



REQUEST FOR QUALIFICATIONS

Professional Consulting Services
for:

Capital Improvement Program (CIP)
Project Management Services

PROPOSALS DUE: August 16, 2022, at 4:00pm

DELIVER TO:

Attn: Merrill Buck, P.E.
Town of Loomis
Engineering Division
3665 Taylor Road
Loomis, CA 95650
townengineer@loomis.ca.gov

INTRODUCTION

The Town of Loomis, in Placer County, California, is seeking proposals from qualified professional consulting firms to provide project management services to assist with the delivery of projects in the Town's adopted FY 2022-23 Capital Improvements Program, through the scoping, design and construction phases. One or more consultant contract awards may be made under this solicitation. Initial high priority needs include:

- Program administration of storm drainage projects - The Town received \$1.6 million in American Rescue Plan Act funding which was appropriated into the Storm Drain Fund. The money has to be spent before December 2024. The Town has 20 or so location where storm drain pipes need to be rehabilitated or replaced. Consultant will oversee the scoping, assessment, design and construction of storm drain repairs.
- Maintenance district master planning – the Town has 15 maintenance districts that correspond to approved subdivisions, each paying into a fund that is to be spent on maintaining public improvements within that maintenance district. Consultant will review agreements identifying the scope of Town responsibilities within each district, perform a field assessment of current conditions, determine needs, come up with an action plan for addressing those needs, and implement the action plan.
- Street resurfacing and concrete repair project administration. There are a handful of CIP projects that involve street resurfacing or concrete repair work. The scope is simple enough that the Town intends to put the work out for bid using exhibits consisting of design sketches, location maps, or tables, rather than formal plans that would typically require the use of a design consultant. Consultant will prepare the exhibits directly, or work with an existing on-call consultant that can provide CAD services to prepare the exhibits, prepare the bid documents with quantity takeoffs and using the Town's templates, advertise the projects for bids. Other work may include the preparation of a three-year street resurfacing plan that programs the Town's resurfacing needs with available budget.

TERM

The term of the contract shall be for one (1) year from the date of award with up to two (2) additional one-year renewal periods, contingent upon funding and satisfactory performance. The work-effort is anticipated to be up to half-time, utilizing an Associate or Senior level Engineer.

SCOPE OF WORK

The selected consultant shall provide staff to help the Town oversee the design and construction of assigned capital projects.

The Town does not have surplus office space or staff support equipment such as computers or vehicles to offer the selected consultant. Most of the work will therefore need to occur in the consultant's office, utilizing the consultant's resources.

Generally working independently, while reporting to the Town Engineer, the work scope that the consultant will provide will generally include the following:

Design Administration:

Manage internal project delivery processes, scoping the project to fit within budget, securing and overseeing the efforts of the design engineer (if needed), advertising the project for bids, awarding the construction contract and providing construction support. More specifically:

1. Collaboration with the Town Engineer to confirm project objectives.
2. Initiate and implement RFP processes for all necessary professional service contracts required for project delivery. Prepare Council staff reports for award.
3. Preparation of contracts, from Town templates, for design consultants and contractors. Review contract invoices for recommended payment.
4. Work with the design engineer in completing the design, perform constructability reviews, solicit internal feedback, determine environmental impacts and proper mitigation, review cost estimates and schedules.
5. Initiate meetings with stakeholders to discuss the project, resolve impacts and alter the design, where practical, to address stakeholder concerns.
6. Preparation of necessary project exhibits either directly, or by using one of the Town's on-call drafting services consultants.
7. Preparation of "front-end" specifications incorporating the design consultant's plans and technical specifications. Advertise projects for bids.
8. Oversee bidding process, coordinate bid opening with Town Clerk, evaluate bids received, draft Council staff reports for award.
9. Serve as the primary contact representing the Town on project related items.
10. Maintain project records and provide periodically to the Town in digital format.

Construction Support:

The Town has an inspector that will perform day to day construction inspections. None of the projects to be assigned are federally funded, and so only a minimal level of project controls are needed for construction management. As such, the CIP project manager should be capable of performing basic construction administration duties, including the following:

1. Review and respond to requests for information (RFIs) during construction.
2. Review submittals and change order requests with the design engineer.
3. Draft project change orders for Town acceptance.
4. Review and approve periodic progress payments.
5. Conduct site visits, as necessary. Collaborate with the inspector, design engineer and contractor to resolve issues.
6. Participate in the project's final inspection and prepare punch list.
7. Draft the Council staff report for project acceptance.

Other Duties, if applicable:

1. Possible (non-federal) grant administration, to include project documentation, compliance with grant terms and conditions, project delivery, and completion of reimbursement requests.
2. Work with outside agencies to secure review comments or any needed permits.
3. Other administrative duties, as assigned.

RFQ CONTENT

Submittals should demonstrate an understanding of the Town's scope of work objectives and describe how the firm proposes to meet those objectives. Suggested content for the proposal includes the following:

Cover Letter

- Include office location where work is to be done, contact person's name, telephone number and email address.

Qualifications and Project Experience

- Include a description of the firm and the type of work typically performed.
- Indicate experience with similar efforts performed within the last 5-years.
- Provide references that the Town may contact.
- Provide resume for proposed staff member with qualifications, including listing of licenses, experience and level of responsibility.

Work Plan and Availability

- Address how the suggested scope of services will be accomplished.
- Specify the capacity/anticipated level of effort that staff is available to provide to project delivery services to the Town.

Cost

- Cost is being considered as part of the selection criteria. Provide a fee schedule showing the hourly rate for the staff proposed.
- List assumptions that go into the cost proposal including how additional costs such as reimbursable expenses, subcontracted services markup, overtime, travel, overhead or other anticipated project costs will be accounted for.

Consulting Services Agreement

- State in the proposal the firm's willingness to accept the terms and conditions of the City's Standard Consulting Services Agreement including the required insurance and endorsement information contained therein.

Supplemental Material (Optional)

- Include any discretionary materials that may improve the quality of the proposal.

DELIVERY

To be considered, qualifications must be submitted no later than August 16, 2022, by 4:00pm. Submit three (3) hard copies and one electronic pdf copy (flash drive or e-mail) to:

Merrill Buck, P.E.
Town of Loomis, Engineering Division
3665 Taylor Road
Loomis, CA 95650
(916) 824-1518; townengineer@loomis.ca.gov

ANTICIPATED SCHEDULE

RFQ Issued: July 26, 2022
Due Date: August 16, 2022, at 4:00 PM
Interviews: August 24, 25 (if needed)
Council Award: September 13, 2022

SELECTION PROCESS

All proposals received by the specified deadline will be reviewed by the Town of Loomis for content, completeness, and experience. After those firms deemed the most qualified are short-listed, further evaluation and interviews may be conducted as part of the final selection process. The Town reserves the right to complete the selection process without proceeding to an interview phase and may choose to select the consultant based solely upon information supplied in the proposer's submittal.

The following criteria will be used to evaluate responses to this RFQ:

- Project experience and responsibilities held by key personnel.
- Comprehensiveness of the response to the RFQ.
- Knowledge of municipal project administration best practices
- Satisfaction of prior and current clients (references).
- Rate schedule.

CONDITIONS

All proposals, and material contained therein, shall be considered public documents and as such are subject to inspection under the Public Records Act.

Developing the proposal is the consultant's responsibility. The City shall not bear any cost or reimbursement associated with its preparation.

ADDITIONAL INFORMATION

This Request for Qualifications, the Town's Capital Improvement Program Budget, and the Town's Standard Professional Services Agreement as a supporting attachments, along with any addendum that may be issued are available for download from the Town's webpage: <https://loomis.ca.gov/open-bids-and-rfps/>

Any information provided by the Town, in response to questions raised by proposers, shall be uploaded to the Town's website as an addendum. A "plan holders list" is not being maintained so it is the responsibility of the consultant to review the Town's website or contact the Town's representative to determine the existence of any addenda.

For any questions, please contact Merrill Buck, Town Engineer, at (916) 824-1518 or townengineer@loomis.ca.gov