



Public Works Department

P.O. Box 1609, Mammoth Lakes, CA, 93546

(760) 934-8989

www.townofmammothlakes.ca.gov

Request for Qualifications for As Needed, On Call Civil Engineering Services

A. Purpose and Background

Dear Interested Party:

The Town of Mammoth Lakes (Town) is seeking a statement of qualifications from engineering teams (Consultant) to provide On Call, As Needed Civil Engineering Services. These services will be on an intermittent basis. The Town has the intention to select and contract with more than one (1) Consultant for the services herein. Consultant to provide services encompassed in creating plans, specifications and/or designs for projects such as road and parking lot construction, drainage projects, park and playground designs, and traffic designs.

The purpose of this Request for Qualifications (RFQ) is to provide the Town with planning, specifications, estimates (PS&E), design and other related items when expedited services are needed. For each project for which services will be requested, the Town will issue a Task Order to one or more firms under the on call agreement and request a proposal.

The term of the as needed, on call services contract(s) shall be for two (2) years. The contract(s) may be extended for one (1) year at a time, after the initial two (2) years, with written agreement of the Town and the Consultant. The contract(s) may be extended until a five (5) year period is complete.

The Town supports the Disadvantaged Business Enterprise (DBE) program and encourages using disadvantaged firms when possible. The DBE program is intended to ensure a level playing field and provide equal opportunity. There is no DBE goal for participation in this RFQ. However, DBE goals will be given for the task orders if required.

B. Scope of Services

Services provided by Consultant will be on an intermittent, as needed, on call basis. The Consultant shall have staff qualified to conduct all necessary engineering work and written documents, including graphics.

Scope of Services include, but are not limited to the following tasks:

- Preparation of plans, specifications, estimates (PS&E), reports and design for various projects including grading, drainage, structural, electrical, sewer, and storm drain water utilities.
- Obtain subconsultants for other as needed professional engineering services related to environmental processes and surveying.
- Attend kickoff and other meetings at the Town's request.

The following are typical design items that the Town may request:

- Street and Road Improvements
- Parking Lot Design
- Grading, Erosion Control, Drainage Plans
- Water, Sewer, Storm Drain Underground Utility Plans
- Traffic Plans during Construction, including detours
- Hydrology and Hydraulics
- Best Management Practices (BMPs)
- Storm Water Pollution Prevention Plans (SWPPP)
- Quantity Estimates

The scope may also include other engineering services to assist the Town. All work shall be in accordance with local, state and federal standards when applicable. Projects may use local, state or federal funding. For projects using federal funding, all federal provisions and requirements shall be followed.

All plans, specifications, designs, and graphics prepared under the terms of the Agreement with the Town shall be delivered to the Town and shall become property of the Town. Other work not required by the Town, such as notes, sketches, charts, computations, and other data shall be available upon request to the Town without restrictions or limitations.

C. Assignment of Work

The Town will assign work to any of the contracted firms as deemed necessary. All work shall be performed under the direction of a licensed professional engineer registered with the State of California. No subcontractors shall be utilized without prior authorization by the Town.

The consultant will have a prescribed number of working days, indicated in the Task Order, to submit the requested proposal. Failure to submit the proposal by the prescribed time may cause the proposal to be rejected and another firm assigned the task.

When services are being requested, the Town will issue the Task Order to one or more of the firms under the on call agreement and request a proposal, including project understanding, fee rates for the completion of the tasks, proposed methods, hours to be spent on tasks, and a schedule including the time needed to complete the tasks. The Town will review proposals and will award the work based on qualifications for tasks and overall cost.

Project scheduling will be based on a task-to-task basis decided by the Town and Consultant. Any changes in the schedule must have prior authorization by the Town's Public Works staff. Retention of 5% will be withheld from each pay estimate. The final payment and released retention will be paid when all tasks are complete and the Town has received all essential documents.

D. Schedule

The Town of Mammoth Lakes has set a schedule for the RFQ process. However, the services provided by the Consultant will be on an as needed, on call schedule.

Description	Completion Date
Advertisement of Request for Qualifications	February 12, 2016
Statements Due	March 8, 2016
Interviews (if desired by Town)	March 15, 2016
Initial Selection	March 15, 2016
Contract Negotiations	March 24, 2016
Present to Town Council (informative)	April 6, 2016

E. Town Provided Work and Information

If requested by Consultant, The Town of Mammoth Lakes will provide the following:

- Town of Mammoth Lakes Standard Plans
- Recorded maps showing parcel boundary information
- Topographic information if available
- Any previously completed plans or reports
- Codes specific to Mammoth Lakes

F. Selection Criteria and Process

The contract(s) will be awarded on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. There may be interviews for the top firms. Statements will be reviewed by select Town staff members and authorized Town Representatives. The Town will score each of the following criteria on a scale of 1-5 which will be multiplied by the weighted values, with 1 being below average and 5 being exceptional. Town Staff will rate statements as seen in the following table:

Criteria	Weight Factor	Rating (1-5)	Weighted Rating
A. Understanding of Work to be Done	0.10		
B. Responsiveness to Request for Qualifications	0.05		
C. Appropriateness and Acceptability of Approach and Work Plan, Ability to Develop Proposals for Task Orders	0.15		
D. Ability to Complete Task Orders in a Timely Manner	0.15		
E. Qualifications of the Firm, Consultant, and Assigned Staff	0.10		
F. Knowledge of and Experience with Similar Work	0.15		
G. Local Experiences & Knowledge	0.15		
H. References	0.05		
I. Rating and Ranking of Interview (if conducted)	0.10		
Total Score:			
Comments:			

The initial selection(s) will be based on the criteria listed in the table above. If clarification is required, a written questionnaire may be provided or an informal interview may be conducted. If an interview is conducted, it will be scheduled within two weeks following the statement submittal.

After selection of the top-ranked firm(s), the Town will negotiate final contract terms. The goal of negotiations is to agree on a final contract that delivers the services and products required with reasonable fees. Compensation for the as needed, on call, agreements shall be handled through task orders and will be financed through project specific sources. Note, there is no expectation or guarantee of a total contract amount.

G. Proposed Response Format

The following statement format is required and has been designed to facilitate comparison among statements submitted. The statements should not exceed 15 pages, not including attachments. Future Task Orders assigned to awarded consultant(s) will have a separate proposal response format, provide by the Town at the time of task requests.

1. Cover Letter – Introduction

Provide a summary of the statement and demonstrate the firms understanding of the tasks, including general approach for scope of services provided in this RFQ. Include an introduction

to the firm as well as a contact person's name, phone number, email address, and mailing address.

2. Qualifications, Experience, References

Prepare a summary of your firm's qualification and experience in similar projects. Include the names of clients, duration and description of past or current assignments. Also, include names and telephone numbers of contact persons of as many as three (3) clients for whom your firm provided similar services.

3. Technical Approaches and Scope of Work

Provide typical work plans for various tasks in the Scope of Work, including staff classification and estimated hours each will participate. State the interpretation of the work to be performed. State a positive commitment to perform the work in the required manner and time frame. Demonstrate an understanding of the services being requested.

4. Staffing and Subconsultants

List any individuals that will participate on this agreement, including their staff classification. Please include a brief resume of experience in similar projects for each individual and proof of various professional registration, licenses and certificates.

If, at the time of a Task Order request, the Consultant(s) wishes to use subconsultants not specified in this statement, prior written approval must be received from the Town. The Town may provide the approval after review of the proposal(s) required for a Task Order. Subconsultants may be used for work such as traffic reports or studies, traffic signal analysis, construction staking, topographic and boundary surveying, and playground of park design.

5. Fees

Provide a price statement for general services in a separate, sealed envelope including a price for each typical deliverable. The price statement should include a list of staff hourly rates and other additional costs in the event that work is required outside of the typical design items outlined in this RFQ. Once Town staff has made initial selections, the price statement will be opened and used as a basis for final scope and fee negotiations. Should those negotiations be successful, all other price statements will be returned to the proposers unopened.

H. Submittal of Statement

Submit two (2) signed hard copies and one electronic copy on a thumb drive of your entire statement in a sealed envelope labeled **"RFQ – As Needed, On Call Services for TOML"**. Label price statement as **"Price Statement for RFQ – As Needed, On Call Services"**. Submit statement to:

Town of Mammoth Lakes
P.O. Box 1609
Mammoth Lakes, CA 93546
Attention: Sierra Shultz, Engineering Assistant

Statements must be submitted prior to **4:00 PM, Tuesday, March 8, 2016.**

If all required information is not provided, a statement may be considered nonresponsive and rejected without evaluations. Late submittals, submittals to the wrong location, or submittals with inadequate copies are considered nonresponsive and shall be rejected.

The Town shall not, in any event, be liable for any pre-contractual expenses incurred by Consultant in the preparation of its statement. Consultant shall not include any such expenses as part of its statement. Pre-contractual expenses are defined as expenses incurred by the Consultant in:

- Preparing the statement in response to this RFQ;
- Submitting the statement to the Town;
- Negotiating with Town on any matter related to the statement; or
- Any other expenses incurred by the Consultant prior to date of award, if any, of the Contract.

The Consultant(s)' statement(s) and any contract entered into thereafter become the exclusive property of the Town and shall be subject to the California Public Records Act (Government Code Section 6250 et seq.). The Town's use and disclosure of its records are governed by this act. Those elements in each statement which Consultant(s) consider to be trade secrets, as that term is defined in Civil Code Section 3426.1(d), or otherwise exempt by law from disclosure, should be prominently marked as "TRADE SECRET", "CONFIDENTIAL", or "PROPRIETARY" by Consultant. The Town will use its best efforts to inform Consultant of any request for disclosure of any such document. The Town, shall not in any way, be liable or responsible for the disclosure of any such records including, without limitation; those so marked if disclosure is deemed to be required by law or by an order of the Court.

I. Information and Inquires

Should a Consultant require clarifications to this RFQ, the Consultant shall notify Town Staff listed below in writing. Should it be found that the point in question is not clearly and fully set forth in the RFQ; the Town may issue a written addendum clarifying the matter.

Substantive changes to the requirements will be made by written addendum to this RFQ. Any written addenda issue pertaining to this RFQ shall be incorporated into the terms and conditions of any resulting Agreement. The Town shall not be bound to any modifications to or deviations from the requirements set forth in this RFQ as the result of oral instruction.

For further information, please contact:

Sierra Shultz
Engineering Assistant
(760) 934-8989 ext. 282
sshultz@townofmammothlakes.ca.gov

J. Top Ranked List and Protests

Each Consultant who submits a statement shall be notified in writing regarding the Consultant(s) who were selected as part of the top ranked list. Such notification shall be made within 10 days of the list approval date.

Consultants may file a “protest” of a statement with the Town. In order for a Consultant’s protest to be considered valid, the protest must:

- Be received in writing within 5 calendar days after the top ranked list is published;
- Clearly identify the specific irregularity or accusation;
- Clearly identify the specific Town staff determination or recommendation being protested;
- Specify, in detail, the grounds of the protest and the facts supporting the protest; and
- Include all relevant, supporting documentation with the protest at time of filing.

If the protest does not comply with each of these requirements, it will be rejected as invalid. If the protest complies with each of these requirements, the Project Manager or other designated Town staff member shall review the basis of the protest and all relevant information. A member of the Town Staff will provide a written decision to the protestor. The protester may appeal the initial decision to Grady Dutton, Public Works Director, by filing a protest meeting and all five of the criteria listed above. This appeal must be received within 5 calendar days of the date of the initial Town Staff written decision.

K. Sample Contract and Exceptions

The Town of Mammoth Lakes agreement for as needed, on call consulting services will be provided upon request. The firm should review the agreement and insurance requirements and indicate if there are any exceptions to the agreement requirements or language that requires further discussion or clarification. Noted exceptions may be considered in determining a proposer’s responsiveness. The selected Consultant(s) shall be bound to accept all RFQ requirements and terms and conditions of the Form of Agreement not excepted in the statement.

L. Other Requirements

By submitting Qualifications, Consultant represents that it has thoroughly examined and become familiar with the work required under this RFQ and is capable of performing quality work to achieve the Town’s objectives.

All statements shall remain good for a minimum of 60 calendar days after the submission deadline or until final contract(s) are executed with the successful proposer(s), whichever occurs first.

By submitting Qualifications, Consultant warrants that any and all licenses and/or certifications required by law, statute, code or ordinance in performing under the scope of this RFQ are

currently held by Consultant, and are valid and in full force and effect. All consultants for the Town of Mammoth Lakes must have or obtain a current business tax certificate from the Town of Mammoth Lakes.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Haislip Hayes', with a large, stylized loop at the end.

Haislip Hayes, PE
Engineering Manager
Town of Mammoth Lakes