

# Request For Qualifications County of Fresno

**Number: PWP24-036**

## **On-Call Architectural & Engineering Consultant Services for various Public Works Projects**

Date Released: October 29, 2024

### **Statement of Qualifications (SOQs)**

Due prior to: 12:00 PM (Noon), Friday, December 13, 2024 Pacific

SOQs will be received at: <https://www.bidexpress.com/businesses/36473/home>

### **Inquiries and Updates:**

Requests for Clarification (RFCs) regarding this RFQ must be submitted in writing via website and received by the Department no later than **4:00 p.m., Friday December 6, 2024**. Information that is reasonably available and will facilitate preparation of responses, requests for clarification and associated responses, and any addenda to this RFQ will be posted at:

<https://www.fresnocountyca.gov/Departments/Public-Works-and-Planning/Request-For-Proposals/rfq-on-call-architectural-and-engineering-services-2024>

To receive email notification of updates to this RFQ, submit your email address on the RFQ webpage. Updates and addenda will not otherwise be distributed.



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*Department of Public Works and Planning*

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#### Attachments:

- A. Exhibit 10-I, Notice to Proposers Disadvantaged Business Enterprise Information\*
- B. Sample Cost Proposal for Contracts with Specific Rates of Compensation
- C. Exhibit 10-B, Consultant Evaluation Sheet
- D. Exhibit 10-Q, Disclosure of Lobbying Activities\*
- E. State Water Resources Control Board Financial Assistance Program\*
- F.1 Exhibit 10-01, Consultant Proposal DBE Commitment\*
- F.2 Exhibit 10-02, Consultant Contract DBE Commitment\*
- G. Exhibit 15-H, Proposer / Contractor Good Faith Efforts\*
- H. Self-Dealing Transaction Disclosure Form
- I.1 Certification of Indirect Costs and Financial Management System\*
- I.2 California Safe Harbor Indirect Cost Rate Program\*
- I.3 AASHTO Internal Control Questionnaire
- J. Sample Agreement

\*Attachments A, B.2, D, E, F, G, and I are for Federally funded projects only.

## Preface

The County of Fresno is seeking qualified consulting firms to provide on-call architectural, engineering, and related services as may be necessary for Public Works Projects. The response to this solicitation will be in the form of a Statement of Qualifications (SOQ).

It is the intent of the County to engage a variety of consultants to provide professional services as described herein. However, the County reserves the right, at its sole discretion, to terminate this Request for Qualifications (RFQ) process or negotiations with a selected consultant and either perform the work with its staff or begin a new RFQ process. Nothing herein, or in the process, shall be construed as having obligated the County to pay for any expenses incurred by respondents to this RFQ, or to the selected consultant(s) prior to Board of Supervisors' approval of a consultant services agreement.

All qualified firms interested in providing these services are invited to submit an SOQ for consideration. The Consultant's SOQ will be evaluated and ranked according to the criteria provided in Attachment C, "Proposal Evaluation," of this RFQ.

**If your firm submits an SOQ and is selected for an interview, it is anticipated that interviews will be held between January 27- February 7, 2025.**

Addenda to this RFQ, if issued, will be posted on the County's website at:

<https://www.fresnocountyca.gov/Departments/Public-Works-and-Planning/Request-For-Proposals/rfq-on-call-architectural-and-engineering-services-2024>

**IMPORTANT:** It shall be the Consultant's responsibility to check the County of Fresno website to obtain any addenda that may be issued.

**NOTE:** Firms that currently have an existing On-Call Architectural & Engineering Consultant Services agreements with the Department for any of the below disciplines need not submit an SOQ.

## 1. Introduction and Project Overview

The Fresno County Department of Public Works and Planning (hereinafter referred to as "the Department") is seeking qualified architectural and engineering consultant and related services to provide on-call consulting services through a Consultant Services Agreement (hereinafter referred to as "Agreement") for various Public Works projects (hereinafter referred to as "the Projects"). The Projects may include, but are not limited to, road reconstruction, road widening, bridge replacement, bridge rehabilitation, bike paths, trails, traffic signal design, traffic calming, hydraulic analysis, groundwater well design, potable water treatment and distribution systems, wastewater collection systems and treatment plants, and capital improvements.

The Department is seeking firms to perform services according to the following disciplines:

- Assessment Engineering 1-2 firms
- Certified Access Specialist (CASp) Certification – 1-2 firms
- Cost Estimating Validation – 1-2 firms
- Electrical Engineering – 1-3 firms
- Landscape Architecture – 1-3 firms
- Plumbing and Mechanical Engineering – 1-3 firms
- Qualified SWPPP Developer and/or Practitioner – 1-3 firms
- Surveying – 3-5 firms
- Traffic Engineering – 1-3 firms
- Transportation Planning – 3-5 firms
- Utility Locating – 1-3 firms
- Water and Natural Resources Engineering – 3-5 firms

The consultant may propose on one or more types of service or discipline and if the consultant does not have adequate resources to perform all the professional services in a specific discipline, the consultant may retain subconsultants to perform services at the agreed upon hourly rates attached as an exhibit to the Agreement. Consultants may not charge a markup on subconsultant charges; however, the consultant may include administrative time in their fee proposal to administer their subconsultant contracts. The Department reserves the right to approve all subconsultants.

At the time of SOQ submission, Consultants may opt in to be considered for providing services for federally funded projects. For federally funded projects, the provisions of 49 CFR, Part 26 (“Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs” and “State Water Resources Control Board and California State Department of Public Health Financial Assistance Program Requirements”) require that a local agency receiving federal-aid funds complies with the Disadvantaged Business Enterprise (DBE) program, and that DBE firms, have an opportunity to participate in the projects. The DBE Goal for agreements for firms providing services for federally funded projects is listed in Attachment A - Exhibit 10-I, Notice to Proposers Disadvantaged Business Enterprise Information. DBE goals will additionally be established on a project-by-project basis. Therefore, non-DBE proposers are encouraged to retain DBE subconsultants. It is the Consultant’s responsibility to be fully informed regarding the requirements of 49 CFR, Part 26 and the State of California Department of Transportation’s Race Conscious DBE program developed pursuant to the regulations (See Attachment A, Notice to Proposers DBE Information; Attachment E, State Water Resources Control Board Financial Assistance Program, Attachments F.1, F.2 Consultant DBE Commitment forms, and Attachment G Proposer / Contractor Good Faith Efforts).

Consultants opting to be considered for federally funded projects should be aware that the provisions of 49 CFR, Part 26, HUD, USDOT and the Department's DBE Program may apply during the course of the consulting Agreement and would require reporting on the part of the consultant in the event a work activity requires the participation of a subconsultant other than one originally listed by the consultant, and which is approved by the Department. Additionally, projects funded by a federal grant or loan would require compliance with the particular disadvantaged business enterprise program established by the funding federal agency.

Prospective respondents to this RFQ are encouraged to review the Department's Liability Insurance and Indemnification Requirements included in the Sample Agreement (Attachment J).

If an Agreement is successfully negotiated with your firm, your firm may be asked to provide professional services on an on-call basis. **The Department's representative will send the contracted consultants all miniature Requests for Proposals (mini-RFPs) for a particular service.** This letter will include a description of the professional services needed, a detailed project description, a location map and other relevant material the Department is able to provide. Based on the information provided by the Department, the consultant will be asked to provide a detailed proposal, including a refined scope of work to better address the needs of the Department if necessary, a schedule, and a sealed or password protected project fee proposal. The proposals will then be ranked by reviewers, and passwords will be requested from the top ranked consultant. If negotiations are unsuccessful with the top ranked firm, negotiations may begin with the next highest-ranking firm. Final authorization shall be provided in writing by the Department's Contract Administrator. Once written authorization is given, the consultant shall perform the required service within the agreed upon parameters.

The maximum term of the Agreement will be three years from the Board of Supervisors execution. The maximum total dollar amount for all agreements awarded is an aggregate of \$6,000,000. The total fees paid to the consultant will be dependent upon the professional services performed for the projects. No guarantee is made that the total fee or any fee will be received by the consultant.

The hourly and cost rates presented in the Agreement will be in effect for the entire duration of the Agreement, with an optional provision to adjust the rates once annually for inflation. The consultant may request new labor rates from the Department, subject to written approval of the Department's representative. The consultant shall initiate the rate adjustment process by submitting a proposed adjusted fee schedule to the Department for review and approval. The Department's Director or their designee expressly reserves the right to approve all labor rate increases. Specific project work may be extended or may be transferred to another consultant if work is not concluded by the end of the Agreement.

Where specific functions are required by law to be performed by the Department or where specific functions are listed in the Agreement as to be performed by the Department, Department staff will perform the actual work function.

All interested consultants are invited to respond to this RFQ.

**2. Anticipated Schedule**

| Date                     | Description   |
|--------------------------|---|
| Oct. 29, 2024            | RFQ Issued  |
| Dec. 6, 2024             | Requests for Clarification Due  |
| Dec. 13, 2024            | Deadline for submittal of SOQ   |
| Jan. 6-10, 2025          | Selection Committee recommends shortlist  |
| Jan. 27-<br>Feb. 7, 2025 | All submitting firms notified of results, interviews scheduled for shortlisted firms    |
| March 2025               | Recommendation to Fresno County Board of Supervisors                                    |
| March 2025 TBD           | Consultant finalists submit signed final agreements for Department routing and approval |
| April 2025 TBD           | Director executes agreements & Agreements provided to consultants                       |

**3. Services Required of the Consultant**

Consultant services on a project may include but are not necessarily limited to the services listed in the Sample Agreement in Appendix B Scope (Sample Agreement is attached as Attachment J).

**4. Services Provided by the Department**

Services provided by the Department are listed in the Sample Agreement in Article 2 (Attachment J) and shall include, but are not limited to the following:

1. Examine documents submitted and render timely decisions pertaining thereto; and
2. Provide a Project Administrator to serve as a Department representative for individual projects.
3. Provide a Contract Administrator to serve as a Department representative regarding implementation of the Agreement.

## 5. SOQ Submittal Requirements

The SOQ shall be received at: <https://www.bidexpress.com/businesses/36473/home>. Details about Bid Express are posted to the website.

The SOQ shall consist of up to three (3) parts:

### 1. Solicitation Form (Required)

Provide the following information in the fields provided in the Solicitation:

- a. Firm Information
  - i. Firm name, address, phone number
  - ii. Type of organization (sole-proprietorship, partnership, or corporation).
  - iii. Contact person's name, phone number, and email address through which to send correspondence relating to this RFQ/SOQ.
  - iv. Contact information for firm principal(s) who will be responsible for overall coordination and management of the Agreement.
- b. Include a Conflict-of-Interest Statement. The proposing Consultant shall disclose any financial, business or other relationship with the County that may have an impact upon the outcome of the contract.
- c. Indicate if the proposing Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.
- d. Agreement Statement. The proposing Consultant shall disclose any issues or needed changes to the proposed contract agreement included as Attachment J Sample Agreement. The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.
- e. List the name, phone number, email address and projects of at least four (4) client references.
- f. Areas of Interest and Eligibility – Indicate disciplines, project types, funding sources, and contract types for which the consultant is applying to be considered.

## 2. Attachments to all SOQs (Required)

Provide the following information uploaded to the Solicitation as a separate pdf for each:

- a. Cover Letter / Executive Summary
- b. Firm principal(s) who will be responsible for overall coordination and management of the Agreement, and their educational background, credentials and experience.
- c. Key personnel who may work on projects with their educational background, credentials and experience on comparable projects.
- d. List of current staff, including job classification.
- e. Subconsultants to be used, if any, and their experience in their respective fields. Indicate the tasks to be performed by these subconsultants.
- f. Firm qualifications.
- g. Firm organization chart.
- h. List current projects or commitments in your office.
- i. List in reverse chronological order for the last four (4) years projects completed or under design for which your firm provided engineering consultant services in the category or categories of services which your firm is proposing to provide, and indicate for each:
  - a. Name of project
  - b. Project location(s)
  - c. Brief description
  - d. Name of owner
  - e. Name of owner's contact person, telephone number and email
  - f. Your firm's specific involvement
  - g. Status of completion

## 3. Attachments related to Federally Funded eligibility (Optional)

For consideration to be eligible for federally funded projects, upload to the Solicitation as a separate pdf for each section below:

- a) List portions of work that could potentially be completed by a DBE subconsultant under this Agreement. The DBE goal for the agreement is listed in Attachment A. Projects receiving federal aid may have an additional DBE goal and consultants are encouraged to assist the Department in meeting any goal established for a Project. Note that the



ability to identify and utilize DBE subconsultants will not be used as a criterion for selecting on-call consultants.

- b) Complete Exhibit 10-O1, Consultant Proposal DBE Commitment, (Consultant Contracts) from the LAPM to be included in the proposal (see Attachment F.1 to this RFQ). The DBE Commitment will be included as an Exhibit to the Agreement upon a successful contract negotiation. Exhibit 10-O2, Consultant Contract DBE Commitment, will be submitted in the sealed fee proposal on a project-by-project basis (See Attachment F.2 to this RFQ).
- c) While Consultants whose DBE Commitment will not meet the DBE Goal listed in Attachment A Notice to Proposers Disadvantaged Business Enterprise Information are required to attach Exhibit 15-H, Proposer / Contractor Good Faith Efforts (See Attachment G), all consultants who wish to be considered for eligibility for federally funded projects are encouraged to attach their Exhibit 15-H, Proposer / Contractor Good Faith Efforts.

## **6. Consultant Fees and Financial Management System**

If selected for an interview, consultants shall be requested to submit a sealed password protected "fee proposal" or "cost proposal" containing the consultant's and subconsultants' hourly fees within one (1) week of the request. Consultants and their subconsultants are to use the "Attachment B. - Sample Cost Proposal" by deleting the sample data from within the proposal and inserting their fees. If selected as a finalist, consultants shall be requested to submit the password to the sealed password protected Fee Proposal for review and attachment to the consultant services agreement.

If your firm is selected for an interview, your firm will be asked to submit in a password protected file your specific rates of compensation fee schedule.

If you have indicated in your SOQ that your firm would like to be eligible for federally funded projects, your firm will be asked to submit in a password protected file and, if your firm or proposed subconsultant firms has an approved ICR: a completed Certification of Indirect Costs and Financial Management System form (Attachment I.1), the ICR Schedule with FAR References for Disallowed Costs, the Cognizant Approval Letter for the ICR FYE Proposed for your firm and each of your proposed subconsultants. If your firm or proposed subconsultants do not have an approved ICR, your firm will be asked to submit in a password protected file, a "California Safe Harbor Indirect Cost Rate Program" form, otherwise known as a Safe Harbor Rate (SHR) Request Form (Attachment I.2). Your firm will also be asked to submit the AASHTO Internal Control Questionnaire for Consulting Engineers (Attachment I.3). An Agreement shall not be awarded to a consultant without an adequate financial management and accounting system as required by 48 CFR Part 16.301-

3, 49 CFR Part 18, and 48 CFR Part 31. See Attachment I Indirect Cost Rate Forms and Article 5 Section C Indirect Cost Rate in Attachment J Sample Agreement.

## **DO NOT SUBMIT MORE INFORMATION THAN REQUESTED IN THIS RFQ**

### **7. Consultant Selection Procedure**

The selection procedure shall be in accordance with Fresno Department Ordinance Code Chapter 4.10 and applicable provisions of the "Policy for Selection and Compensation of Architectural/Engineering Consultants" as revised by the Board of Supervisors on October 2, 2007 and Chapter 10 Consultant Selection, of the California Department of Transportation's Local Assistance Procedures Manual.

Selection Committee (hereinafter referred to as "the Committee") will be formed to evaluate the SOQs and to make recommendations to the Fresno County Board of Supervisors. The Committee will consist of representatives of the Department, other County of Fresno Departments, outside agencies or private companies if considered necessary or desirable for the selection process. The Committee will screen the SOQs to narrow consideration to those firms with qualifications and experience deemed especially qualified for this commission. These firms may be invited to participate in interviews prior to a final selection.

The Committee will address the criteria listed in Attachment C "Exhibit 10-B, Consultant Evaluation Sheet" in its evaluation of the SOQs and will use an Evaluation Sheet to systematically review the SOQs.

The Department reserves the right to conduct a background inquiry of each proposer which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a SOQ to the Department, the proposer consents to such an inquiry and agrees to make available to the Department such books and records the Department deems necessary to conduct the inquiry.

Additional attachments to the agreement such as, but not limited to, Attachment D Exhibit 10-Q, Disclosure of Lobbying Activities and Attachment H Self-Dealing Transaction Disclosure Form would be requested from the proposer upon offer of agreement.

### **8. Fee Determination**

The term of the Agreement will be three years. The maximum total dollar amount for all agreements awarded is an aggregate of \$6,000,000. The total fees paid to the consultant will be dependent upon the professional services performed for the projects. No guarantee is made that the total fee or any fee will be received by the consultant.

**9. Protest Procedures**

When a written appeal is filed regarding the decision of the selection committee, the Director of the Department and a representative of the County Administrative Officer shall render a decision on the merits of the appeal within ten (10) days.

All appeals shall be filed in writing with the Director of the Department within five (5) working days after notification of non-selection, or the proposer shall lose any right to further appeals.

All proposals shall be kept confidential throughout the appeals process and no proprietary information shall be revealed to competing firms.

In cases where a resolution satisfactory to the appellant is not possible, the appeal will be heard by the Board of Supervisors in regular session.

All proposers will be notified when an appeal is made. When an appeal is to be heard by the Board of Supervisors in regular session, the notification will include the time and place for the hearing and all affected firms will be given an opportunity to comment publicly, along with the Department. Affected professional societies will be allowed to file comments with the Board of Supervisors prior to such hearings.