



PUBLIC WORKS DEPARTMENT

ENGINEERING DIVISION

**REQUEST FOR QUALIFICATIONS (RFQ)
TO PROVIDE ON-CALL/AS-NEEDED SERVICES FOR:**

- A. PLAN CHECK SERVICES (CIVIL ENGINEERING)**
- B. CITY CONTRACT SURVEYOR**
- C. ENVIRONMENTAL REVIEW SERVICES**

June 2022

IMPORTANT DATES

RFQ ISSUED	June 9, 2022
REQUEST FOR INFORMATION DEADLINE: 5:00 PM	June 20, 2022
RELEASE OF INFORMATION REQUESTED	June 27, 2022
STATEMENT OF QUALIFICATIONS (SOQ) DUE DATE/SUBMISSION DEADLINE: 10:00 AM	July 21, 2022
ANTICIPATED AWARD DATE	August 16, 2022
APPROXIMATE START DATE	September 1, 2022

**REQUEST FOR QUALIFICATIONS
TO PROVIDE ON-CALL/AS-NEEDED SERVICES FOR:**

- A. PLAN CHECK SERVICES (CIVIL ENGINEERING)**
- B. CITY CONTRACT SURVEYOR**
- C. ENVIRONMENTAL REVIEW SERVICES**

Table of Contents

1.0 BACKGROUND.....	2
2.0 SCOPE OF SERVICES.....	2
3.0 QUALIFICATION FORMAT	3
4.0 EVALUATION CRITERIA	6
5.0 SELECTION PROCESS	8
6.0 QUALIFICATION REQUIREMENTS.....	8
EXHIBIT A – SAMPLE PROFESSIONAL SERVICES AGREEMENT	

1.0 Background

The City of El Monte (hereafter referred to as the “City”), the hub of the San Gabriel Valley, is located approximately 12 miles east of downtown Los Angeles. The City is the ninth largest city in Los Angeles County with a population of approximately 115,800 residents. The City encompasses two (2) primary watersheds – San Gabriel River (approx. 1,577 acres) and Los Angeles River (4,548 acres) and the tributary area of Legg Lake to the south. The City occupies approximately ten square miles and is primarily built-out, with a few remaining undeveloped parcels. The City is mostly residential, with a mixed use of commercial businesses and a minor number of industrial parcels. The City was incorporated in 1912 as a general law city and operates under the Council/Manager form of government. The City is governed by a five- member City Council and is administered by the City Manager.

The Public Works Engineering Department utilizes outside consultants to supplement their in-house capabilities. The City of El Monte is requesting Statement of Qualifications (SOQ) and a sealed hourly rate fee schedule to provide on-call services for the following five disciplines. **Consultants are invited to respond to one, or any combination of, the following multiple disciplines that are within their area(s) of expertise.** It is the intent of the City to establish an annual contract for On-Call Services with the option of extending it annually for a total period of three years.

- A. PLAN CHECK SERVICES (CIVIL ENGINEERING)
- B. SURVEYOR/ SURVEY SERVICES
- C. ENVIRONMENTAL REVIEW SERVICES

2.0 Scope of Services

Prospective firms should have significant experience, expertise, and familiarity in working with public agencies to provide the service(s) submitting their SOQ(s) for. In addition to specific services identified in this RFQ, it is the intent of the City that the selected firm(s) will provide additional related support, as needed, based on an approved schedule of hourly rates or prior negotiated project specific fees. In addition, upon prior approval from the Public Works Director, City Engineer or designated staff, the selected firms may from time to time be asked to provide additional related professional support services, as needed, based on approved schedule of hourly rates, or negotiated lump sum price.

Project specific Request for Proposals will be issued to the selected firms on the approved on-call professional services list.

The Scope of Work, as may be modified through negotiation and/or by written addendum issued by the City, will be made a part of the Agreement. The selected firm(s) will be expected to furnish all personnel to provide the following services:

A. Plan Checking Services

The City uses a cost recovery system for plan review services and provide efficient service to its growing city-wide redevelopment. Provide Plan Checking (Civil Engineering) Services for any and all civil improvement plans including but not limited to:

- Grading (Mass/Rough, Precise)
- Soils Report Reviews (as they pertain to other Plans submitted for review)
- Sewer, On-site (Private) & Off-site (Public)
- Water, On-site (Private) & Off-site (Public)
- Storm Drain, On-site (Private) & Off-site (Public)
- Hydrology Reports
- SWPPP's
- LID (Low Impact Development – Replaces SUSMP by City Ordinance)
- Street Improvement Plans
- Traffic Signal Plans
- Signing & Striping Plans
- Street Lighting Plans
- Parcel/Tract Maps
- Condominium Plans
- Easements
- Lot Line Adjustments

Plan review turnaround time is two (2) weeks for 1st submittal, and for subsequent submittals, unless approval of time extension from Project Manager's. Provide an expedite hourly fee for plan reviews to be completed within one week.

B. Surveyor / Survey Services

The scope of work for this contract will vary as need arises and will be at the discretion of the City. Provide surveying services for various projects at the request of City Staff or at the request of the construction manager/inspector provided by Consultant. The main categories of work will include:

- Check subdivision and parcel maps for compliance with State Subdivisions Map Act requirements. Stamp & sign subdivision maps, parcel maps, lot line adjustments, and other documents as necessary, as City surveyor.
- Determine locations of property lines, boundaries, easements and rights-of-way
- Topographic surveys for improvement projects
- ALTA Surveys
- Establish and monument street center lines
- Traditional topographic surveys and aerial topographic surveys to determine locations and elevations of existing improvements, structures, and topographic features
- Perform research and survey work related to property divisions and mergers
- Perform research and survey work related to public and private land ownership, public and private easements, public improvements, construction, and historic information

- Do all survey related and some engineering related computations and drawings using traditional methods and/or using computer methods currently available within the City
- Prepare and interpret deeds and descriptions
- Other miscellaneous tasks as requested

C. Environmental Review Services

The Consultant will be responsible for working with appropriate staff, consultants, and other City Departments in reviewing, coordinating, and administrating under the direction of the Public Works Director/City Engineer. Duties may consist of third-party reviews of environmental documents related to site remediation and may or may include reviewing documents and work plans; preparing and distributing review comments; coordinating, scheduling, and performing site inspection; meeting participation; ensuring environmental compliance with the appropriate governing agencies. The Consultant may also assist in development of procedures, policies, record keeping, and duties related to the overall third party review of environmental documents.

On an as-needed basis, the services to be provided by the Consultant may include, but are not limited to the following on-call services:

- Review Environmental Assessment Reports
- Review Environmental Work Plans for Compliance
- Review Lab Reports for Compliance
- Prepare written comments on reviews
- Provide site inspection as requested
- Recommend regulations and ordinances pertaining to environmental matters and activities under review
- Coordinate with other agencies on environmental matters as needed/requested
- Advise the City as to potential liability issues based on review of environmental documents, site inspection, and other pertinent/available information.
- Prepare initial study and other CEQA related documents.

In addition to specific tasks identified above and upon prior approval from the Public Works Director, City Engineer or designated staff, the selected qualifications may from time to time be asked to provide additional related professional support services, as needed, based on approved schedule of hourly rates or negotiated lump sum price.

3.0 Qualification Format

All firms shall include the following information and comply with the associated page limit restrictions and one limited to 35 pages total. Note that one (1) page includes the front side of an 8.5"x11" sheet of paper and the cover does not constitute a page.

- 1) Cover Letter.** Maximum 1 page cover letter signed by an officer of the firm, binding the firm to all of the commitments made in the submittal. An unsigned proposal is grounds for rejection. Clearly state which of the category, or any combination of the following multiple

categories that are within the firm's area(s) of expertise and would like to be considered.

- 2) The letter shall include name, address and phone number of the person authorized to represent the firm and shall include the following Statement:
 - a. I HAVE READ UNDERSTOOD, AND AGREED TO ALL STATEMENTS IN THIS REQUEST FOR QUALIFICATIONS AND ACKNOWLEDGE RECEIPT OF ALL ADDENDUMS/AMENDMENTS AS WELL AS TO THE TERMS, CONDITIONS, AND ATTACHMENT REFERENCED.
- 3) **Firm's Background.** Background on the firm and its area(s) of professional expertise relevant to this RFQ. An additional three (3) pages may be included to highlight the background of each proposed sub-consultant to be used by the firm and the specific task(s) or functions the sub-consultant will perform.
- 4) **Qualifications and Experience of Proposer's Personnel.** Summary of the relevant experience, work history, training, education and special certifications of the proposer's personnel who will be performing the professional services contemplated under this RFQ on the proposer's behalf. Briefly discuss the Consultant team's qualifications and experience with requested services of a similar magnitude and nature. Proposers shall provide identical information for all sub-consultants' performing any of the tasks or services contemplated under this RFQ on the proposer's behalf. The summary shall also include the office location of key personnel proposed to work on this contract. Relevant experience can include your company's overall experience, experience with state and federal procedures and grant funding projects, experience with similar on-call programs, and the experience of individuals on your proposed team. Show how your experience relates to the demands of the services to be provided. Professional licenses in the consultant's specific discipline relative to the discipline the SOQ(s) being submitted is required.
- 5) **Proposed Personnel.** Resume for the project manager/principal and 1 page resumes for each of the other key personnel only, including sub-consultants, which will be performing the majority of the work on this contract. Resumes for corporate leadership should not be included unless said individuals will be performing substantial work on this program. The designated Project Manager/Principal (where occurs) shall be the primary contact with the City during the contract period and shall function in that capacity while employed by the firm. In addition, the City must approve changes of personnel.
- 6) **Claims for Money or Damage History.** Provide a list of all claims for money or damages filed against the Proposer, and any proposed Principal/Project Manager, related to the performance of a professional services agreement or participation on a project; provide the date of the claim; provide the name of the claimant; describe the nature of the claim; provide the amount asserted; provide the project name; describe the role of the Proposer and any proposed Principal/Project Manager in the project; provide status of the claim; and provide a summary of the dispute resolution and/or outcome (including current status for any unresolved claims).
- 7) **Litigation/Adverse Judgement History.** Provide a list of all litigation (including all complaints

or responses to complaints) filed against the Proposer, and any proposed Principal/Project Manager, related to performance of a professional services agreement or participation on a project; provide the date that the complaint was filed; provide the name of the plaintiff(s); describe the nature of the litigation and list the causes of action set forth in the complaint; provide the amount of damages and relief asserted; provide the project name; describe the role of the Proposer and any proposed Principal/Project Manager in the project; provide the names of the parties involved; provide status of the case; and provide a summary of the dispute resolution and/or outcome (including current status for any unresolved litigation) (e.g., trial/judgement, arbitration/mediation, settlement, etc.).

8) Project Approach. The firm shall explain the way in which the firm will timely complete all of the tasks called for under the RFQ. Include a brief overview of the Consultant's understanding of the program. Firm's method for maintaining Project Cost and Schedule Controls. The content will reflect the particular viewpoint of the Consultant.

9) Quality Assurance/Quality Control Procedures.

Brief description of the consultant's approach to implementing a Program-specific Quality Control approach. The Proposer shall describe the firm's policies and procedures for assuring high quality work, including monitoring of any proposed sub-contracts. Identify the QA/QC manager and his qualifications.

10) References. Each firm must include at least five (5) public agency references during the last five (5) years from the issuance of this RFQ in which the firm was engaged to perform tasks similar to those requested under this RFQ. References should place an emphasis on past or current on-call programs or projects as it relates to the professional services being requested in which proposed personnel was/is/are used by proposer. The references should include the name, title and contact information of the public agency officer or employee responsible for overseeing the proposer's work with contact information.

Proposer shall include current and/or completed projects, client agency, brief description, scope of work, contract amount, and construction cost. Proposer's active staff responsible for the project(s) and their role(s). Focus of the reference project(s) shall be on professional services being requested in the RFQ only.

11) Fee/Rate Schedule. A detailed all-inclusive schedule of rates for each proposed personnel that may be tasked to complete the Project. The rate schedule shall also include costs and expenses related to photocopying, postage, travel, etc. (i.e. Reimbursement expenses). To the extent that a prime consultant contemplates the use of sub-consultants to perform any one or more of the above described tasks on the proposer's behalf, the firm shall include a List of Sub-consultants identifying all sub-consultants and state the fee for each sub-consultant in the Fee Schedule for the next 3 years. In so far as the firm's qualifications contemplates an increase in compensation rates or charges during the term of the portion of the PSA or any extension term, the firm shall clearly indicate when such increases will take effect and by how much.

- a. The Fee/Rate Schedule shall be submitted through PlanetBids in a separate electronic file (PDF and MS Excel) clearly named **“REQUEST FOR QUALIFICATIONS TO PROVIDE ON-CALL/AS-NEEDED SERVICES FEE SCHEDULE – FIRM NAME”**.
- b. Submit one hard copy of Fee/Rate Schedule via mail in a sealed envelope with the copies of the SOQ per the instruction stated below and electronic files (PDF and MS Excel) saved in a flash drive. Please ensure sealed envelope shall contain the name, address of the consultant, and clearly marked **“REQUEST FOR QUALIFICATIONS TO PROVIDE AS-NEEDED ON-CALL/AS-NEEDED SERVICES FEE SCHEDULE – FIRM NAME”**.
- b. Format of the Fee/Rate schedule shall consist of name of personnel, position/title, license(s)/certifications(s), and hourly rates for personnel proposed for the services provided only. **Do not submit your entire company’s fee schedule.**

The City reserves the right to delete specific task(s).

4.0 Evaluation Criteria

Each firm shall be evaluated on the basis of the proposer’s expertise, experience and training and the expertise of its key personnel along with prior contracting history, approach to the program, Fee/Rate Schedule and compliance with the RFQ requirements including the terms of the attached PSA. Each such factor shall be weighted by the City as follows:

Criteria	Max Points	Rating
Qualification	30	
Firm’s experience with working with municipalities		
Firm’s strength and financial stability		
Firm’s experience with state and federal procedures		
Content, quality, and completeness of SOQ		
Staff and Organization	30	
Qualifications of proposed staff and key personnel		
Staff’s relevant experience with services proposed		
Key personnel’s certification(s) and licenses		
Overview and Approach	40	
Understanding of the work to be done		
Responsiveness in addressing the City’s specific needs.		
Quality Assurance/Quality Control Procedures		
Project Cost and Schedule Controls		
Total	100	

5.0 Selection Process

A selection committee, comprised of City staff will review the qualifications. Firms will be ranked on qualifications and the selection committee may choose to interview several of the top ranked firms. However, at its sole discretion the selection committee may dispense with interviews and select a proposer to perform the work.

6.0 Qualification Requirements

Submit the SOQ and Fee/Rate Schedule electronically via PlanetBids. No exceptions to this requirement will be considered.

Proposer will also be required to submit (3) hard copies via mail of the SOQ, Fee/Rate Schedule in a separate sealed envelope, and electronic files of the SOQ and Fee/Rate Schedule (PDF and MS Excel) on a flash drive attention to the following City staff listed below:

ATTN: Lee Torres
City Engineer
City of El Monte
Department of Public Works – Engineering Division
11333 Valley Boulevard
El Monte, Ca
ltorres@elmonteca.gov

Subject: RFQ TO PROVIDE ON-CALL/AS-NEEDED SERVICES

SOQ must be received by or before the Submission Deadline to PlanetBids. Hard copies of the SOQ's that are post marked after the Submission Deadline will not be considered by the City. Submitted SOQs shall be maintained as confidential records of the City up to the Submission Deadline. Firms may withdraw, modify and/or resubmit a RFQ prior to the Submission Deadline but not after. Firms shall be bound to the terms of their RFQ following the Submission Deadline, however, the City, in its sole and absolute discretion, reserves the right to accept post deadline modifications if it is determined that such modifications are in the best interests of the City. The City also reserves the right to waive minor non-substantive informalities or allow the firms to correct them.

- 1) Firms shall be solely and exclusively responsible for all costs incurred in connection with the preparation and submission of the SOQ; demonstrations; interviews; preparation of responses to questions and requests for additional information; for contract discussions; or for anything in any way related to this RFQ. The City is not liable for any costs incurred by a SOQ in response to this RFQ. Whether or not a firm is awarded a contract pursuant to this RFQ, no firm shall be entitled to reimbursement for any costs or expenses associated with the firm's participation in this RFQ process.
- 2) Late SOQs will not be considered.

- 3) The City reserves the right to reject any and all SOQs received as a result of this RFQ. The City's potential award of a contract will not be based on any single factor nor will it be based solely or exclusively on the Fee/Rate Schedule. If a contract is awarded, it will be awarded to the proposer who in the judgment of the City has presented an optimal balance of relevant experience, technical expertise, quality of service, work history and other factors which the City may consider relevant and important in determining which SOQ is best for the City.
- 4) The City reserves the right to cancel or modify this RFQ. There is no guarantee that the City will award contract.
- 5) The City reserves the right to investigate the qualifications of any proposer under consideration including proposed subcontractors and parties otherwise related to the proposer and require confirmation of information furnished by a proposer, or require additional evidence of experience and qualifications to provide the services or otherwise discharge the obligations required by this RFQ.
- 6) Following the Submission Deadline, the City, pursuant to the California Public Records Act (Govt. Code Section 6250 et seq.) reserves the right to make copies of all submitted SOQs available for inspection and copying by any interested member of the public, except to the limited extent the City determines that any information contained in a SOQ is legally privileged under the California Public Records Act. By submission of a SOQ, proposers acknowledge and agree that their SOQ and any information contained therein may be disclosed by the City to interested members of the public, including other proposers.
- 7) The City reserves the right to approve or disapprove of particular subcontractors, joint venture partners, or other proposed team members.
- 8) The City reserves the right to evaluate responses in terms of the best interests of the City, applying criteria provided in this RFQ and any other criteria the City, in its sole discretion, deems pertinent.
- 9) By the submission of a SOQ, each proposer accepts and agrees to execute a written Professional Services Agreement (PSA) in the form attached hereto as Exhibit A. By submission of a SOQ, each proposer agrees to execute a PSA with the City in the form attached hereto as Exhibit A, inclusive of all stated terms and conditions relating to indemnification, required insurance and standard of care requirements. The City shall be under no obligation to make modifications to the PSA after a contract has been awarded and proposers shall be deemed to have incorporated all costs associated with compliance with the PSA into their SOQ. A firm's inability to comply with one or more provisions of the PSA shall be a factor that will be considered by the City in determining which SOQ will serve the best interest of the City when all other factors are taken into account.
- 10) All SOQ's must remain valid for a minimum period of ninety (90) calendar days after the

Submission Deadline. Responses may not be modified or withdrawn by the proposer during this period of time except in accordance with this RFQ and with written permission granted by the City.

- 11) If it becomes necessary to revise any part of this RFQ, an addendum will be posted on PlanetBids. It shall be the sole responsibility of the proposer to check for any addendums to the RFQ that may be issued by the City.
- 12) It is the responsibility of potential firm to be thoroughly familiar with the scope of services to be performed under this RFQ.
- 13) Proposers may withdraw their RFQ prior to the Submission Deadline.

7.0 Insurance Requirements

The selected consultant shall provide the following at the time of contract execution.

Insurance coverage must include naming the City of El Monte as additional insured (Form CG2010 or Equivalent), policy number, expiration date, and amounts (limits). *GENERAL LIABILITY CARRIER MUST HAVE A S CURRENT A.M. BEST RATING OF "A VI" OR HIGHER. WORKERS' COMPENSATION CARRIER MUST HAVE A CURRENT A.M. BEST RATING OF "A-VII" OR HIGHER. CARRIERS MUST BE ADMITTED IN CALIFORNIA. MINIMUM ACCEPTABLE LIMITS: GENERAL LIABILITY; GENERAL AGGREGATE \$2,000,000 AND PRODUCTS-COMP/OP AGG \$2,000,000. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY: E.L. EACH ACCIDENT \$1,000,000 AND E.L. DISEASE-EA EMPLOYEE \$1,000,000 AND E.L. DISEASE – POLICY LIMIT \$1,000,000.* Sample is available upon request.

EXHIBIT A

SAMPLE PROFESSIONAL SERVICES AGREEMENT