

Design and Engineering Services

for

City of Jackson

The City of Jackson is accepting Statements of Qualification to select a licensed and insured professional civil engineering services company or individual to provide professional and technical planning phase services for items identified in the Scope of Work for the planning and engineering design for the replacement of a 1.3 million gallon reservoir funded by SWRCB.

Please provide your Qualifications to the City of Jackson by November, 29, 2019 via email to Jerry Tinoco at jtinoco@rcac.org

Statements of Qualifications (SOQs) shall be submitted by firms that have a capable and demonstrable background in the type of work described in this notice. In addition, all interested firms shall have sufficient, readily available resources in the form of trained personnel, support services, specialized consultants, and financial resources to carry out the work without delay or shortcomings.

Services required by this request for qualifications shall be performed under the responsible charge of a Project Manager with a minimum of 5 years of experience and who is a California Licensed Professional Civil Engineer.

Each respondent shall submit by email attachment one (1) electronic copy of the SOQ in PDF format.

Background

The City of Jackson, the county seat of Amador County, operates a water system with 2168 connections serving a population of 4686 customers. State inspections of the system concluded that the current storage reservoir, built in the 1970's, is in disrepair and is undersized. Currently the estimated 1.3-million-gallon reservoir is antiquated infrastructure that no longer meets today's design standards. The steel beams supporting the roof are rusted, and many holes exist throughout the sheet metal roof of this earth entrenched pit. Furthermore, the system needs additional storage capacity, particularly since it is potentially vulnerable to wildfire risks. Per recommendation by the Division of Drinking Water, the City of Jackson will be applying for planning phase and consequently construction phase funding to replace the existing reservoir with a larger, more modern design.

The system is preparing a planning grant application for funding under Proposition 1 through the California State Water Resources Control Board in order to address the storage tank replacement. As such, this Request for Qualifications (RFQ) is limited to preliminary planning and engineering services for this task, with possibility of continued partnership into the construction grant phase of the project.

The Scope of Planning Level Services includes, but is not limited to:

1. CEQA compliance and special reports required for all projects identified by the capital improvement goals above. Preferably done by engineering firm or subcontracted group of their choosing.
2. Field surveys and base mapping for design plans and construction documents – Topographic, utility, property lines, easements and right-of-way (ROW) verification.
3. Encroachment permit compliance related to utility trenching in public ROW.
4. Prepare preliminary plans and specifications to a level acceptable for application for a construction grant that will also include funding for final design and construction documents.
5. Prepare cost estimates for:
 - a. Final design
 - b. Bid documents for construction
 - c. Construction costs for public bidding
 - d. Construction management, inspection and as-built drawings
 - e. Permitting

Documentation

Statements of Qualification must include:

1. Names of engineering firm owners, years in business and services offered.
2. Resumes and professional background for key personnel of the engineering firm who will be assigned to work on this project.
3. Three similar projects designed by the firm during the past seven years.
4. Current and projected-workload of the engineering firm that might affect the project.

Parts of the SOQ:

1. Cover letter. The cover letter shall contain the following information:
 - a. RFQ Title.
 - b. Respondent's name, mailing address, contact person, e-mail address, telephone and fax numbers.
 - c. Identification of the principal contact person authorized to commit the respondent to a contractual agreement, including address, e-mail and phone number.
 - d. Identification of the prime consultant's corporate headquarters (city and state).
 - e. An expression of the respondent's interest in being selected for this project.
 - f. Pertinent characteristics that differentiate the respondent in its ability to perform the proposed work.
2. Proposers are discouraged from submitting lengthy Submittals. The City of Jackson requests that submittals be concise and clearly written containing only essential information.

Schedule

The selection process is anticipated to proceed as outlined below; however, it is subject to change at the discretion of the City of Jackson:

Project Benchmarks	Date (No Later Than)
Request for Qualifications Available	November 1, 2019
SOQ Due	January 3, 2020
Consultant Short List	January 10, 2020
Consultant Interviews	January 16-17, 2020
Consultant Selection	January 21, 2020
Consultant Negotiations - Phase 1	Late January 2020
Tentative Project Start	TBD
Tentative Project Completion	TBD

Prospective respondents may contact Trevor Hoaas or Jerry Tinoco for further information regarding contractual questions for this RFQ. All requests for interpretation or questions must be sent in via email at jtinoco@rcac.org

The City of Jackson, with help from RCAC, will review all qualifications received and select the top three most qualified candidates based on the evaluation criteria defined below. The top three firms selected will be invited to interview, provide a technical approach and project manager/team details.

The evaluation criteria includes:

1. Qualifications and experience of the project engineer.
2. Firm's past experience with similar small water system projects.
3. Present and projected workloads.
4. Technical and professional capacity to address each of the scope of work items with or without subcontracting.
5. Experience with SWRCB grant programs, specifically Prop 1 planning and construction funding process.
6. Travel distance from project site.
7. Experience with local agencies.
8. Turnkey design and construction capability.
9. Capability to meet time and budget requirements.

The City of Jackson is not responsible for costs incurred in the preparation of SOQs and reserves the right to reject any or all proposals. SOQs shall become property of the City of Jackson and considered public documents under applicable California laws.

Award and Negotiations

The City of Jackson will provide a written Letter of Intent to the selected firm until the grant is awarded and contract then negotiated. The notice shall identify the due date for completing a Level of Effort (LOE), a fee schedule, a project time estimate and shall define all changes to the proposed scope of work defined by this RFQ.

The consultant shall provide a completed LOE within two weeks of receiving notice of selection, as well as a letter confirming that the firm has liability insurance available.

Negotiations shall begin with the SOW identified in the RFQ and the LOE submitted by the consultant.

After successful negotiations and successful approval of the planning grant from SWRCB, the City of Jackson will award the contract.

SWRCB estimates that once the planning grant is approved, disbursements are possible within a 30-day processing cycle as a goal, not a promise.