



REQUEST FOR QUALIFICATIONS

FOR

**ON-CALL PROFESSIONAL ENGINEERING
DESIGN SERVICES**

PROJECT NO. P.W. 700-1

Qualifications Due Date: Tuesday, November 26, 2024 at 4:00 p.m.

Public Works Department
Capital Improvements Division
200 "H" Street
Antioch, CA 94531-5007
(925) 779-7050

INTRODUCTION

The City of Antioch is soliciting qualifications from experienced engineering design firms to perform various engineering design services related to the City's Capital Improvement Program and other City/Public Works Projects. The City's intent is to generate a list of up to three firms that could assist the City in performing these services on an "as needed" basis. This list will be in effect for a period of three (3) years.

Previous City expenditures for engineering design services have typically been \$100,000 or less, per year, however expenditures will vary dependent on the amount of work performed. The City will not guarantee a set contract value for these services.

The deadline for submission of qualifications for this work is 4:00 p.m., Tuesday, November 26, 2024.

SCOPE OF WORK

Items of work to be performed under this contract will be individually negotiated as the need for services arises and will be authorized in writing by the City. In some cases, the City may elect to assign only specific portions of a project, or in other cases, the entire project including auxiliary associated work to the Consultant.

The Consultant's role will be to support technical design work performed by the Engineering Division and other departments within the City to the design and construction of Public Works projects.

All plans and drawings must be drafted by the latest AutoCAD Civil 3D. All design data using said programs shall be made available to the City upon request and shall become the property of the City for active and future projects.

The work shall comply with the following requirements:

- Current Federal laws, State laws, and Local laws
- Current Caltrans Construction Contract Standards (Plans and Specifications)
- Current Highway Design Manual
- Current City of Antioch Construction Details

For all deliverables completed, a draft shall be submitted to the City's project manager for review and approval. Typically reports shall at least include a scale drawing, description of field, office and laboratory procedures used, hardware and software used, and quality assurance procedures used.

The work to be performed may include, but is not limited to the following:

- Design of various Public Works projects that may include:
 - Landscape beautification of various streets
 - Park and Playground Enhancements
 - Remodeling of the Police Department Investigations Unit office space
 - Expansion of the Police Department Employee Parking Lot
 - Upgrading the Police Department Community Room Audio-Video Technology
 - Traffic Signal Design at Various Locations
 - Improvements to the Water Treatment Plant

- Perform Traffic Studies
- Provide Geotechnical Engineering Services
- Assist in Drainage Design and Storm Water Management projects

SUBMITTAL REQUIREMENTS

Please include the following information in the proposal submittal:

- Cover letter - Signed letter by an individual authorized to negotiate on behalf of the firm with the budget and scope of services binding for a term of 90 days from the date of submittal to the City.
- Introduction – Provide a brief project description conveying an understanding of the issues.
- Project Manager/Consultant Team – Detail key individuals to be assigned to the project, their qualifications and respective roles. Provide resumés of key individuals that would perform services under this contract, including all applicable education, experience, licenses and professional designations.
- Related Experience and References - Provide a complete list of references, including the scope of work performed and contact information. Place emphasis on projects prepared for cities and redevelopment agencies.
- Fee Schedule – Provide a schedule of fees for services, including current dollar/hour billing rates.
- Availability – Identify a window of time indicating availability to start the project. The selected firm will be required to enter into a written contract with the City of Antioch in a form approved by the City Attorney. It is expected that work will commence upon award of contract.
- City’s Consultant Contract – Identify any sections of the City’s standard design consultant contract (Attachment “B”) that pose significant concerns and would require negotiation/modification in order to be acceptable to consultant.

SUBMISSION INSTRUCTIONS

Three (3) bound, one (1) unbound and one (one) electronic copy of the proposal **must be submitted no later than 4:00 p.m. on Tuesday, November 26, 2024**, to:

Scott Buenting
Acting Public Works Director/City Engineer
City of Antioch
Capital Improvements Division
PO Box 5007
Antioch, CA 94531-5007

Interviews will be conducted if there is not an outstanding response, and two or three firms are very close in evaluation points. Any questions regarding the above should be directed to Scott Buenting at (925) 779-6129; or sbuenting@antiochca.gov.

ATTACHMENTS

- A: *Evaluation Criteria*
B: *City of Antioch Design Consultant Services Agreement*

Attachment A

Evaluation Criteria

WRITTEN PROPOSAL	MAXIMUM POINTS	REVIEWER SCORE
Introductory Letter – Qualification and experience of the firm, reflects understanding of scope, ability to provide timely services, willingness to sign contract without changes, and responsiveness.	20	
Project Manager - qualifications and experience of the project manager on overseeing similar projects. Experience with City, state and federal projects and procedures and standards.	15	
Project Team - qualifications and experience of the project team on similar projects	10	
Quality of Work Plan – understanding of steps necessary to move the project forward.	15	
SUBTOTAL FOR SHORTLISTING	60	
References	10	
SUBTOTAL WITH REFERENCES	70	
INTERVIEW		
Presentation by Project Manager – Understanding of scope, critical issues, innovation, and solutions.	10	
Presentation by supporting staff – Experience, roles and responsibilities, communication and coordination between consultant staff, agencies, and City.	10	
Q&A – Response to panel’s questions.	10	
SUBTOTAL WITH INTERVIEWS	30	
TOTAL	100	
RANKING OF CONSULTANT FIRM (assigned after completion of scoring)		

Panel Member Name: _____

Consultant Firm: _____