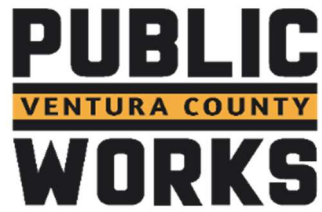




REQUEST FOR QUALIFICATIONS
to provide
Engineering Design Services
for
50646 - Piru Pedestrian Improvements
ATPL-5952(225)
&
50642 - Saticoy Pedestrian Improvements
ATPL-5952 (226)

RESPONSE DUE
by
2:00 p.m.
on
September 27, 2024
at
County of Ventura – Public Works Agency
Hall of Administration Main Floor
Attention: Christopher Solis,
800 S. Victoria Avenue, #1620
Ventura, CA 93009

Issue DATE: 8-19-2024



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Attachments

- A. State Provisions
- B. Professional Service Contract (Sample)
- C. Saticoy ATP Preliminary Plans, Location & Vicinity Map
- D. Piru ATP Preliminary Plans, Location & Vicinity Map

I. SCHEDULE OF EVENTS

Issuance of RFQ.....	8-19-2024
Last Date to submit inquiries.....	9-16-2024
Closing Date for SOQ.....	9-27-2024

II. INTRODUCTION

Ventura County Public Works Agency (VCPWA) is seeking Statements of Qualifications (SOQ) from qualified and experienced professional engineering and design services for two Active Transportation Program (ATP) funded projects that consists of pedestrian improvements in the Saticoy and Piru area in unincorporated Ventura County. The services include preliminary engineering, Project Approval & Environmental Document (PAED) continuing through the development of final contract documents including Plans, Specifications and Estimate (PS&E), and concluding with construction engineering support. The successful proposer shall have experience in designing and delivering similar ATP projects on schedule, must have extensive experience in community outreach, and public engagement, and utility coordination. This project is funded through ATP, therefore this solicitation, subsequent agreement, and services shall comply with applicable local, state, and federal regulations. All activities associated with this project shall conform with all policies and procedures outlined in the Caltrans Local Assistance Procedures Manual (LAPM).

It is the intent of this Request for Qualifications (RFQ) to select and award two separate consultant contracts with the top two firms from this solicitation. Work performed under these contracts will be completed in phases and only when funds have been allocated for each phase. Work cannot begin until an Authorization to proceed is issued by VCPWA.

ATP Projects:

Project Name	Description of Project	Construction Cost	Funding	Construction Date
Saticoy Pedestrian Improvements	<i>Construction of sidewalks, curb & gutters, ADA ramps, crosswalks, curb extension, Rectangular Road Flashing Beacons, Class I bike path and other pertinent work.</i>	\$6,000,000	ATP	Fall of 2027
Piru Pedestrian Improvement	<i>Construction of sidewalks, curb & gutters, ADA ramps, crosswalks, curb extension, Rectangular Road Flashing Beacons, Class I bike path and other pertinent work.</i>	\$6,000,000	ATP	Fall of 2027

Project Schedule:

Project	Fiscal Year 23/24	Fiscal Year 24/25	Fiscal Year 26/27
Saticoy Pedestrian Improvements	PAED	PS&E	CON
Piru Pedestrian Improvements	PAED	PS&E	CON

III. PROJECT DESCRIPTION AND PURPOSE

Both the Saticoy Pedestrian Improvements and Piru Pedestrian Improvements projects will occur at various locations within each respective community. The purpose of both projects is to improve pedestrian safety by installing sidewalks, curbs, gutters, ADA ramps, crosswalks, curb extensions, Rectangular Rapid Flashing Beacons (RRFBs), a class I bike path, and other infrastructure elements to improve safety for pedestrians walking in their community. Construction is tentatively anticipated to begin in January of 2028.

IV. SCOPE OF WORK

The Scope of Work required includes the preparation of engineering studies and construction documents including detailed plans, specifications, and cost estimate (PS&E). The design must conform to all laws, ordinances, and codes, including the latest ADA Title II regulations, County of Ventura Road Standards, Caltrans Standard Specifications and Standard Plans, Standard Specifications for Public Works Construction (Greenbook) and Plans, and the latest CA-MUTCD Manual. All work products shall become the property of the County and submitted to the County for review. The Consultant shall submit at a minimum of four design submittals: 30% Preliminary Design Report (PDR), 60% PS&E, 90% PS&E, and 100% Final PS&E.

❖ Project Management & Meetings

Within 10 days after the contract execution, Consultant and County staff will have a kick-off meeting to discuss the project goals, scope, finalize the schedule, introduce the project team, request information, and conduct other similar activities. The Consultant shall prepare and distribute kick-off meeting minutes, and responsibility matrix after each meeting. The Consultant shall attend and coordinate monthly design meetings with County staff. The Consultant shall Prepare Monthly Progress reports that shall provide current information regarding the project schedule completed/upcoming deliverables, problems encountered that may affect the schedule, budget of work products and anticipated work items, and identify activities for the following month. The Consultant shall schedule, attend, and conduct regular meetings through the duration of the project: 30% PDR, 60% PSE & 90% PSE. The Consultant shall prepare and distribute meeting minutes to all project team members. The Consultant shall attend and coordinate other meetings as required (e.g. utility company, other agencies). The Consultant shall prepare and periodically update a project schedule with tasks and

milestones represented in the Microsoft Project. The Consultant shall break down the schedule by logistical tasks consistent with the scope of work and with enough detail to track project progress. Both baseline schedule and tracking updates are required at each stage of design. The schedule must reflect realistic estimates of review periods by the County staff for tasks, such as reports, plans, and coordination.

❖ **Utility Coordination**

The Consultant shall coordinate with the County and utility agencies. Utility information (overhead and underground) must be included in the project base mapping. The consultant shall work with County and Caltrans design requirements.

❖ **Preliminary Design**

Consultant shall participate in field diagnostics/site reconnaissance meetings and provide team support by documenting and coordinating the agreed upon results and recommendations to the Diagnostic Team. Conduct all analysis needed to complete the preliminary design recommendations for the project as reviewed and approved by the County. The analysis shall include, but not be limited to, existing facilities condition and structure, analysis of traffic and pedestrian studies, underground utility investigations, pavement investigation, geometric design, right-of-way analysis, point of connections, pedestrian access, ADA compliance, and road signs.

➤ **30% PDR**

The Consultant shall prepare a schematic layout of the project limits at 1 inch = 40 feet scale. The schematic layout shall show existing and proposed sidewalks, drainage facilities, pavement layout, right-of-way/easements, private properties, utilities, trees, and other features that would impact design, schedule and costs.

❖ **Project Plans, Specifications & Cost Estimates**

Consultant shall prepare detailed plans, technical specifications, and construction cost estimate (PS&E) for the project. Plans shall include but are not limited to, drainage plans, horizontal control, guardrails, grading & improvement plan sheets, details & cross sections, sidewalk details, striping, crosswalks, pavement markings as required.

➤ **60% PS&E**

- Plans shall be prepared in ACAD format, on Agency provided borders and at an engineered scale no larger than 1 inch = 40 feet scale.
- The Consultant shall prepare the title sheet, vicinity map, location map, legend, and general notes for the project.
- The Consultant shall prepare the grading, driveway approaches, pedestrian improvements plans.
- The Consultant shall prepare the signing and striping plan. These plans shall include but are not limited to traffic control devices, pavement striping, markings, retroreflective markers, object markers, and traffic signs.
- The Consultant shall prepare, revise, compile a Cost Estimate for bidding purposes. Contingencies shall be included at the appropriate percentages.

- The Consultant shall prepare Special Provisions formatted to be suitable for County Standard Contract Documents. A sample special provision in electronic Word format will be provided by the Agency.

➤ **90% PS&E**

The Consultant shall prepare the 90% PS&E based on comments made on the 60% PS&E by the County and other agencies.

➤ **ATP Counts**

The Consultant shall be responsible for conducting pre-construction and post-construction user counts in accordance with the most applicable and current ATP Guidelines. The count locations shall be selected in coordination with the County to ensure the locations reflect the highest numbers of expected users.

➤ **Division of the State Architect's Office**

The Plans shall be submitted to the Division of the State Architect's (DSA) Office for review of ADA Compliance and time for this review shall be anticipated and included in the schedule. The Consultant shall be responsible for submitting the review package to the DSA in accordance with applicable guidelines and shall incorporate any comments or changes stemming from the review into the design.

➤ **Public Engagement**

Consultant shall attend and facilitate the discussion for a minimum of 2 public engagement meetings. The Consultant tasks shall include the preparation of agendas, accompanying materials and meeting notes.

- Coordination with Adjacent Properties
- Coordinate with adjacent property to establish driveway locations and other modifications required in front of their property such as fence relocations, mailbox relocation, or tree removal.

➤ **100% Final PS&E**

The Consultant shall prepare the final 100% PS&E stamped and signed by a registered California Civil Engineer. The Final PS&E shall be based on comments made on the 90% PS&E by the County and other agencies.

❖ **Bid Support Services**

The Consultant shall support VCPWA staff during the contractor procurement process. Consultant will be expected to attend the pre-bid meeting, address technical questions, and issue addenda to the construction documents.

❖ **Construction Support Services**

The VCPWA will assume construction inspection and management duties during construction. Consultant shall provide VCPWA staff support during project construction. Consultant will be expected to:

- Review project submittals on an as-needed basis.
- Respond to construction contractor's requests for information (RFI) on an as-needed basis.

- Assist the VCPWA's Project Manager with inspection of constructed facilities on an as-needed basis.
- Attend the final inspection of the project with the VCPWA's Project Manager and Contractor on an as-needed basis.
- Assist the VCPWA's Construction Manager with development of a "punch-list" on an as-needed basis.
- Consultant shall prepare comprehensive as-built drawings from the Contractor mark-ups, submittals, and other supplied information. Consultant shall submit a draft as-built to the VCPWA for review. Final as-built drawings shall incorporate all VCPWA comments.

V. SUBMITTALS AND INQUIRIES

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. Statements of Qualifications (SOQ's) should be submitted no later than **2:00 P.M. on September 27, 2024**, to the following address:

County of Ventura – Public Works Agency
 Hall of Administration Main Floor
 Attention: Christopher Solis
 800 S. Victoria Avenue, #1620
 Ventura, CA 93009
 Or via email to Christopher.Solis@ventura.org

Consultants may submit questions via email to Christopher.Solis@ventura.org no later than then **2:00 p.m. on September 16, 2024**. All inquiries shall be made only through this email address; telephone calls will not be accepted.

VI. SUBMISSIONS

The SOQ must not be more than 30 single sided pages in 8.5"x11", 11-Pt Arial format and spacing. 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 a similar nature completed in the last 5 years. Please include:
- Project Description
 - Description of services provided and Key personnel.
 - Client name, contact person, and current phone number.

An electronic file of the SOQ's shall be submitted for review by the Selection Committee.

VII. 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 Experience		x 3.0		30
Past Experiences (list a rating value of 5 if none)		x 1.5		15

Maximum Points = 100

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 Experience: 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 top two(2) highest-scoring firms will be invited to submit a written fee proposal and if accepted, invited to enter into a contract with VCPWA.

If a responding firm fails to sign and return the contract drawn pursuant to this RFQ, VCPWA may determine, at its sole discretion, that the Respondent is nonresponsive to the terms of this RFQ and rejects the SOQ and withdraws the offered contract. VCPWA reserves the right to negotiate with the next highest ranked Responding Firm.

VIII. AGENCY PROVIDED DOCUMENTS

Agency will provide general oversight and liaison between the Consultant and other Local, State and Federal Agencies.

AGENCY will provide or accomplish the following:

1. Topographic Survey Mapping, ACAD format
2. Maps & Historical Records that may be accessible by the AGENCY.

IX. PAYMENT METHOD

The method of payment for this contract shall be “Specific Rates 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 Consultant’s fee and indirect costs, such as overhead, fringe, and other administrative charges. Rates of Other Direct Costs (ODC) shall be reimbursed using separate itemized unit costs, such as mileage, printing, postage, and other reimbursable expenses. Exhibit 10-H2 – Cost Proposal Form is included with this SOQ for reference only.

A schedule of costs and fees shall **NOT** be submitted with the SOQ. Upon selection of the highest-ranking firm, a request for cost proposal will be issued to the highest-ranking firm.