

**REQUEST FOR QUALIFICATIONS**  
**To provide**  
**Environmental Services**  
**For**  
**Saticoy Pedestrian Improvements**  
**ATPL-5952(226)**  
**&**  
**Piru Pedestrian Improvements**  
**ATPL-5952(225)**

**RESPONSE DUE**

by

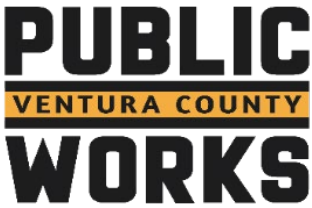
**4:00 p.m.**

on

**April 21, 2025**

at

**County of Ventura – Public Works Agency**  
**Hall of Administration Main Floor**  
**Attention: Yvette Perez,**  
**800 S. Victoria Avenue, #1620**  
**Ventura, CA 93009**



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

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Attachments

- Exhibit 1 – Location Maps

**I. SCHEDULE OF EVENTS**

Issuance of RFQ	March 20, 2025
Closing Date for SOQ	April 21, 2025
Interviews	May 5 <sup>th</sup> – May 9th
Final Selection	May 13, 2025

Statement of Qualifications (SOQ’s) should be submitted no later than 4:00 p.m. on April 21, 2025, to the following address:

Via Email: [Yvette.Perez@ventura.org](mailto:Yvette.Perez@ventura.org)

All submittals should be sent by email. Incomplete submittals and/or submittals received after the deadline will not be accepted.

Consultant may submit questions via email to [Yvette.Perez@ventura.org](mailto:Yvette.Perez@ventura.org) no later than April 18, 2025. All inquiries shall be made only through this email address; telephone calls will not be accepted. It is the responsibility of the proposer to monitor the County website for updates prior to the closing date.

**II. INTRODUCTION**

Ventura County Public Works Agency Roads & Transportation (PWA-RT) is seeking Statements of Qualifications (SOQ) from qualified firms to provide professional environmental services for two Active Transportation Program (ATP) funded projects that consists of pedestrian improvements in the Saticoy and Piru area in unincorporated Ventura County. Additional Federal funding is actively being pursued for both projects therefore the selected Consultant will be required to prepare the appropriate NEPA environmental documents pursuant to Caltrans’ SER to comply with federal requirements. The proposed contracts will not be financed through federal-aid funds, therefore there will be no Disadvantage Business Enterprises (DBE) contract goals. The services to be provided shall consist of the preparation of the Preliminary Environmental Studies (PES) Package with supporting documentation such as environmental studies, surveys, and technical reports. This work will include extensive coordination with Caltrans and the Agency until NEPA clearance is obtained. All activities associated with this project shall conform with all policies and procedures outlined in the Caltrans Local Assistance Procedures Manual.

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.

### **III. PROJECT DESCRIPTION AND PURPOSE**

The Saticoy & Piru Pedestrian Improvement Projects are similar in scope consisting of pedestrian improvements such as sidewalks, curbs, gutter, access ramps, crosswalks, curb extensions, crosswalk flashing beacons, bike lanes, and other infrastructure elements to improve safety for pedestrians and bicyclist. These projects are also located in Disadvantaged communities. Refer to Exhibit 1 (Location Maps). Construction is tentatively anticipated to begin 2028/2029.

### **IV. SCOPE OF WORK**

The Consultant firm shall provide the professional environmental services necessary to prepare environmental studies and documents in compliance with the National Environmental Policy Act (NEPA). Services shall include the following:

#### PRELIMINARY ENVIRONMENTAL STUDIES (PES):

- Consultant shall prepare the PES Package and all required documentation to support conclusions in the PES and submit to Caltrans for review and approval. Consultant will be required to coordinate as needed until NEPA clearance is obtained.

#### TECHNICAL STUDIES:

The technical studies to be provided by the consultant upon Caltrans review of the PES Package may include, but not be limited to the following:

- Natural Environmental Study (Minimal Impact)
- Archaeological Survey Report
- Native American Consultation
- Area of Potential Effects
- Historic Properties Survey Report
- Historic Resources Evaluation Report
- Tree Survey
- Phase I Initial Site Assessment (ISA)

### **V. SUBMISSIONS**

The SOQ must not be more than 20 single sided pages and shall be in PDF 8.5"x11" format, minimum, Arial 12 pt Font & Spacing. The SOQ shall include the following:

1. Transmittal Letter – This letter should outline the firm’s ability to provide the experience and scope of services requested. Describe company size, management, and ownership, including name, address, telephone number, years in business, number of employees, primary contact, and ID number. This letter must be signed by an authorized representative of the consulting firm.

2. Statement of Understanding and Qualifications of Firms – Consulting firm shall include a statement describing their understanding of the work to be performed under this contract and how the objectives of the scope of services will be accomplished. Provide a brief description of the firm including the various types of services offered.
3. Staff Experience - Provide a description of the key personnel who will be involved in this project, their roles, and responsibilities. Provide relevant experience in the preparation of environmental documents, related support materials, and specialized environmental studies on similar past projects. In addition to this summary, provide a brief resume for each describing their education, experience, and qualifications.
4. Communication Plan - Provide a description of your Firm’s approach to communicating effectively with County and Caltrans staff, stakeholders, and the public to facilitate successful delivery of assigned tasks.
5. Consultant shall list a minimum of three (3) projects of a similar nature completed in the last 5 years. Services should reflect the Scope of Services section of this RFQ. Please include:
  - Project Description
  - Description of services provided and Key personnel.
  - Client name, contact person, and current phone number.

**VI. SELECTION CRITERIA**

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

<b>Evaluation Criteria</b>	<b>Rating (1-10)</b>	<b>Rating Factor</b>	<b>Total Weighted # of Points</b>	<b>Max. Possible</b>
Project Understanding and Approach		x 2.0		20
Quality, Clarity, Responsiveness, & Overall Impression		x 1.0		10
Project Team / Sub-Consultants Qualifications		x 2.5		25
Relevant Experience		x 3.0		30
Past Experiences working with County (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 Experience:** Has the Consultant completed similar projects in both scope and size of similar type. Does the Consultant understand local issues?

**Past Experiences:** What is the Consultant's experience in working with the County 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 firms will be established. The three highest-scoring firms will be invited to participate in interviews. The selected firm will be asked to submit a written fee proposal and if accepted, invited to enter a contract with VCPWA.

consultant and subconsultants for this proposed contract shall comply with the applicable local, state, and federal regulations, policies, and Local Assistance Procedures Manual requirements included in Exhibit D – Federal-Aid Contract Requirements.

## **VII. 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.

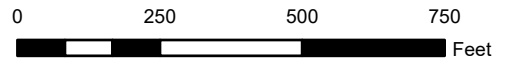
A schedule of costs and fees shall **NOT** be submitted with the SOQ. Upon selection of the highest-ranking firm, a request for cost proposal will be issued to the highest-ranking firm.



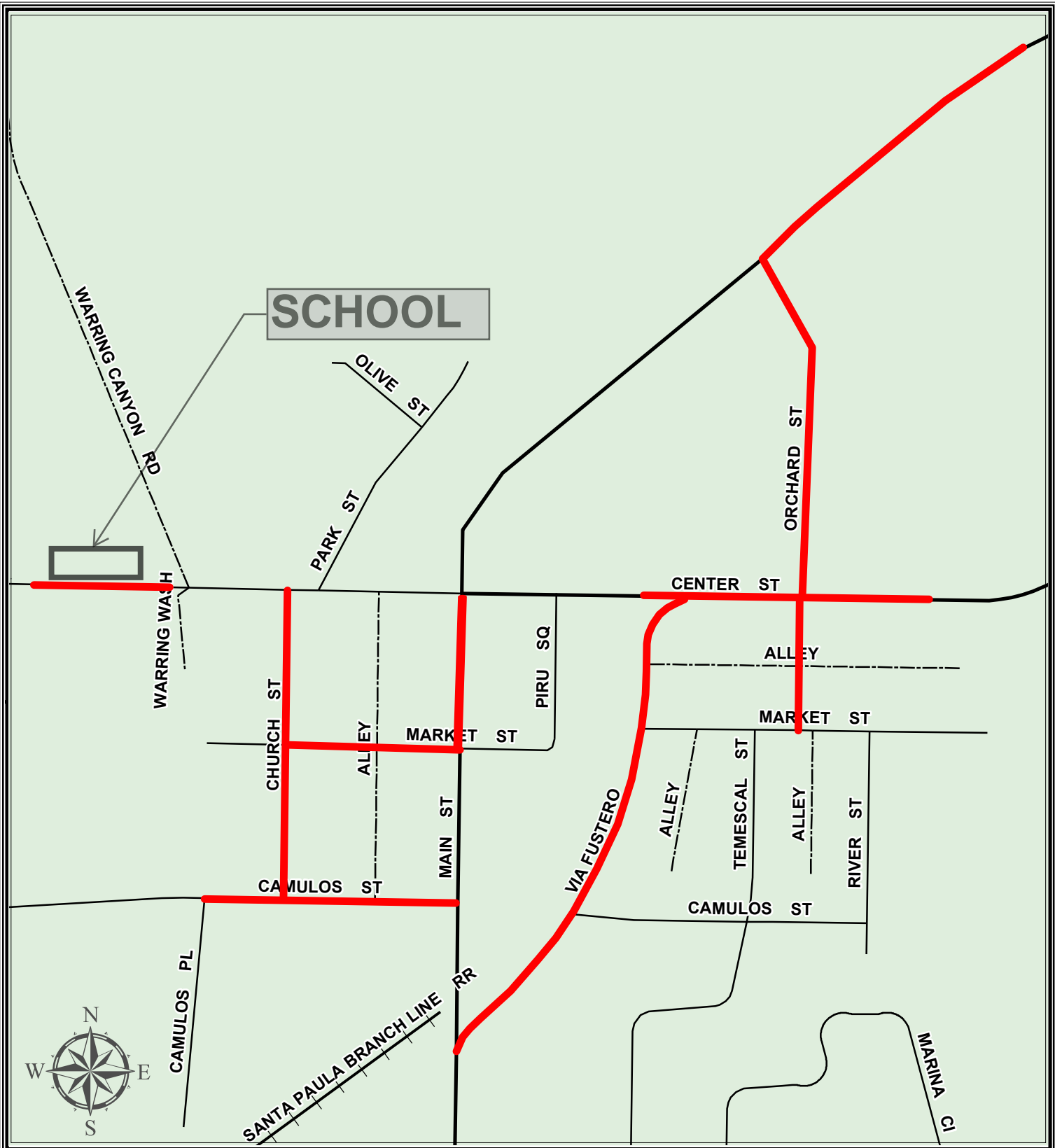
Class I Bike Path Location



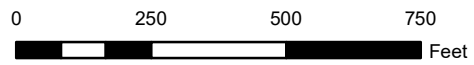
PROJECT LOCATION 



**COUNTY OF VENTURA**  
**PUBLIC WORKS AGENCY**  
**ROADS & TRANSPORTATION DEPARTMENT**  
 ACTIVE TRANSPORTATION PROGRAM -CYCLE-6 (2022)  
 SATICOY PEDESTRIAN IMPROVEMENTS  
 LOCATION MAP



PROJECT LOCATIONS 



**COUNTY OF VENTURA**  
**PUBLIC WORKS AGENCY**  
**ROADS & TRANSPORTATION DEPARTMENT**  
 ACTIVE TRANSPORTATION PROGRAM -CYCLE-6 (2022)  
 PIRU PEDESTRIAN IMPROVEMENTS  
 LOCATION MAP