



REQUEST FOR QUALIFICATIONS
to provide
Arborist Services
for
50647 – Pavement Resurfacing – East Oak Park Area

RESPONSE DUE

by

2:00 p.m.

on

January 6, 2025

at

County of Ventura – Public Works Agency

Hall of Administration Main Floor

Attention: Chase Luckey,

800 S. Victoria Avenue, #1620

Ventura, CA 93009

Issue DATE: 12-4-2024



Contents

I.	SCHEDULE OF EVENTS	3
II.	INTRODUCTION	3
III.	PROJECT DESCRIPTION AND PURPOSE.....	3
IV.	SCOPE OF WORK	3
V.	SUBMITTALS AND INQUIRIES	4
VI.	SUBMISSIONS	4
VII.	SELECTION CRITERIA	4

Attachments

- A. Professional Service Contract (Sample)
- B. Pavement Resurfacing - East Oak Park Area Preliminary Plans, Location & Vicinity Map
- C. Registry of Impacted Trees by Address

I. SCHEDULE OF EVENTS

Issuance of RFQ.....	12-04-2024
Last Date to submit inquiries.....	12-24-2024
Closing Date for SOQ.....	01-06-2025

II. INTRODUCTION

Ventura County Public Works Agency (VCPWA) is seeking Statements of Qualifications (SOQ) from qualified and experienced professional arborist(s) for an upcoming locally funded pavement resurfacing project in the East Oak Park area in unincorporated Ventura County. The services include providing a certified arborist report with observations and recommendations for each identified tree relative to root/pavement/sidewalk/curb conflicts and overall tree viability including any recommended measures. The successful proposer shall have experience in providing reports identifying necessary tree removals, alterations and maintenance and is familiar in working with public agencies to provide the services included in this Request for Qualifications.

It is the intent of this Request for Qualifications (RFQ) to select and award a consultant contract with the top firm from this solicitation. Work cannot begin until an Authorization to proceed is issued by VCPWA.

III. PROJECT DESCRIPTION AND PURPOSE

The project is located in the unincorporated East Oak Park area in southeastern Ventura County. The purpose of the project is to improve and restore the roadway pavement surface and remove and replace out-of-compliance sidewalks, curbs, gutters, ADA ramps, crosswalks, and other infrastructure elements to improve overall infrastructure quality. Construction is anticipated to begin in March of 2026.

IV. SCOPE OF WORK

The Scope of Work required includes the preparation and submission of an arborist report for trees identified as impacted by the project scope and construction methodology. All work products shall become the property of the County and submitted to the County for review. The Consultant shall submit a minimum of one compiled arborist report from a certified arborist including identification, discussion, and recommendations for each affected tree (see Attachment D). This report shall be provided on Company letterhead and include an arborist’s wet signature and license number.

V. SUBMITTALS AND INQUIRIES

All Submittals should be sent 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 January 06, 2025**, to the following address via email to Chase.Luckey@ventura.org

Consultants may submit questions via email to Chase.Luckey@ventura.org no later than then **2:00 p.m. on December 24, 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 15 single sided pages electronically in PDF format. 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 this specific contract and a brief resume for each describing their education, experience, and qualifications.

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 Staff & 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 highest-scoring firm will be invited to submit a written fee proposal and if accepted, invited to enter into a contract with VCPWA.

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.

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.