



**REQUEST FOR QUALIFICATIONS
for
Material Testing and Inspection Services
For
El Rio Pedestrian Improvement Project**

RESPONSE DUE

by

4:00 p.m.

on

April 15th, 2024

at

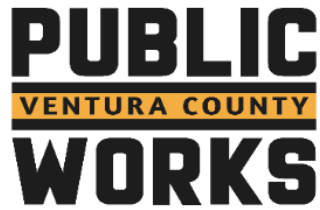
County of Ventura – Public Works Agency

Hall of Administration Main Plaza

Attention: Gianfranco Laurie,

800 S. Victoria Avenue, #1620

Ventura, CA 93009



FOR THE COUNTY OF VENTURA, PUBLIC WORKS AGENCY
TRANSPORTATION DEPARTMENT

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Attachment

- Exhibit D – State Provisions

I. SCHEDULE OF EVENTS

Issuance of RFQ.....	04-01-2024
Last Date to submit inquiries.....	04-10-2024
Closing Date for SOQ.....	04-15-2024
SOQ’s Evaluation Period.....	3 Days
Notification of Final Selections.....	04-18-2024

II. INTRODUCTION

Ventura County Public Works Agency (VCPWA) is seeking Statements of Qualifications (SOQ) from qualified and experienced professional engineering firms to provide material testing and inspection services for the El Rio Pedestrian Improvement Project (Project). The services required shall be to provide a construction inspector and material testing lab as outlined in this RFQ. This project is mainly funded with a State Active Transportation Program grant (Cycle 5) and a portion using County local road funds. Therefore, the proposed contract shall comply with Chapter 10.2.1 of the Caltrans Local Assistance Procedures Manual and Exhibit D.

III. PROJECT DESCRIPTION AND PURPOSE

The Project includes minor roadway widen and construct of curb and gutter, sidewalk, driveway approaches, driveway tie-ins, access ramps, curb extensions (bulb-outs), adjusting/relocating fences and gates, adjusting/relocating utilities, removing trees/brush, infiltration basins, storm drain system improvements, signing and striping enhancements and other appurtenant work as shown on the construction drawings. Project funding will be mainly provided by the Active Transportation Program (ATP) Cycle 5. The purpose of these improvements is to construct accessible pedestrian walkways and promote the use of active modes of transportation for the El Rio neighborhood area.

IV. SCOPE OF WORK

Material testing and inspection services shall include but not limited to the following tasks:

- Consultant shall provide a Material Testing Field Inspector(s) for compacting testing on sub-grade soils, construction materials such as aggregate base, asphalt binders, emulsions, concrete sampling, and any other specialized materials required for the Project.
- Consultant shall provide Technicians for sample pickup from the job site and the batch plants.
- Become familiar with Plans & Specifications, construction schedule and construction sequences.

- Consultant shall perform various laboratory testing for asphalt, concrete, base, emulsion-aggregate slurry seals and any other specialized testing required for the Project.
- Attend the pre-construction meeting and office meetings when requested.
- Report any failed tests and inform the contractor and County immediately.
- Notify construction contractor and inspector about non-compliance items when discovered.
- Prepare Material Testing Inspection Field Reports and Lab Reports. Distribute Reports to the Resident Engineer immediately.

V. SCHEDULE

Construction of the Project is expected to begin June 2024 and last approximately six (6) months.

VI. SUBMITTALS AND INQUIRIES

Statements of Qualifications (SOQ’s) should be submitted no later than 2:00 P.M. on April 15, 2024, to the following address:

County of Ventura – Public Works Agency
 Hall of Administration Main Plaza
 Attention: Gianfranco Laurie
 800 S. Victoria Avenue, #1620
 Ventura, CA 93009

All Submittals should be sent by registered mail, certified mail, overnight mail, hand delivery, or by email. Incomplete submittals and/or submittals received after the deadline will not be accepted. Consultants may submit questions via email to Gianfranco.Laurie@ventura.org no later than then 2:00 p.m. on April 10, 2024. All inquiries shall be made only through this email address; telephone calls will not be accepted.

VII. SUBMISSIONS

The SOQ must not be more than 15 single sided pages and shall be in spiral bound 8.5”x11” format or may be submitted via email to Gianfranco.Laurie@ventura.org. The SOQ shall include the following:

1. A cover letter signed by an authorized representative of the prospective consulting firm. The cover letter shall include contact information: Name, address, telephone number, and e-mail address.
2. Statement of Understanding – Consulting firm shall include a statement describing their understanding of the work to be performed under this contract and a brief description of the firm including the types of services offered.
3. List of personnel to be made available for these services and a brief resume for each describing their education, experience, and qualifications.
4. Consultant shall list a minimum of three (3) projects of similar nature completed. Please include:
 - Project Description
 - Description of services provided and Key personnel.
 - Client name, contact person, and current phone number.

VIII. SELECTION CRITERIA

The selection committee, comprised of VCPWA staff, will evaluate, and score the SOQ’s based on the selection criteria listed below:

Evaluation Criteria	Rating (1-10)	Rating Factor	Total Weighted # of Points	Max. Possible
Project Understanding and Approach		x 2.0		20
Quality, Clarity, Responsiveness, & Overall Impression		x 1.5		15
Project Team / Sub-Consultants Qualifications		x 2.0		20
Relevant Experiences		x 3.0		30
Past Experiences (list a rating value of 5 if none)		x 1.5		15

Project Understanding/Approach: Does the Consultant’s understanding of the project requirements conform to the Scope of Services offered? Does the Consultant offer a sensible approach in response to the Scope of Services? Does the Consultant offer an expanded scope for the project (Additional Services) that is justified and reasonable?

Quality, Clarity, Responsiveness, & Overall Impression: The overall look of the SOQ is professional, well organized, and easy to follow. The SOQ meets the terms and format required in the RFQ and follows the breakdown of the scope of work in the SOQ.

Project Team / Sub-Consultant Qualifications: Is the proposed team composed of members/sub-consultants with expertise and background related to the proposed project? Are appropriate disciplines

presented? How much of the work will be handled by the Consultant's in-house staff and how long has that staff has been working for the firm? How many similar projects have the proposed subconsultants worked with the Consultant as a team?

Relevant Experiences: Has the Consultant completed similar projects in both scope and size for similar type for other public agencies?

Past Experiences: What is the County's experience in working with the Consultant in the past? If they have no experience, please put a mid-point value of 5, and deviate accordingly if there are any negative or positive past experiences.

Upon completion of the SOQ evaluations, the final ranking of the of the firms will be established. The highest-scoring firm will be invited to submit a written fee proposal and if accepted, invited to enter in a contract with VCPWA.

IX. AGENCY PROVIDED DOCUMENTS

AGENCY will provide or accomplish the following upon request.

1. Final Plans [RD24-05 PROJECT NO. 50616 PLANS.pdf](#)

X. PAYMENT METHOD

The method of payment for this contract shall be "Itemized Unit Cost" for equipment and "Specific Rate of Compensation". Under this method of payment, the proposed Consultant is paid at an agreed upon and supported fixed hourly rate for each employee working directly on the contract work. These rates shall be negotiated and agreed upon between VCPWA and Consultant and included in the contract. The specific fixed rate includes the proposed indirect costs, such as overhead, fringe, and other administrative charges. Rates of Other Direct Costs shall be reimbursed using itemized unit costs, such as mileage, printing, postage, and other reimbursable expenses. A schedule of costs shall not be submitted with the SOQ. Once the SOQ's have been evaluated, a cost proposal will be requested from the highest-ranking firm.