



CITY of
Mt* **SHASTA**

City of Mt. Shasta
Request For Qualifications
For
General City Engineering Services
January 2016

City of Mt. Shasta Request For Qualifications General City Engineering Services

General Description

The City of Mt. Shasta is seeking qualified individuals or firms to perform General City Engineering Services for Public Works and Planning Projects including project design, engineering, surveying, map reviews, planning reviews, preparation of bid and construction documents, bid assistance, construction management and observation, and other related services.

Background

Mt. Shasta is a small, rural community located approximately fifty miles north of Redding in Southern Siskiyou County along Interstate Five (5). The City of Mt. Shasta's incorporated area is approximately 3.4 square miles and a current city population of 3,700 and an urban area population of about 7,000. Located at the base of 14,000 foot Mt. Shasta, the City of Mt. Shasta is a tourism based community with excellent recreational and visual resources in close proximity to major transportation corridors.

General Requirements

1. The selected individual or firm must be a licensed civil engineer in the State of California.
2. The City Engineer must have an office within 2 hours of the City of Mt. Shasta. The firm must provide its own office space, as the City does not currently have available office space. The City does not expect or desire the City Engineer to maintain office hours at the City of Mt. Shasta.

Scope of Work

The firm or individual selected will work with the City's Public Works Director, City Manager, Planning Commission, Planning Department, and City Attorney. Other staff members will be available as necessary. The selected firm will also be expected to make presentations and reports to City Council as necessary. The consultant will make other appropriate public presentations as needed.

The City Engineer will work on public works and planning projects involving design, engineering, surveying, parcel map reviews (including condo conversions), planning reviews, bidding, and construction management as directed by the Public Works Director or City Manager. City engineer will be working primarily on Capital Improvement Program projects, special grant funded projects, and applicant driven project reviews.

The selected individual or firm will be expected to be familiar with and capable of complying with all requirements in the acquisition of Federal and State money and project implementation including the ability to successfully complete:

- Coordination of environmental review and permitting necessary to satisfy CEQA/NEPA requirements and meet permitting requirements applicable to the Permits and Environmental phase of a state or federal funded projects (Army Corps of Engineers, State and Federal Wildlife agencies, etc.)
- Right of Way engineering and acquisition
- Plans, Specifications and Estimates
- Construction Bid Assistance
- Construction Management

Other typical City Engineering services may include, but may not be limited to the following:

- Conduct engineering studies and prepare technical reports including master plans, capital improvement plans, urban water management plans, and conceptual, preliminary, and final design.
- Aid in the preparation of ordinances and resolutions.
- Prepare loan and grant funding applications, special studies and investigations.
- Prepare or obtain environmental studies, permits or other required governmental reports or studies.
- Engineering services in connection with litigation or threatened litigation.
- Coordinate or perform necessary surveying and base map development, subsurface investigations, and special consultants (such as financial and environmental) as required. Provide typical City Surveyor related duties.

- Prepare plats and legal descriptions for easement acquisitions.
- Prepare construction documents including plans, specifications and probable cost estimates for public works infrastructure improvements.
- Provide bidding, construction management and inspection services.
- Prepare record drawings, operation and maintenance manuals, maps, figures, and utility improvement and construction standards.
- Review technical reports prepared by other consultants and assist in the preparation of staff reports, ordinances, and resolutions.
- Review all parcel and subdivision maps, improvement plans, and related documents for conformance with Map Act requirements, standard practices, and City Ordinances.
- Provide other services as deemed necessary by the City and within the standard engineering practice of Consultant.

Schedule of Work

Scheduling of work shall be determined as needed.

Request for Statement of Qualifications (SOQ)

Interested parties are asked to submit a Statement of Qualifications (SOQ) and Proposal using the following format:

Statement of Qualifications Section

Statements of Qualifications shall include the following:

- A listing of similar projects or clients that demonstrate the consultant's diversity and experience with providing similar engineering services.
- A statement explaining how the firm will achieve the high level of fiscal accountability expected by the City.
- A statement explaining the firm's overall approach to providing the requested services, including any special areas of expertise, professional contacts, and/or public agency expertise that demonstrate the firm's capability to ensure efficient consultant services.
- Staffing information including resumes of all key personnel and an organizational chart to identify areas of responsibility and structuring of staff.
- A description of the firm's use of Disadvantaged Business Enterprises (DBE's).
- A description of the firm's affirmative action plan aimed at eliminating discrimination based on race, color, religion, sex, or national origin and a description of the firm's previous compliance with the plan.

- A list of client references and contact persons, including contacts for any project shown to satisfy the requirements listed above.
- A list of similar projects completed by the consultant showing the contracted completion dates and the actual completion dates.
- A statement explaining how the firm can assist the city in obtaining state and federal grants, including ARRA funding.
- A summary of the firm's insurance coverage to include specific categories and coverage amounts. Professional liability coverage is required for the requested services. Copies of the City's requirements may be obtained on request.
- Names of the firm's project manager and the individual authorized to negotiate the contract on behalf of the consulting firm, including evidence of such authority.

Proposal Section

The proposal should include the following:

- A list of regular sub-consultants, if any, to be used to perform the work.
- A list of the key persons to be assigned to the engagement along with a description of the tasks to be performed by each. Resumes shall be provided for the key team members.
- Proposals need not include cost estimates for providing the requested services, but should include the firm's standard billing rates for each of the key personnel proposed to be utilized for this engagement.

Method and Criteria for Selection

Process

A Consultant Selection Committee will review all responsive and qualified SOQ/Proposals, check references, and will develop a "short list" of consultants who are considered to be the best qualified to perform the contract work. All consultants who submit a Proposal will be notified of the results of the review. The top-ranked consultants will be requested to attend interviews and will receive a draft of the proposed contract. After all interviews, the Selection Committee will develop a final ranking and the first-ranked consultant will be asked to provide a cost proposal to perform the work. The City will then negotiate a contract with the top-ranked consultant. If such negotiations are not successful, negotiations will then be entered into with the firm receiving the next highest rating.

Criteria for Evaluation of Written Proposals:

The following evaluation criteria and weight of importance will be used in evaluating and selecting a consultant.

<u>Criteria</u>	<u>Weight</u>
1. Demonstrated Technical Ability.....	30%
2. Demonstrated diversity & experience with a variety of City projects	20%
3. Quantity/quality of staff for work to be done	15%
4. Familiarity with state and federal procedures	10%
5. Capability of developing innovative/advanced techniques	10%
6. Ability to secure grants & funding	10%
7. Understanding of the work to be done	5%

Deadline

All proposals should be submitted, clearly marked “City Engineer Proposal”, to City of Mt. Shasta City Hall, 305 North Mt. Shasta Boulevard, Mt. Shasta, Ca. 96067. Proposals shall be submitted by 4:00 pm on February 4, 2016.

Inquiries

Any inquiries concerning this request for proposals should be directed to:

Rod Bryan, Public Works Director
305 North Mt. Shasta Boulevard
Mt. Shasta, Ca. 96067
(530) 926-7526
rbryan@mtshastaca.gov