed in this RFQ, and shall prepare a written statement that complies with the requirements of the terms and conditions of this RFQ.

The selection committee will evaluate SOQs. The committee establishes a shortlist of consultants who are considered to be best qualified to perform the contract work. Consultants will be notified of the results of the review

#### **B. Request for Proposals**

A Request for Proposal will be issued to the most qualified consultants. City may allow for clarification of the RFP by inviting submittal of written questions and/or by conducting a proposer's conference.

The selection committee will evaluate proposals, interview the three or more highest ranked consultants, and develop a final ranking of the highest ranked consultant. Consultants will be notified of the results of the review.

#### **C. Cost and Contract Negotiations**

Contract negotiations will begin with the highest ranking consultant to set hourly billing rates and classifications, overhead rates and other compensation. In addition, Consultants will be expected to agree to accept City contract agreement.

City approval and contract execution is to be determined by project requirements.

D. Final Selection

Final selection of the consultant for any project will be made by the City Manager, based on the selection committee's evaluation of their proposal, the results of the possible oral interview, and terms of contract language negotiated with the City.

**DISADVANTAGED BUSINESS ENTERPRISES (DBE) REQUIREMENTS**

The Consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The provisions of Title 49, Part 23, Code of Federal Regulations (49 CFR 23) require that DBE's have an opportunity to participate in contracts funded through the Federal Highway Administration (FHWA).

**GENERAL CONDITIONS AND REQUIREMENTS**

1. The Engineer shall carry out the instructions as received from the City Project Manager and shall cooperate with City, State, FHWA, and any other agencies working on the project.
2. It is not the intent of the foregoing paragraph to relieve the Engineer of professional responsibility during the performance of this contract. In those instances where the Engineer believes a better design or solution to the problem is possible, the Engineer shall promptly notify the City of these concerns, together with the reasons therefore.
3. The Engineer has total responsibility for the accuracy and completeness of all data, plans, and estimates prepared for this project and shall check all such material accordingly. While the City may review such data, plans, and details for quality, completeness and conformity with Caltrans Design Standards, the California Environmental Quality Act (CEQA), and National Environmental Policy Act (NEPA), the responsibility for accuracy and completeness of such items remains solely that of the Engineer. The Engineer or the Engineer's subcontractors shall not incorporate in the design materials or equipment of single or sole source origin without written approval of the City.
4. The plans, designs, estimates, calculations, reports, and other documents furnished under this Scope of Work shall be of a quality acceptable to the City Project Manager. The criteria for acceptance shall be a product of neat appearance, well-organized, technically and grammatically correct, checked, and having the preparer and checker identified. The minimum standard of appearance, organization, and contents of the drawings shall be that of similar types produced by Caltrans.
5. The page identifying preparers of engineering reports, the title sheet and each sheet of plans, shall bear the professional seal, certificate number, registration classification expiration date of the certificate, and signature of the professional engineer(s) responsible for their preparation.
6. The Engineer shall provide the services for the Project in close liaison with the City.
7. To ensure understanding of contract objectives, meetings between City and the Engineer will be held monthly or as often as deemed necessary by the City Project Manager. All work objectives, the Engineer's work schedule, the terms of the contract, and any other related issues will be discussed and any issues or problems resolved.
8. The Engineer may establish direct contact with governmental regulatory and resource agencies and others for the purpose of obtaining information, expertise, and assistance in developing baseline data and resource inventories. The Engineer shall maintain a record of all such contacts and shall transmit copies of those records to the City on a regular basis.
9. The City will retain responsibility for all final consultation, both informal and formal, with State and Federal agencies regarding project mitigation and compensation proposals.

**ENGINEERING/BRIDGE DESIGN AND ENVIRONMENTAL SERVICES**

10. The Engineer shall comply with OSHA regulations regarding safety equipment and procedures, safety instruction issued by the City, and the safety provisions included in the Caltrans Survey Manual.
11. Surveys performed by the Engineer shall conform to the requirements of the Land Surveyors Act and Caltrans Survey Manual. In accordance with the Act, “responsible charge” for the work shall reside with a pre-January 1, 1982, Registered Civil Engineer or a Licensed Land Surveyor, in the State of California.
12. The instructions contained in this Scope of Work for structures will take precedence over any conflicting instructions found in the Bridge Memos to Designers Manual.
13. Where the Engineer is required to prepare and submit studies, reports, plans, etc., to the City as required by this Scope of Work, these shall be submitted in draft as scheduled and the opportunity provided for the City to direct revisions, prior to final submission.
14. All elements of the project shall be considered for least cost alternative analysis throughout the preliminary design of the project.

**Location Map**



