# **Request for Qualifications**

# Kentucky Avenue Widening and Complete Streets Project CIP #04-07



# City of Woodland Community Development Department

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# **Submittal Process & Requirements**

## **Request for Qualifications**

The City of Woodland is requesting a statement of qualifications from consultant teams qualified to provide environmental, right-of-way, land acquisition and engineering design services for the Kentucky Avenue Widening and Complete Streets Project, CIP #04-07. It is the city's intent to utilize the services of the selected consultant from project initiation, through design, bidding and construction. The prime consultant will provide a full range of professional services, including, but not necessarily limited to; boundary and topographical surveying, subsurface utility location, geotechnical investigation, civil/site, electrical, mechanical and other disciplines essential to performance of the desired services.

The project will reconstruct Kentucky Avenue from East to West Streets and will widen the roadway from two- to four-lanes from East to College streets. The project is a major redesign of the roadway to transform the travel way into a 'complete street'. The project will include bicycle lanes, landscape separated sidewalks, drainage improvements, landscaped medians, a new traffic signal at College Street and modifications to the signals at West and East streets.

### Compensation and Standard Consultant Agreement

The selected consultant will be compensated in accordance with the terms of the City's standard consultant agreement (attached) on a time and materials basis up to a not-to-exceed fee that will be negotiated and included in the contract agreement. Final scope, schedule and fees will be negotiated after the conclusion of the selection process. The selected consultant will be paid on a monthly basis for services rendered.

Please provide comments on the agreement language with your submittal. If no comments are provided, then the presumption will be that the standard agreement is acceptable as presented. Note that the consultant's statement of qualifications will be referenced as the basis for their standard of practice in providing these requested services.

# **Evaluation of Responses**

Candidates will be evaluated based on professional excellence, demonstrated competence, experience with similar projects, capacity to provide timely and quality responses to work requests and overall performance record. The City reserves the right to use all information at its disposal in determining the degree to which any prospective consultant meets the aforementioned criteria.

The City reserves the right to extend the schedule and/or introduce additional steps in order to fairly and objectively review and rank the consultant responses. In the event we do need to modify the process, notice will be given via email.

## Confidentiality and Public Records

Until publication of the list, the City will hold all submittals in confidence and they will not be available for public review. Upon award of the contracts to the successful teams, the City will consider all submittals and communications as public records. No submitted documents will be returned to the firms.

## **Submittal Requirement**

If you are interested in responding to this RFQ, please send four original copies of the following information to Katie Wurzel, Transportation Engineer, City of Woodland Community Development Department, 300 First Street, Woodland, CA 95695.

- 1. Statement of Interest
- 2. Standard Form SF 330 (available at <a href="http://www.gsa.gov/portal/forms/type/SF">http://www.gsa.gov/portal/forms/type/SF</a>)
- 3. Exhibit 10-O1 Local Agency Consultant DBE Commitment
- 4. A separate sealed envelope containing hourly rates and other applicable fees. Note: This information does not constitute a bid. Separating the fee schedule ensures an objective review and ranking of the proposals before cost information is considered.

Submittals are expected to be concise, and limited to as few pages as possible. Lengthy submittals containing superfluous information may be penalized.

This information must be received at 300 First Street Woodland, CA 95695 by 3:00 p.m., Wednesday, November 14, 2012. Late submittals will not be accepted.

#### Selection Panel

A City selection panel will review the proposals and rank them. Based on this ranking, the top finalists will be selected and may be invited for an interview. Depending on the submitted proposals, the City reserves the right to make a selection after the conclusion of the ranking of the written proposals. This RFQ does not commit the City to pay any costs incurred in the preparation and presentation of submittals nor does it obligate the City to select any interested firm which responds.

## **Insurance Requirements**

The following insurance requirements must be met by the selected consultant:

- A. Worker's Compensation and employer's Liability a prescribed by applicable law.
- B. Comprehensive General Liability Insurance (Bodily Injury and Property Damage) in the amount of \$1,000,000 per occurrence and annual aggregate.
- C. Automobile bodily injury and property damage liability insurance, the limits of which shall not be less than \$1,000,000 per occurrence.
- D. City shall be named as an addition insured on all of the above policies.
- E. Design Professional Liability Insurance covering negligent acts, errors or omissions of Consultant, the limits of which shall be \$1,000,000.

#### **Questions**

To ensure that all responders have access to the same information, the following procedure will be followed to respond to all questions:

- Questions must be submitted via email to TErfq@cityofwoodland.org
- Questions and the answers to the questions will be distributed via email to all consultants.

To ensure you receive all pertinent information and responses to questions please follow the instructions in "Electronic Communication" below.

#### **Electronic Communication**

It is the City's intent to take advantage of electronic communications. Please submit contact information (name, firm, phone and email) to TErfq@cityofwoodland.org upon receipt of this letter. The City will maintain a list of consultants for use in responding to questions and providing clarifications or addenda.

#### **Contact Information**

The City's contact for this Request is: Katie Wurzel Transportation Engineer Katie.Wurzel@cityofwoodland.org 530-661-5820

#### **Attachments**

- 1. Exhibit 10-I Notice to Proposers DBE Information
- 2. Exhibit 10-O1 Local Agency Consultant DBE Commitment
- 3. Standard Form of Consulting Services Agreement

# Schedule

The following is the tentative schedule for the selection process

Milestones	Date*			
Request for Qualifications Issued	October 24, 2012			
SOQ Due	November 14, 2012			
Determination of Short List	November 28, 2012			
Consultant Interviews	December 17-19, 2012			
Negotiation of Services	January 8-18, 2013			
Council Approval of Consultant Selection	February 5, 2013			
Contract Execution	February 8, 2013			
Consultant Begin Work	February 19, 2013			
*Dates are approximate and may be adjusted.				

# **Evaluation and Selection Criteria**

The evaluation and selection process will be based on the criteria and weights as presented in the following Table.

## **SELECTION CRITERIA AND WEIGHTS**

Criteria	Weight	Scores	Weighted Scores
Responsiveness to the RFQ	10%		
Professional Capacity & Location	15%		
Professional Experience	15%		
Public Agency Project Work	15%		
Consultant Team & Organization	15%		
City of Woodland Experience & Knowledge	15%		
References <sup>1</sup>	15%		
Total	100%		

<sup>&</sup>lt;sup>1</sup> City may choose to check references on the short listed consultants only.