



Agenda Item B.3
CONSENT CALENDAR
Meeting Date: April 15, 2008

TO: Mayor and Councilmembers

FROM: Steve Wagner, Community Services Director

CONTACT: Marti Schultz, Principal Civil Engineer

SUBJECT: On-Call Construction Inspection Services

RECOMMENDATION:

- A. Authorize the City Manager to execute a contract for On-Call Construction Inspection Services with Flowers & Associates, Inc. in an amount not to exceed \$20,000;
- B. Authorize the City Manager to execute a contract for On-Call Construction Inspection Services with Penfield & Smith, in an amount not to exceed \$20,000;
- C. Authorize the City Manager to execute a contract for On-Call Construction Inspection Services with MNS Engineers, Inc., in an amount not to exceed \$20,000; and,
- D. Authorize the City Manager to adjust the contract amounts based upon actual work completed by each individual Contractor in an amount not to exceed the total budget of \$60,000.

BACKGROUND:

The City has recently approved private development projects that were conditioned to construct various public road improvements. These improvements will be turned over to the City upon completion. In order to assure that the road improvements are constructed in accordance with approved plans, construction inspectors are required.

Requests for Qualifications (Attachment 1) were mailed to the three local engineering firms that provide inspection services as well as listed on ebidboard.com for firms that may be interested in such services. Proposals were received from the eight firms listed below:

Firm	Location
Cannon Associates	San Luis Obispo
Harris & Associates	Ventura
Hoffman Associates	San Luis Obispo
Flowers & Associates	Santa Barbara
MNS Engineers	Santa Barbara
Northeast Engineers	Ventura
Pacific Group	Irvine
Penfield & Smith	Santa Barbara

This agenda item is for the award of on-call construction inspection services primarily for street and infrastructure construction projects. Work will be performed on an as needed basis by the consultant who can most readily respond. The combined work performed by the consultants will at no time exceed the total budgeted amount of \$60,000. Based on satisfactory performance of the Consultants, these contracts may be extended in one year increments, for up to three years.

DISCUSSION:

The City does not have adequate personnel on staff to cover the near term inspection needs associated with pending public improvements. Contracting with one firm sometimes leads to coverage issues when several jobs are occurring at once. Therefore, staff is recommending contracts for on-call construction inspection services with three local engineering firms to maximize flexibility and expedite inspections. Consultants who can respond to meet the timelines as required by the City and the impending development will be selected as needed.

Although all Consultants will enter into a contract with the City in an amount not to exceed \$20,000, no consultant is guaranteed any work or payments under the terms of the contract. Should work be required by the City, it will be distributed to the contractor who is most able to accommodate the City's time and/or cost requirements. If one Consultant is able to provide needed services greater than \$20,000, it is recommended that Council authorize the City Manager to amend contracts to adjust the overall contract amount.

GOLETA STRATEGIC PLAN:

The award of on-call inspection services is consistent with the Goal in the Goleta Strategic Plan entitled, "Implement City Wide Capital Improvement Program."

ALTERNATIVES:

The Council may:

1. Direct staff to issue a contract to only one contractor.
2. Reject all proposals.
3. Direct staff to re-issue a Request for Qualifications Inspection Services

FISCAL IMPACTS:

There is no fiscal impact to the budget. Private development would pay for inspection with the encroachment permit. City of Goleta Capital Improvement Projects would provide funding through the award of construction.

Submitted By:

Reviewed by:

Approved By:

Steve Wagner
Community Services Director

Michelle Greene
Administrative Services
Director

Daniel Singer
City Manager

ATTACHMENTS:

1. Request for Qualifications for On-Call Inspection Services

ATTACHMENT #1

**Request for Qualifications for On-Call Inspection
Services**

REQUEST FOR QUALIFICATIONS
for
ON-CALL CONSTRUCTION INSPECTION SERVICES

January 29, 2008

Qualifications Due by 5:00 p.m.

Friday, February 15, 2008

CITY OF GOLETA

**130 Cremona Drive, Suite B
Goleta, California 93117**

(805) 961-7500

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City of Goleta Sample Standard Agreement for Engineering Services

I INTRODUCTION

The City of Goleta (CITY) is soliciting Statements of Qualifications from qualified engineering firms (CONSULTANTS), to perform on-call construction inspection services for the CITY. The purpose of this Request for Qualifications (RFQ) is to establish a pre-qualified list of on-call consultants for Construction Inspection.

Once the pre-qualified consultant list is established and project specific services are determined to be needed, CITY will select a firm from the appropriate pre-qualified list and request a project specific scope and cost proposal. The scope of typical on-call services is described below under Section III – ANTICIPATED PROJECTS.

The format and content of the qualifications packages must be in accordance with Section V – FORMAT AND CONTENT OF STATEMENTS OF QUALIFICATION SUBMITTALS.

Evaluations of Statements of Qualifications and selection of pre-qualified lists of consultants will be performed as described in Section VI – CONSULTANT SECTION PROCESS.

II CITY OF GOLETA - BACKGROUND

The City of Goleta is located in southern California on the south coast of Santa Barbara County, approximately 100 miles northwest of Los Angeles and ten miles west of the City of Santa Barbara. Attachment 1 shows the city's regional location. The City is situated along U.S. Highway 101 (US-101), the major coastal highway linking northern to southern portions of California. The geographic area of the city is approximately 7.9 square miles. The area immediately west of the City of Santa Barbara, inclusive of the City of Goleta, is generally known as the Goleta Valley. The greater Goleta Valley includes the University of California, Santa Barbara (UCSB), which is located adjacent to and south of the City of Goleta, and the nearby community of Isla Vista. The Santa Barbara Municipal Airport, which is within the corporate boundaries of the City of Santa Barbara, lies just south of the City of Goleta.

III ANTICIPATED PROJECTS

The City of Goleta has a variety of public works construction projects scheduled within the next two years. Below is a list of anticipated projects covered by this RFQ. Any consultant may be selected for one or more of these construction projects, based upon qualifications and availability.

Fairview Widening Project

- Curb, gutter and sidewalk
- Landscaping
- Storm drain inlets
- Pipe trenching
- Utility trenching
- Street structural section with grading

Compaction testing
AC placement
Striping

Overpass Road Extension Project

Curb, gutter and sidewalk
Landscaping
Storm drain inlets
Pipe trenching
Utility trenching
Street structural section with grading
Compaction testing
AC placement
Striping
Traffic signal improvements at intersection with Hollister Avenue
Median improvements on Hollister Avenue

6300 Hollister Avenue/Robin Hill (Marriot Hotel) Project

Curb, gutter and sidewalk
Landscaping
Utility trenching
Minor striping
Driveways
Accessibility ramps

Hollister Avenue and Storke Road (Rincon Palms) Project

Curb, gutter and sidewalk
Landscaping
Utility trenching
Street structural section with grading
Compaction testing
AC placement
Striping
Driveways
Accessibility ramps
Bus pull out shelter

IV TYPICAL SERVICES REQUIRED

The required services and abilities required to successfully perform construction inspection on the projects listed above include, but are not limited to:

- Constructability Review
- Oversight of Construction Surveying and Material Testing
- Pre-Job Coordination and Administration Activities
- Understanding of standard details and specifications from:

Caltrans
Greenbook
APWA
AWWA
City of Goleta
County of Santa Barbara
City of Santa Barbara

- Experience in documentation of activities through Daily Inspection Logs
- Construction Safety Orders
- Best Management Practices
- Inspection of:
 - Traffic Control
 - Storm Water Prevention Measures
 - General Street Construction
 - Underground Utility Construction
 - Traffic Signal Installation
 - Landscaping and Irrigation Installation
 - Street Striping
- Ability to work with utilities and public agencies in and adjacent to the City of Goleta
- Understanding of environmental regulations relevant to construction activities

V FORMAT AND CONTENT OF STATEMENT OF QUALIFICATION SUBMITTALS

Statements of Qualification submittals must be organized in the following format and include the following content.

1. Cover Letter

2. Office Locations

List location of offices from which work for the CITY would be performed.

3. Technical Approach

- a. CONSULTANT shall describe how firm would deliver the services listed for the typical projects. Describe lessons learned in delivering the typical

- services listed. CONSULTANT is encouraged to indicate any cost saving strategies that CONSULTANT has had previous success.
- b. CONSULTANT should discuss any potential technical or management problems that may be encountered during performance of the typical services. CONSULTANT shall identify its approach for handling or resolving such unusual aspects or problems.
 - c. CONSULTANT is encouraged to identify critical path activities for the typical services listed and ways to expedite such activities.

4. Qualifications and Management Approach

- a. CONSULTANT is to identify the probable project team to deliver the typical services listed. Provide brief résumé summaries of qualifications for all key personnel. Résumé summaries should focus on experience and qualifications relevant to the type of projects listed.
- b. Describe how CONSULTANT Team will be managed and quality assured in the performance of the typical services listed.
- c. Submit an organization chart showing the proposed key personnel and support staff necessary to deliver the typical services listed. Briefly describe the proposed responsibilities of each person on the organization chart.

5. Similar Project Experience

- a. Provide a brief description of examples of typical services listed that have been completed by members of the CONSULTANT's proposed team in the last five years. Include the following information with each project description:
 - Description of project
 - Description of services provided
 - Total constructed project cost (if applicable)
 - Total value of services provided
 - Project start date
 - Project completion date (actual or projected)
 - Budget and schedule performance
 - Subconsultants involved (if applicable)
 - Name, phone number, and address of the client's Project Coordinator
- b. In addition to the information listed above, provide a matrix that shows which proposed team members (specific individuals) worked on these projects.
- c. List all contracts terminated (partially or completely) by clients for convenience or default within the past three years. Include contract value, description of work, sponsoring agency, contract number and name of contracting entity.

6. Rate Sheet

- a. Submit a spreadsheet listing the classification and billing rate of each proposed staff member.
- b. Provide CONSULTANT subconsultant mark-up percent.

VI CONSULTANT SELECTION PROCESS

1. Pre-Qualification Selection.

The basic elements of the consultant selection process are as follows:

- a. Evaluation of Statement of Qualification submittals. The following factors will weigh most heavily in evaluation of proposals:
 - i. Experience of key personnel and staffing capabilities
 - ii. Technical approach
 - iii. Demonstrated competence on similar projects
 - iv. Knowledge of Caltrans and Greenbook procedures and requirements (where applicable)
 - v. Availability of resources
- b. Following evaluation of the Statement of Qualification submittals, the top five CONSULTANT firms will be selected to be placed on a pre-qualified list.
- c. All CONSULTANTS that submit Statements of Qualifications will be notified in writing of the established pre-qualified consultant list.

2. What Happens After Pre-Qualification Selection?

- a. Once a CONSULTANT has been placed on a pre-qualified list, as specific projects services are required, CITY will request a project specific scope and cost from a selected firm from the pre-qualified list. The marriage of "needed project services" to pre-qualified consultant shall be at the discretion of CITY staff and based on CONSULTANT qualifications and experience.
- b. Following receipt of the project specific scope and cost proposal, CITY staff will negotiate a contract with CONSULTANT. Should negotiations not reach fruition, CITY will request a project specific scope and cost from another firm off the pre-qualified consultant list.
- c. The CITY expects the life of the pre-qualified lists to last up to two years. At CITY discretion, a new RFQ will be released in two years.

VII GENERAL INFORMATION

1. Statement of Qualification Package Submittal

CONSULTANT shall submit six (6) copies of their Statement of Qualifications packages to CITY. Statements of Qualifications must be submitted in a sealed envelope. Statement of Qualifications should be submitted on recycled paper.

The Statement of Qualifications must be received no later than 5:00 p.m., Friday, February 15, 2008 at the following address:

City of Goleta
130 Cremona Drive, Suite B
Goleta, CA 93117
Attention: Marti Schultz

2. Late Submittal

A Statement of Qualifications is late if received at any time after 5:00 p.m., Friday, February 15, 2008. Statement of Qualifications received after 5:00 p.m. will not be considered and will be returned to the submitting CONSULTANT marked "LATE SUBMITTAL".

3. Questions/Correspondence

All questions and correspondence should be directed to:

City of Goleta
Marti Schultz, Principal Civil Engineer
130 Cremona Drive, Suite B
Goleta, CA 93117
Telephone: 805/961-7500

4. Subconsultants

CONSULTANTS are requested not to include subconsultant relationships when preparing their Statement of Qualifications. Once a pre-qualified consultant list is established by CITY, CITY will select appropriate consultants from the list and will request a project specific scope and cost proposal. At that time, CITY will provide direction regarding subconsultants.

5. City Standard Agreement

Attachment 2 contains the standard agreement to be used by CITY for on-call construction inspection services.

6. Schedule

The anticipated schedule of activities related to this RFQ is as follows:

<u>Activity</u>	<u>Date</u>
RFQ Issued.....	January 29, 2008
Proposal Submittal Deadline.....	February 15, 2008
Council Award Date.....	March 3, 2008

7. Statement of Qualifications Property

All Statement of Qualifications become the property of CITY upon submission. CITY will not be responsible for materials obtained by other parties without the consent of the proposer.

8. Cost of Statement of Qualifications Preparation

CITY shall not be liable for any pre-contractual expenses incurred by any submitting CONSULTANT. Each submitting CONSULTANT shall protect, defend, indemnify, and hold harmless the CITY from any and all liability, claims or expenses whatsoever incurred by, or on behalf of, the entity participating in the preparation of its response to this RFQ. Pre-contractual expenses are defined as expenses incurred by CONSULTANTS in:

- Preparing Statement of Qualifications in response to this RFQ.

- Following placement onto a pre-qualified consultant list, cost to prepare a project specific scope and cost.
- Cost to negotiate a contract.
- All other expenses incurred by a CONSULTANT related to preparation of Statement of Qualifications or preparation of project specific scope and cost proposals.

9. Amendment to RFQ

CITY reserves the right to amend the RFQ by Addendum. If necessary the Statement of Qualifications submittal deadline will be extended to allow submitters additional time to respond to the RFQ Addendum.

10. Non-Commitment of CITY

Placement of CONSULTANT on a pre-qualified consultant list does not constitute a contract for services nor does it guarantee that CITY will request a project specific scope and cost proposal. CITY reserves the right to accept or reject any or all Statements of Qualifications received as a result of this request, or to modify or cancel in part or in its entirety the RFQ if CITY determines it is in the best interest of the CITY to do so.

11. Notification and Debriefing of Unsuccessful Submitting CONSULTANTS

CITY will notify all CONSULTANT that submit Statements of Qualifications of the pre-qualified consultant list. Consultants desiring a debriefing will be allowed to make an appointment with CITY. Debriefings will not be scheduled until City Council has acted on the recommendations of staff.

END of RFQ

ATTACHMENT 1

City of Goleta
Regional Location

