

**REQUEST FOR QUALIFICATIONS
for**

**Civil Engineering
and Design Services
For**

**Matilija Road North
Slope Stabilization (MP 0.3 – 0.52) Project**

RESPONSE DUE

by

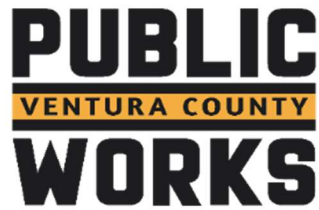
2:00 p.m.

on

October 30, 2024

to

**County of Ventura – Public Works Agency
Hall of Administration 1st Floor
Attention: Joshua Patricio,
800 S. Victoria Avenue, #1620
Ventura, CA 93009**



FOR THE COUNTY OF VENTURA, PUBLIC WORKS AGENCY
ROADS & TRANSPORTATION DEPARTMENT

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Attachments

- Geotechnical Report – Yeh and Associates, Inc.
- Professional Services Contract (Sample)
- Project Vicinity and Location Map

I. SCHEDULE OF EVENTS

Issuance of RFQ.....	09/30/2024
Last Date to submit inquiries.....	10/23/2024
Closing Date for SOQ.....	10/30/2024
SOQ’s Evaluation Period.....	Ten Working Days
Notification of Final Selections.....	11/14/2024

II. INTRODUCTION

The County of Ventura, Roads & Transportation Department (Agency) is seeking Statements of Qualifications (SOQ) from qualified and experienced professional engineering firms to provide civil engineering and design services for a slope stabilization and road reconstruction project. The services required shall consist of review of the most recent Geotechnical Report and proposed design recommendations, utility and right of way (ROW) coordination, development of a set of detailed plans, technical specifications, and cost estimates (PS&E) for the Matilija Road North Slope Stabilization MP (0.3 – 0.52) Project. The Agency is seeking Federal Emergency Management Agency (FEMA) reimbursement for the project. This solicitation, subsequent agreement, and services shall comply with applicable local, state, and federal regulations. A separate consultant has been retained for services to provide environmental clearance on the project.

III. PROJECT DESCRIPTION AND PURPOSE

The project is located on Matilija Road North from County Milepost (MP) 0.3 – 0.52. The purpose of this project is to restore the full width of the roadway, stabilize the uphill and downhill slopes along the project limits, and potentially add additional safety or drainage elements to mitigate any damage from future storm events. The project consists of road reconstruction, slope stabilization, drainage improvements, and other work as determined by the Geotechnical Report and the Agency. Construction is anticipated to begin in September 2025.

IV. SCOPE OF WORK

The Scope of Work required includes the preparation of construction documents including a detailed PS&E. The design must conform to all laws, ordinances, and codes, including County of Ventura Road Standards, Caltrans Standard Specifications and Standard Plans, and the Standard Specifications for Public Works Construction and Plans (Greenbook). All work products shall become the property of the County and submitted to the County for review and approval. The Consultant shall submit at a minimum of four design submittals: 30% Preliminary Design (PD), 60% PS&E, 90% PS&E, and 100% Final PS&E. At a minimum the following scope shall be performed during the contract:

- **Project Management and Meetings:**

Within 14 days of contract execution, a kick-off meeting with Consultant, Agency staff, and the Agency's geotechnical consultant to discuss project goals, scope, schedule, introduce project team, request information, and conduct similar activities. The Consultant shall schedule, attend, and conduct at a minimum three additional meetings as follows through the duration of the project: 30% PD, 60% PS&E, and 90% PS&E meetings. Consultant shall prepare and distribute meeting minutes after each meeting. The Consultant shall provide monthly updates in regard to progress with current information regarding schedule, completed/upcoming deliverables, encountered or potential problems, and activities for the following month. The Consultant shall attend other meetings as required (e.g. environmental, ROW, utilities).

- **Utility and ROW Coordination:**

Consultant shall coordinate with the Agency and utility agencies. Utility (overhead and underground) and ROW information must be included in the project base mapping.

- **Preliminary Design:**

Consultant shall conduct a review of the Geotechnical Report provided by the Agency's geotechnical consultant and proposed design recommendations. Consultant shall participate in field site reconnaissance meeting(s) to document and corroborate the design recommendations in the Geotechnical Report. Consultant shall provide a memo regarding the proposed design recommendations and comments.

30% Preliminary Design

- The Consultant shall prepare a schematic layout of the project limits at 1 inch = 40 feet scale. The layout shall show the proposed design recommendations, ROW and easements (if necessary), and any utilities.

- **Project Plans, Specifications, and Cost Estimates:**

Consultant shall prepare detailed PS&E for the Matilija Road North Slope Stabilization MP (0.3 – 0.52) Project. Plans shall include, but are not limited to, demolition, grading, construction, details, quantity, and cross section plan sheets.

60% PS&E

- Plans shall be prepared in AutoCAD format, on Agency provided borders, and at an engineered scale no larger than 1 inch = 40 feet scale.

- Consultant shall prepare the title sheet, vicinity map, location map, legend, and general notes for the project.
- Consultant shall prepare the construction plans according to the Agency approved design recommendations that include, but are not limited to, demolition, grading, construction, details, quantity, and cross sections plan sheets.
- Consultant shall prepare a Cost Estimate for bidding purposes. Contingencies shall be included at the County approved percentages.
- Consultant shall prepare Special Provisions formatted to Agency Standard Contract Documents. A sample special provisions in electronic Word format shall be provided by the Agency.

90% PS&E

- Consultant shall prepare the 90% PS&E based on comments made on the 60% PS&E submittal by the Agency and Agency's geotechnical consultant.

100% Final PS&E

- Consultant shall prepare the final 100% P&E, stamped, and signed by a registered California Licensed Civil Engineer. The final PS&E shall be based on comments made on the 90% PS&E by the Agency and Agency's geotechnical consultant.

- **Bid Support Services**

Consultant shall support Agency staff during the contractor procurement process. Consultant, as-needed, shall address technical questions, and issue addenda to the construction documents.

- **Construction Support Services**

Agency shall assume construction inspection and project management duties during construction. Consultant shall provide Agency staff support during project construction.

Consultant shall:

- Review project submittals on an as-needed basis.
- Respond to construction contractor's requests for information (RFI) on an as-needed basis.
- Assist with inspection during construction on an as-needed basis.
- Assist Agency with construction change orders on an as-needed basis.
- Provide consultation to Agency on as-needed basis during construction
- Prepare as-built drawings from contractor mark-ups, submittals, and other supplied information. Submit draft as-built for review by Agency and final as-builts incorporating any Agency comments.

The Consultant shall possess all the necessary expertise to perform this Scope of Work in conformance with Standard Engineering Practices.

V. SUBMITTALS AND INQUIRIES

Statements of Qualifications (SOQ's) should be submitted no later than 2:00 P.M. on October 30, 2024. Submittals shall be submitted electronically via email to Joshua.Patricio@ventura.org. Incomplete submittals and/or submittals received after the deadline will not be accepted. Consultants may submit questions via email to Joshua.Patricio@ventura.org no later than then 2:00 p.m. on October 23, 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 25 single sided, standard size (8.5"x11") pages format including, resumes, graphics, forms, pictures, dividers, covers, and Cover Letter or may be submitted via email to Joshua.Patricio@ventura.org.

The SOQ shall include the following:

1. Cover Letter: Shall be on Consultant Letterhead with the name of the person(s) authorized to sign contracts and represent the Consultant in any negotiations and contact information.
2. Statement of Understanding: Consultant shall include a statement describing their understanding of the project and scope of work to be performed under this contract and a list of critical project elements.
3. Project Approach: Describe your approach, methodology, timeliness in meeting the project goals. Consultant shall be available to perform work in reasonable time to meet project goals.
4. Background/Consultant Experience: Provide a description of your background and project qualifications. Provide relevant project examples of a similar in nature that have been completed. Please include:
 - a. Project Description
 - b. Description of services provided and Key personnel.
 - c. Client name, contact person, and current phone number.

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

VII. SELECTION CRITERIA

The selection committee, comprised of Agency 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		x 3.0		30
Project Approach and Methodology		x 3.0		30
Qualifications and Relevant Experience		x 2.5		25
Quality and Clarity of SOQ		x 1.5		15

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 a contract with Agency.

VIII. AGENCY PROVIDED DOCUMENTS

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

AGENCY will provide or accomplish the following:

1. Geotechnical Report
2. Environmental Clearance
3. ROW Clearance

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 the Agency 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 shall be reimbursed using separate itemized unit costs, such as mileage, printing, postage, and other reimbursable expenses.

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.