



## REQUEST FOR QUALIFICATIONS

On-Call Professional Consulting Services  
for:

Civil Engineering Design  
Construction Management and Inspection  
Material Testing  
Engineering Staff Augmentation

**PROPOSALS DUE: February 15, 2024, 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](mailto:townengineer@loomis.ca.gov)

## **INTRODUCTION**

The Town of Loomis, in Placer County, California, is seeking qualified firms to provide on-call professional engineering services under a master agreement, to support the efforts of the Town's Engineering Division.

The Engineering Division is responsible for the functional areas of Development Review, Capital Project Design and Construction Management, Traffic Engineering, and the administration of regulatory programs such as the Clean Water Act and SB 1383. The Town is not responsible for overseeing water or sewer infrastructure, as these services are provided by the Placer County Water Agency (PCWA) and South Placer Municipal Utility District (SPMUD). Although the Town does provide encroachment permit inspection of this work.

The Town has one full-time position allocated to overseeing the duties of the Engineering Division, which is the Town Engineer. Completion of workload is therefore heavily dependent upon outside professional services, performing in a part-time, as-needed capacity.

The following service categories are requested under this Request for Qualifications (RFQ):

- Civil Engineering Design
- Construction Management and Inspection
- Material Testing
- Engineering Staff Augmentation
  - Development Review Engineer
  - Town Surveyor and Land Surveying Services
  - Improvement Plan Check Engineer for Subdivision and Commercial Development
  - Traffic Engineer
  - Public Works Inspector for Encroachment Permits and Small CIP Projects
  - Public Works Inspector for Grading and Stormwater Compliance
  - FEMA Floodplain Administrator/Advisor
  - Senior/Associate Engineer to internally administer CIP Projects

It is anticipated that multiple consultants will be selected under this solicitation. Proposals do not have to be responsive to all of the service categories indicated. Firms may propose on one, or multiple service categories, or sub-service categories. Only one proposal is necessary, but it shall be organized in a way that clearly indicates the qualifications and the categories for which the firm wishes to be considered.

## **LEVEL OF EFFORT**

It is anticipated that the services to be provided will not represent a full-time commitment to the Town. They will either be performed as part of a specific project or will fulfill certain organizational duties and responsibilities on a recurring, part-time, hourly, as-needed basis, to be paid in accordance with the approved rate schedule.

## **TERM**

The term of the contract shall be for three (3) years with an option to extend the contract for up to two (2) additional, one-year periods.

## **SCOPE OF WORK**

The Town does not have surplus office space or staff support equipment such as computers or vehicles to offer the selected consultant. 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, a brief overview of the representative tasks by service category is provided below. This list is not all-inclusive, as other related assignments may be given depending upon workload demands.

### **Civil Engineering Design:**

- Civil design (overlay, slurry, concrete repairs, storm drainage, traffic systems, etc.).
- Preparation of plans, specifications and estimate.
- Obtain subconsultants as needed for supporting services including surveying, environmental, geotechnical, landscape architectural, etc.
- Note if the firm has the ability to complete E-76 for Construction paperwork for federally funded projects in accordance with the Caltrans Local Assistance Procedures Manual.

### **Construction Management and Inspection:**

Construction Management:

- Contract administration including change order negotiations and progress payments.
- Work with Town staff to develop solutions to problems identified in the field.
- Maintain all records and ensuring that reporting requirements are met.
- Note the firm's qualifications and experience managing federally funded project.

Inspection:

- Field inspection, supporting the Construction Manager.
- Document deficiencies, prepare punch list.
- Measure quantities and review contractor's pay requests.

### **Material Testing:**

- Provide material testing services for various Town construction projects including the testing of soil and gravel, asphalt, concrete.
- Core sampling of pavement thickness and potholing services (if available).
- The firm should have at least three years of experience in materials testing.
- Must be experienced with Caltrans methods, and have a Caltrans accredited testing laboratory.

## **Engineering Staff Augmentation:**

Regardless of the number of qualified professionals that are employed by the consulting firm, the firm shall designate specific individuals to serve in the staff augmentation service category. The Town is not looking for a “team” to provide the requested services, but rather an integrated individual that will become an extension of staff, serving in an on-call, as-needed capacity. If the designated individual providing the on-call services leaves the firm, it may be considered grounds for contract termination, at the Town’s sole discretion.

### Development Review Engineer

- Discuss and answer questions from applicants who require assistance in meeting the intent of the Subdivision Map Act and the Town’s Subdivision Ordinance.
- Perform reviews for parcel and subdivision maps during the Tentative and Final Map stages, lot line adjustments, and other land development documents.
- Identify and condition map approvals with any required easements or dedications.
- Work with the Planning Department in the development of Conditions of Approval.
- Check that the Final Map satisfies all Conditions of Approval.
- Coordinate the review of plans and maps with the Improvement Plan Checker and Town Surveyor.

### Town Surveyor and Land Surveying Services

- Check map content for completeness.
- Check map closure calculations for accuracy.
- Sign the Town Surveyors Statement stating that the map is technically correct.
- There may also be occasions where the Town requires surveying services to verify the location of property lines, to prepare plat and legals for right-of-way and/or easement dedications, or to provide construction staking.

### Improvement Plan Check Engineer for Subdivision and Commercial Property Development

- Review of plans for residential subdivision, commercial development, and infrastructure improvements within the Town’s right of way for conformance with local and other applicable standards.
- Plan check services may include, grading plans, street improvement plans including sidewalks, street widening, rehabilitation and new streets, drainage plans, including hydrology and hydraulic calculations and reports, storm water pollution and prevention plans, water quality management plans, erosion and sediment control plans, and cost estimates for bonding purposes.
- Check plans for design conformance to the approved Tentative Map, related Specific Plans, General Plans and Town Ordinances, Conditions of Approval, Town Standards, Americans with Disabilities (ADA), and other applicable agency requirements.

### Traffic Engineer

- Serve as the Town’s technical expert in the area of traffic engineering.
- Work with developers and review traffic studies to ensure that traffic generated by proposed new development is properly mitigated.
- Review and respond to traffic-related inquiries from the community.

- Collect and analyze traffic data to determine if traffic modifications are warranted.
- Oversee the design and implementation of signal timing modifications.
- Review and make recommendations on striping, signage and curb marking modifications.

#### Public Works Inspector for Encroachment Permits and Small CIP Projects

- Outside utility agency encroachment permit inspections (PG&E, PCWA, SPMUD).
- Inspection of locally funded capital projects.
- Given variable workload demands, flexibility and the ability to complete work in time blocks as small as an hour is required for this category of work.

#### Public Works Inspector for Grading and Stormwater Compliance

- Field inspection of grading permits for compliance with approved plans.
- Serve as the Town's SWPPP inspector, oversee and enforce the implementation of stormwater BMPs.
- Given variable workload demands, flexibility and the ability to complete work in time blocks as small as an hour is required for this category of work.

#### FEMA Floodplain Administrator/Advisor

- Serve under the Town Engineer as the FEMA Floodplain Administrator.
- Interpret FEMA policy when work is proposed within the floodplain.
- Work with applicants to explain and ensure compliance with FEMA regulations.

#### Senior/Associate Engineer to Internally Administer CIP Projects

- Manage the internal CIP project delivery process, providing contract administration, public contract code, and purchasing compliance.
- Collaborate with the Town Engineer to confirm project scope and objectives.
- Initiate and implement consultant selection processes for all necessary professional service contracts required for project delivery.
- Prepare contracts and Council staff reports for award.
- Review invoices and recommend consultant payments.
- Work with the design engineer in completing the design, performing constructability reviews, soliciting internal feedback, determining environmental impacts and proper mitigation, and reviewing cost estimates and schedules.
- Initiate meetings with stakeholders to discuss the project, resolve impacts and alter the design, where practical, to address stakeholder concerns.
- Work with outside agencies to secure review comments or any needed permits.
- Prepare necessary project exhibits either directly, or by using one of the Town's on-call drafting services consultants.
- Prepare "front-end" specifications incorporating the design consultant's plans and technical specifications. Advertise projects for bids.
- Oversee bidding process, coordinate bid opening with Town Clerk, evaluate bids received, draft Council staff reports for award.
- Oversee the construction process, either directly or through coordination with one of the Town's on-call construction managers or inspectors.

- Serve as the primary contact representing the Town on project related issues.
- Maintain project records.
- Note if the firm has the ability to perform internal, federal grant project administration, in accordance with the Local Assistance Procedures Manual, as necessary to obtain the E-76 for construction.
- Serve as the Interim Town Engineer, should the position become vacant, until the position can be filled. (Optional task, if qualified, and if it becomes necessary).

## **RFQ CONTENT**

Submittals should demonstrate an understanding of the Town's scope of work objectives and describe how the firm is qualified to meet those objectives. While there is no set format, order, or length that the proposal needs to adhere to, suggested content for the proposal includes the following:

### Cover Letter

- Include the office location where work is to be done, contact person's name, telephone number and email address.
- State the service categories and sub-categories that the firm wishes to be considered for.
- Identify the name and contact information for the person authorized to enter into a contract with the Town.

### 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 3-5 years.
- Provide references that the Town may contact.
- Provide resumes for proposed staff member with qualifications, including listing of licenses, experience and level of responsibility.

### Work Plan and Availability

- Address the process, if applicable, that will be used to accomplish the suggested scope of services.
- Specify the capacity/anticipated level of effort that the staff being proposed is available to provide.

### Cost

- While consultants will mostly be selected based upon the strength of their qualifications, the Town reserves the right to consider the billing rate as part of the selection criteria. Provide a fee schedule showing the proposed hourly rate for the various job classifications, and the classification of the staff proposed.
- List assumptions that go into the fee schedule including how additional costs such as reimbursable expenses, subcontracted services markup, overtime, travel, overhead or other anticipated project costs will be accounted for.

- State if the fee schedule will remain in effect over the term of the contract, or if a cost-of-living adjustment will be requested.

#### 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 February 15, 2024, 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: January 2023  
Due Date: February 15, 2024, at 4:00 PM  
Interviews: February 2024 (as needed)  
Council Award: March 12, 2024

### **SELECTION PROCESS**

All proposals received by the deadline will be reviewed by the Town. After those firms deemed the most qualified are determined, 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.

In evaluating responses to this RFQ, the Town will score each of the following criteria on a scale of 1 to 5 and then multiply this score by the weighed percentage noted.

- Capacity of the firm to carry out the proposed assignments (10%)
- Qualifications/Resumes and similar experience of key personnel, including knowledge of municipal engineering best practices (50%)
- Satisfaction/references of prior and current clients (10%)
- Proximity of the proposer's firm and staff to Loomis (10%)

- Willingness to comply with the proposed agreement terms (5%)
- Cost or cost approach (15%)

## **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 Town shall not bear any cost or reimbursement associated with its preparation.

The Town reserves the right to cancel, or reject any portion of the request for qualifications without notice, and makes no representation that any contract will be awarded to any firm submitting a proposal.

## **ADDITIONAL INFORMATION**

This Request for Qualifications and the Town's Standard Professional Services Agreement as a supporting attachment, 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](mailto:townengineer@loomis.ca.gov)