



## **Request for Qualifications (RFQ) for On-Call Engineering Services**

**Introduction:** The City of Angels, committed to maintaining and improving its infrastructure, invites qualified firms like yours to submit a Statement of Qualifications (SOQ) for on-call engineering services. This RFQ is a testament to our desire to secure professional services in City Engineering, Water Engineering, and Wastewater Engineering. The selected firms, we believe, will be able to provide a comprehensive range of engineering services to support various city projects and initiatives over a specified period, demonstrating the depth of your expertise and the value of our potential partnership. These contracts would be for three years with options for two (one-year) extensions).

The City is looking for consultants who have the experience and qualifications to:

- Understand the city facilities and operations
- Efficiently develop and deliver programs and projects on schedule and within budget
- Work with city staff, other consulting partners, and stakeholders
- Have a depth of staff available to deliver an array of engineering services
- For transportation-related engineering, have experience and understanding of Local Assistance Program Guidelines (LAPG) and funding.

**Background:** The City of Angels is committed to maintaining and improving its infrastructure to meet the needs of its residents and businesses. This RFQ is part of the city's effort to engage highly qualified engineering firms to support ongoing and future projects.

The City of Angels, incorporated in 1912, is the sole incorporated city in Calaveras County. With an estimated population of 3,836 and a population density of 1,055 people per square mile, the City is a vibrant hub. Nestled in the foothills of the Western Sierra Nevada Mountains, 50 miles east of Stockton, it offers a unique location for diverse engineering projects. The City's main arterials, State Route (SR) 4 and SR 49, are heavily traveled, state-owned highways that connect the City to the higher Sierra, carrying regional and interregional travelers. SR 4, a major east/west expressway originating in the Bay Area, crosses the Sierras. SR 49, passing through many of California's historic mining communities, serves as the City's "Main Street." It defines the City core and accommodates millions of visitors looking to experience winter and summer recreation activities or visit other gold rush communities.

Within the incorporated City limits, the City is responsible for maintaining and improving 123 collector and local roads covering approximately 19 linear miles. Additionally, the City operates water and wastewater utility services for its residents. The City works closely with Caltrans to improve the state highway system serving the City, including acting as the lead agency on priority improvement projects. The City's Public Works Department is generally responsible for the maintenance, operation, and improvement of the collector and local road system. The City's Water/Wastewater Department provides residents fresh water and sanitary sewer services. The Public Works Department has five civil service employees, and the Water/Wastewater Department has five who primarily manage their respective infrastructure's day-to-day operations. The Public Works Superintendent serves as the department head of both.

The City of Angels is a general law city governed by five city council members that appoint a mayor and vice mayor from its ranks. Through this RFQ, the City intends to procure the services of multiple on-call contracts for City Engineering services.

**Scope of Services:** The scope of services for this RFQ includes, but is not limited to, the following areas. Statement of Qualifications submitted can be limited to one or more of the following sectors (Transportation, Water, Wastewater) but must include all of the requirements in Other Scope of Services.

**1. City Engineer:**

- Coordinate the City's Public Works and Water\Waste Water engineering service needs
- Planning, design, and construction oversight of transportation infrastructure, including roads, bridges, and transit systems.
- Understand City facilities and operations
- Work with staff, City Council, the public and private developers in the development and implementation of projects
- Have a depth of staff available to deliver an array of engineering services
- Provide project management services including evaluation, programming, design and construction of capital projects.
- Oversight consultant requests for proposals and/or construction services including the advertising and bid processes for projects; evaluation of proposals and recommendation for project award; negotiation and administration of contracts for construction projects.
- Participate in initiating all capital improvement projects and programs, including defining project scope, determining project budget, and locating financial resources.
- Identify grant funding opportunities, develop and write grant applications, and manage grant reporting responsibilities.
- Participate in the review and conditioning of planning applications in relation to the City's General Plan, infrastructure master plans and overall capital needs of the City.
- Prepare plans, specifications and estimates for projects delivered by City.
- Represent the City within the community and with outside agencies.
- Ensure City compliance with all Federal, State, County and local laws and regulations.
- Manage projects that are Federally, State, or locally funded following required policies including Caltrans Local Assistance Procedures Manual.
- Monitor and makes recommendations in relation to changes in laws, regulations and technology that may affect City operations; implements policy and procedural changes as required.
- Prepare reviews and present staff reports and City engineering documents and reports on various projects and programs and attend City Council meetings as necessary.
- Review and comment on planning programs and land development controls.
- Provide emergency response in time of infrastructure failure, unusual weather and other disaster such as flooding, earthquake, etc.
- Provide utility interface as necessary with PG&E, cable, and other utility companies.

- Perform right-of-way engineering, mapping, and surveying as required on projects delivered by City.
- Provide construction management, inspection, and related support services as required on projects delivered by City.
- Traffic engineering studies, signal design, and safety analysis.
- Pavement management and rehabilitation strategies.
- Environmental and Cultural assessments and permitting related to transportation projects.

## **2. Water Engineering:**

- Design and implementation of water supply systems, including wells, pumps, and distribution networks.
- Water treatment plant design and upgrades.
- Hydrologic and hydraulic modeling.
- Water resource management and conservation strategies.

## **3. Wastewater Engineering:**

- Design and rehabilitation of wastewater collection systems and treatment facilities.
- Inflow and infiltration studies.
- Wastewater treatment process optimization.
- Regulatory compliance and permitting.

## **4. Other Scope of Services and Duties:**

- Provide project management services including evaluation, programming, design and construction of capital projects.
- Oversight consultant requests for proposals and/or construction services including the advertising and bid processes for projects; evaluation of proposals and recommendation for project award; negotiation and administration of contracts for construction projects.
- Participate in initiating all capital improvement projects and programs, including defining project scope, determining project budget, and locating financial resources.
- Identify grant funding opportunities, develop and write grant applications, and manage grant reporting responsibilities.
- Prepare plans, specifications and estimates for projects delivered by City.
- Ensure City compliance with all Federal, State, County and local laws and regulations.

- Manage projects that are Federally, State, or locally funded following required policies including Caltrans Local Assistance Procedures Manual.
- Provide emergency response in time of infrastructure failure, unusual weather and other disaster such as flooding, earthquake, etc.
- Provide utility interface as necessary with PG&E, cable, and other utility companies.
- Perform right-of-way engineering, mapping, and surveying as required on projects delivered by City.
- Review and comment on planning programs and land development controls.
- Prepare reviews and present staff reports and City engineering documents and reports on various projects and programs and attend City Council meetings as necessary.
- Provide Inspection Services for above and underground infrastructure projects.
- Assistance with planning the City Capital Improvement Plan and submittals for calls for projects.

**Submission Requirements:** Interested firms must submit a SOQ that includes the following information:

**1. Cover Letter:**

- A brief introduction to the firm.
- Contact information, including the name, address, phone number, and email of the primary contact person.
- Describe the firm's interest in providing the scope of services needed by the City. Indicate if the firm is an individual/sole-proprietorship, partnership, or corporation. The person authorized by the firm to negotiate a contract and contractually bind the proposal with the City shall sign the letter. Include the contact person's name, phone number, and e-mail address for the procurement process.

**2. Firm Qualifications:**

- A description of the firm's experience and expertise in Transportation Engineering, Water Engineering, and Wastewater Engineering.
- Examples of similar projects completed by the firm, including project descriptions, locations, and client references.
- The City has not identified a DBE goal. However, describe the role that the DBE's will play in the performance of this work.
- Disclose any actual, apparent, or potential conflicts of interest.

- Describe the firm's ability to provide adequate financial management and accounting as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31.

**3. Project Team:**

- Resumes of key personnel who will be assigned to city projects, including their qualifications and relevant experience.
- An organizational chart showing the proposed project team structure.

**4. Approach and Methodology:**

- A description of the firm's approach to providing the requested services, including project management and quality control processes.
- Proposed methodologies for addressing typical challenges encountered in transportation, water, and wastewater projects.

**5. Compliance with Federal Procurement Requirements:**

- A statement confirming the firm's compliance with all applicable federal procurement requirements.
- Documentation demonstrating the firm's eligibility to perform federal contracts.

**6. Consultant Qualifications and References:**

- At least three references indicating similar work experience. Include contact information for references.
- Detail work performed and dates of work.
- If any sub-consultants are being proposed, three similar qualifications and references should be provided for the sub-consultant.

**7. Cost Proposal:**

- A schedule of hourly rates for all personnel and services for 2025 and 2026.
- Any additional costs or fees associated with the firm's services.

**8. Contract Comments:**

- The city uses a standard contract for consulting services.
- Provide a written discussion of any objections or concerns relative to the Terms and Conditions of the City's sample contract attached to the RFQ.

**Evaluation Criteria:** Submissions will be evaluated based on the following criteria:

- Firm qualifications and experience. 20
- The firm's understanding of the scope of services and duties. 20
- Approach and methodology. 20

- Compliance and experience with federal procurement requirements. 20
- Cost proposal. 20

### **Examination of RFQ and Addenda**

- The proposer shall be solely responsible for examining, with appropriate care, the RFQ, including any addenda issued. Addenda will be posted on the City's Public Purchase website by the submission date.

### **Responsiveness**

- All submittals must be in writing and fully responsive to this RFQ. Non-responsive submittals or submittals found to be irregular or not in conformance with the requirements and instructions contained herein may be rejected. Other conditions which may lead to City's decision not to evaluate a submittal include obvious lack of experience, expertise, or adequate resources to perform the required work, and/or failure to perform or meet financial obligations on previous contracts. The City reserves the right to reject any and all submittals for any reason whatsoever.

**Submission Deadline:** All SOQs must be submitted no later than April 11, 2025, by 4:00 PM.

**Submission Instructions:** SOQs can be submitted in the following ways:

- **In Person:** Deliver to 200 Monte Verda, Ste B, Angels Camp, CA.
- **By Mail:** Send to PO Box 667, Angels Camp, CA 95222.
- **Electronically:** Submit through Public Purchase.

### **Negotiations Process**

- Upon completion of the consultant evaluation process, which includes interviews with top-ranking firms, City staff will commence contract negotiations with the top-ranking firms for the desired consulting services. Compensation for the subject services will be negotiated based on what is fair and reasonable to both parties. Should City staff and the top-ranked consultant be unable to negotiate contract terms and fee reasonable to both parties, negotiations with that firm will be terminated. The City will initiate negotiations with the second-ranked firm or next-ranked firm if negotiations with the second-ranked firm fail and so forth.

### **Consultant Selection Schedule**

The following are the award milestone dates to assist the consultant in preparing its Statement of Qualifications. The dates are subject to change:

- Issue RFQ – March 14, 2025
- Last day to submit RFQ Questions – April 7, 2025
- Submittal Due Date – April 11, 2025 at 4:00 PM
- Oral Interviews – Week of April 21, 2025
- Determination of Qualified Candidates – May 2, 2025
- Commence Contract & Cost Negotiations – Week of May 5, 2025
- Contract Approvals by City Council – June 3, 2025

- Notice to Proceed – as needed after Council awards

**Questions:** For any questions regarding this RFQ, please contact Pam Caronongan, City Administrator, at 209-736-2185 or [pamelacaronongan@angelscamp.gov](mailto:pamelacaronongan@angelscamp.gov).

The City of Angels looks forward to reviewing your qualifications and working together to enhance our community's infrastructure.