



Request for Qualifications (RFQ) No. 5997

Design and Engineering Services for City of Alturas DWSRF Construction Financing Application

1. Purpose

The City of Alturas is accepting Statements of Qualification (SOQ) 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 preliminary planning and engineering design and DWSRF Construction Financing Application for its drinking water distribution system capital improvement projects. SOQs shall be submitted by firms that have a capable and demonstrable background in the type of work described in this notice. Services required by this request for qualifications shall be performed under the responsible charge of a Project Manager with a minimum of 10 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 by the deadline of June 18, 2021.

The contact for this RFQ is: Mr. Kim Dodds
Interim Director for Public Works
kdodds@cityofalturas.us

2. Background

The City of Alturas is a community located in Modoc County, California that operates a public water system (PWS ID# 2510001). The water system has approximately 1,200 connections and serves a population of approximately 2,500. The system maintains four wells and two storage tanks of 750,000 gallons each. The tanks are located on each side of the community and monitored with an antiquated telemetry system that feeds data to the sheriff's department HQ. The system's fire suppression capacities are challenged in that there are 217 fire hydrants total in the system with 89 of them beyond 40 years of age and no longer serviceable (no replacement parts exist). The four wells are all located within city limits and easily accessible.

The City is preparing a DWSRF Application for Planning Financing through the California State Water Resources Control Board (SWRCB) to obtain funds to carry out planning level services design and engineering works to replace and repair their failing infrastructure. The application will be submitted once the selected engineer has an opportunity to comment on the proposed scope and costs included in the planning grant application. The City will not award this contract until the planning grant is awarded by the SWRCB. However, a Letter of Intent will be issued to the selected engineering firm. **3. Scope of Work**

This Request for Qualifications (RFQ) is limited to planning and engineering services for the following planned activities:

1. Replacement of the antiquated fire hydrants (89 minimum) with modern dry-barrel models,
2. Replacement of the customer meters with AMR style meters,
3. Replacement of the current telemetry system with an updated SCADA that will connect to the four wells and two tanks.

Beyond a standard Statement of Qualifications, the respondent is encouraged to highlight relevant prior experience in regard to:

1. DWSRF Applications for Construction Financing, with a particular focus on the elements of the Technical and Environmental Packages,
2. Engineering designs for fire hydrant replacements, meter replacements and SCADA system design and installation.

4. Statement of Qualifications and Submittal Details

Statements of Qualifications 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. List of DWSRF or CWSRF planning or construction application work completed during past seven years, if any;
5. Current and projected workload of the engineering firm that might affect the project;
6. A letter confirming that the firm has liability insurance available;
7. Proximity of firm to project site.

The cover letter shall contain the following information:

1. RFQ Title;
2. Respondent’s name, mailing address, contact person, e-mail address, and phone number;
3. Identification of the principal contact person authorized to commit the respondent to a contractual agreement, including address, e-mail, and phone number;
4. Identification of the prime consultant’s corporate headquarters (city and state);
5. An expression of the respondent’s interest in being selected for this project;
6. Pertinent characteristics that differentiate the respondent in its ability to perform the proposed work.

Proposers are discouraged from submitting a lengthy Submittal. The City of Alturas requests that Submittals be concise and clearly written containing only essential information.

Proposers will deliver all required submittal items via email on or before the deadline as specified in the Schedule section below.

The City 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 will include:

1. Qualifications and experience of the project engineer.
2. Firm’s 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 the DWSRF construction funding process.
6. Travel distance from project site.
7. Experience with local agencies.
8. Capability to meet time and budget requirements.
9. Small, disadvantaged, minority, or women owned enterprise status.

5. Schedule

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

Project Benchmarks	Date (No Later Than)
Request for Proposals Available	June 7, 2021
Deadline for inquiries	June 18, 2021
Proposals Due (by 5:00 p.m. PDT)	June 25, 2021
Consultant Short List	June 28, 2021
Consultant Interviews	Week of June 28, 2021

Consultant Selection	July 1, 2021
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6. Award and Negotiations

The City will provide a written Letter of Intent (LOI) to the selected firm outlining the process in place until the grant is awarded and contract then negotiated. The LOI shall identify the due date for the selected firm to provide a Level of Effort (LOE), fee schedule, and project time estimate and shall also include any proposed changes to the preliminary planning scope of work. Negotiations shall begin with the SOW identified in this RFQ and the LOE submitted by the consultant.