CITY OF
WINTERS
california
Est. 1875

Request for Qualifications

CITY ENGINEER SERVICES

DUE TO CITY: April 28, 2016

REQUEST FOR QUALIFICATIONS

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CITY OF WINTERS

The City of Winters is seeking written statement of qualifications from consultants to perform a variety of Professional Engineering and Construction management/ Inspection Services and other services and to serve as the City Engineer for the following general assistance program areas:

- Capital Improvement Program management and development.
- Technical evaluation of projects and programs.
- Project management responsibility for evaluation, programming, design and construction of capital projects.
- Provide oversight of 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.
- Participates in initiating all capital improvement projects and programs, including defining project scope, determining project budget and locating financial resources.
- 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.
- Serve as a resource to the City's Public Works Department in operational issues for utilities, streets and other capital and operational matters.
- Represents the City within the community and with outside agencies.
- City compliance with all Federal, State, County and local laws and regulations.
- Manage projects that are Federally, State, or County funded following required policies including Caltrans Local Assistance Procedures Manual
- Monitors and makes recommendations in relation to changes in laws, regulations and technology that may affect City operations; implements policy and procedural changes as required.
- Prepares, reviews and presents staff reports and City engineering documents and reports on various projects and programs.
- Review and comment on planning programs and land development controls.

BACKGROUND

The City of Winters desires to hire a consulting firm to serve as the City Engineer. The City Engineer will become adjunct to staff, working with the City Manager and various departments to develop and deliver various programs and projects associated with: private development projects, capital improvement projects for water, wastewater, streets, drainage, traffic engineering, parks and public facilities. The City is looking for consultants that:

- Coordinate the City's Engineering Function
- Understand City facilities and operations
- Efficiently develop and deliver programs and projects
- Work with staff, City Council and private developers in the development and implementation of projects
- Have a depth of staff available with advance notice

Projects and programs are funded by a combination of grants (regional, state and federal), development fees, gas taxes, assessments and utility rates. Consultants must be experienced with CalTrans Local Assistance Procedures Manual and the administration of the full variety of State, Federal and local funding sources.

Interested consultants are being asked with this request to submit specific statement of qualifications for the programs listed above. The tentative selection process schedule is as follows:

City Issues RFQs	March 22, 2016
Notice in paper	March 30, 2016
Qualification Submittals to City	April 28, 2016
Interviews	Week of May 9 2016
City Council Approval	June 7, 2016

CONTENTS OF STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL

1. Cover Letter (No more than one page): Indicate the availability of key staff and the level of commitment the consultant is willing to make to City programs and projects (signed by project team member authorized to make commitments on behalf of proposer).
2. Proposed Team (No more than one page per staff member): For individual areas of expertise, identify proposed key staff available for specific areas. For larger, multiple discipline projects, identify proposed key staff, describe how the proposed team would work together and work closely with City

staff. Include organization chart. Provide overview of each key staff member and current office location for each key staff member. Include background of the firm/team, number of professionals (by discipline) and support staff, major focus of practice, range of services and references. Provide resumes for each engineer.

4. An estimate of the percentage of work to be performed locally. Indicate other offices/locations that might provide services.

5. Approach to Providing Services to the City (No more than one page): Describe how the Firm/Team will approach to the engagement with the City of Winters.

6. Resumes of proposed staff are to be located in an appendix (there are no page limits to this resume appendix).

7. A list of references including names, positions and telephone numbers for the individuals identified in the qualifications.

8. This City has not established a DBE Goal for this contract. However, proposers are encouraged to obtain DBE participation for this contract.

INSTRUCTIONS FOR SUBMITTING SOQ

Three bound copies and one pdf copy on CD of the requested information to be delivered to the following address not later than **3:00 p.m., April 28, 2016**

City of Winters
318 First Street
Winters, CA 95694
Attn: John W. Donlevy, Jr.

SELECTION PROCESS AND CRITERIA

The City will review proposals and select the most qualified firms for an interview. Criteria for selection will include but not be limited to the following:

- Qualifications and relevant experience of firm (including depth of staff)
- Qualifications and relevant experience of key staff with public agencies
- Understanding of the City of Winters
- Demonstrated ability to respond quickly
- Approach to providing services
- Cost effectiveness

Responsiveness of Submittals. 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 the selection committee'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.

Waivers. The City may waive informalities or irregularities in submittals received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other submittals.

Interviews. The City may schedule interviews with the most qualified proposers to assist in selecting the best consultant or consultants for general assistance program areas listed above. Proposers will be notified by telephone or mail if they have been selected to participate in the interview process.

Negotiation. Following selection of the most qualified consultants for the negotiated contracts for service will then be submitted to the City Council for approval.

This agreement will extend for five years. The City will reserve the right to terminate the agreements at any time for any reason.

Please address any questions to John W. Donlevy, Jr., City Manager, at john.donlevy@cityofwinters.org with a subject heading of "Engineering Services RFQ". **All questions related to this RFQ process must be submitted via email prior to April 16, 2016 .**

Thank you for your interest.