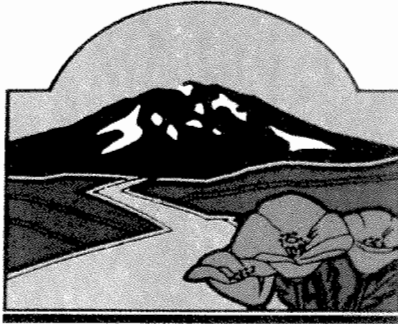


CITY OF  
**ANDERSON**



# AGENDA ITEM

November 18, 2008, City Council Meeting

Approved for Submittal By:

City Manager Scott Morgan

To Be Presented By:

Scott Morgan Scott Morgan

To: Honorable Mayor and Members of the Anderson City Council  
From: Scott Morgan, City Manager  
Telephone 378-6646  
Date: November 18, 2008

## SUBJECT

Public Works Engineering Services

## RECOMMENDATION

The City Manager recommends that the City Council, by motion:

Authorize the City Manager to seek requests for qualification proposals from area civil engineering firms, and to engage civil engineering services, for preparation of public works project plans and bid specifications in anticipation of possible 2009 federal and/or state infrastructure stimulus legislation.

## FISCAL IMPACT

The fiscal impact of this action will depend upon subsequent decisions both locally and at the national and statewide levels.

## DISCUSSION and BACKGROUND

### Background

As the City Council is aware, the City of Anderson adopts a Five Year Capital Improvement Program (CIP) each spring. This Five Year CIP forms the basis for City public work improvement planning, development, and construction. The current CIP was adopted by Resolution No. 08-49 on June 5, 2008.

### Recent Public Works Bids

With area subdivision activity at a standstill, over the past year, the City of Anderson has enjoyed a series of very favorable public works bids from area, and even some out-of-area, contractors. Due largely to poor economic conditions, particularly in the construction sector, the City has been able to stretch local and grant-funded public works dollars quite a long way, as well as to expand project scopes to maximize the benefits to the community of these public works projects during this current favorable bid climate period.

### Seeking Potential Opportunity

As the "City of Opportunity", the City Manager recommends that the City Council take advantage of the favorable bid climate and authorize the development, in the very near term, some additional public work improvement plans and specifications for projects that would supplement the current Five Year CIP. A primary goal of the development of these near-term improvement plans would be to place the City of Anderson in a good position to be ready to compete for any federal and/or state infrastructure stimulus dollars that might become available in early 2009.

### Proposed Project Selection Criteria

Not knowing what possible federal and/or state legislative and implementation criteria might look like, the City Manager believes that most important criteria for the development of proposed local public work projects are:

1. Speed of project deliverability. A good example of outstanding speed of project delivery was the Proposition 1B-funded road maintenance project earlier this year that the City took from concept in mid-January to full on-the-ground contract completion in early July. Projects that can be accomplished quickly are those that are categorically exempt, or otherwise have no potential environmental impacts under CEQA and NEPA. Projects must also be located fully within existing City right-of way such that no right-of-way acquisition is needed.
2. Projects that are relatively modest in scope. Projects in the \$150,000 to \$400,000 range seem to be experiencing the largest number of, and best-priced, bids right now. These sized projects are also relatively easy to administer.
3. Projects where the City can come up with local match money from cash capital improvement fund reserves.

### Initial Project Ideas

Using the suggested criteria, the City Manager has come up with some initial project ideas. Together

with the Assistant City Manager, Public Works Director, Assistant Public Works Director, Parks and Recreation Director, and Planning Director, and the balance of the management team, the City Manager will seek out statements of qualification and project advice of area engineering professionals the City would work with for additional project development ideas that meet the suggested criteria.

In addition to advancing the environmental clearances and performing design engineering services for projects already included within the adopted CIP, additional projects that are initially thought to be good candidates are:

1. Completion of downtown “demonstration block” improvements on East Center between Howard and North.
2. Landscape improvements between SR 273 and the railroad right-of-way from South Street to North Street.
3. Construction of an off-highway bicycle lane along southbound SR 273 from South Street to Pleasant Hills Drive.
4. Construction of sidewalk, curb and gutter improvements along the north side of Mill Street from Silver to Franklin.
5. Construction of a water main along a small portion of Alexander and the entire reach of Bellevue to connect the isolated Ox Yoke system into the main pressure zone.
6. Pavement maintenance on streets where no near-term water or wastewater improvements are planned.
7. Construction of an all-weather crossing where the Anderson River Park recreation trail along the Sacramento River washes out most winters.

#### Use of Local Engineering Firms

Over the past several years, the City has engaged a number of different local engineering firms to prepare plans and specifications for bidding of City public works projects. In order to have as many projects ready to compete for possible new federal and/or state funding and to have these projects ready to bid as quickly as possible, the City Manager is requesting broad authority to initially invite requests for qualifications (RFQ) and then, based upon the submitted qualifications, to simultaneously engage several local engineering firms to prepare construction plans and specifications for different potential public works improvement projects.

#### What's Next

After engaging local engineering firms to develop ready-to-bid projects, the City Manager would next return to the City Council with needed budget adjustments, CEQA/NEOA determination recommendations, authority to seek to compete for possible new federal and/or state infrastructure stimulus funds, and, upon award of funds, to bid the approved projects.

**ATTACHMENT**

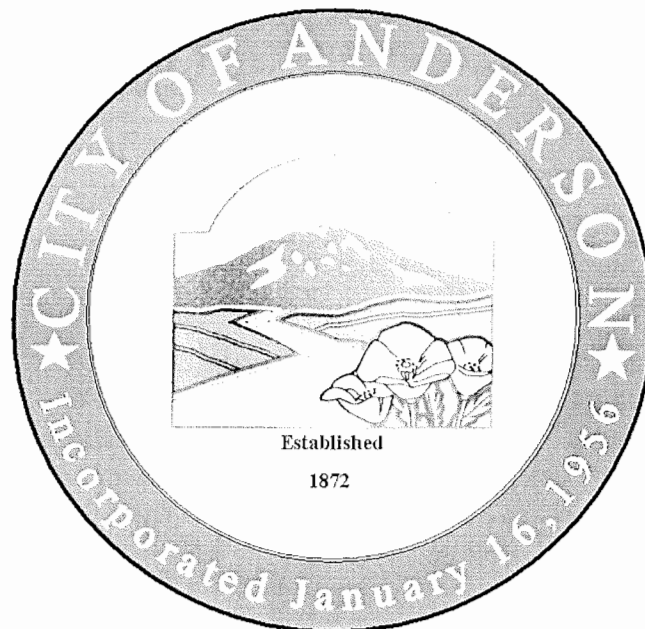
# CITY OF ANDERSON

City Manager's Office

## REQUEST FOR STATEMENTS OF QUALIFICATIONS

This request is not project specific but is intended to fulfill legal requirements for professional services solicitation for a variety of projects and needs of the City of Anderson and to provide the City with a list of available, qualified professional engineering firms capable of providing engineering related services as needed by the City.

The intent is also to limit the expenditure of time and dollars by the prospective firms and by the City of Anderson. The information provided will be used for consultant selections for a period of two years.



**Scott Morgan**

**City Manager**

## **INSTRUCTIONS TO CONSULTANTS**

### **General Information and Instructions:**

The enclosed "Request For Statements of Qualifications" (RFQ) is being sent to firms who have interest in providing engineering services to the City of Anderson and is being publicly noticed in the Record Searchlight for the purpose of soliciting information that will be used to select professional firms with whom the City may negotiate agreements for various engineering related professional consulting services.

The City of Anderson, California hereby requests Statements of Qualifications (SOQ) from qualified consultant firms for the preparation of Planning Studies; Final Plans, Specifications, and Determinations of Cost; Environmental Surveys and related work; Construction Services, and other related services to be determined by the needs of specific public works projects. The SOQ is to include demonstration of previous experience in the firms preferred areas of work. Firms submitting SOQ's are not required to demonstrate experience in all areas specifically identified in this RFQ.

These SOQ's will be used to comply with both State and federal regulations including but not limited to the provisions of the Brooks Bill (40 USC 541), (23 CFR, Section 172), (Government Code, Chapter 10, Section 4525 through 4529.5).

The SOQ's received will be reviewed and ranked by specific work description, and maintained for a period of twenty-four months. Periodic updates may be requested by the City or provided by the consultant should there be a substantial change in the character of either the firm or the City's needs.

All submittal materials become the property the City of Anderson, California and will not be returned.

Issuance of this Request shall in no way constitute a commitment by the City of Anderson, California to execute an agreement. The City of Anderson reserves the right to reject any or all proposals received in response to this Request, or to cancel this Request if it is deemed in the best interest of the City of Anderson to do so. The City of Anderson reserves the right to issue supplements to this Request prior to the closing date. Copies will be provided to all recipients of this RFP. The City of Anderson assumes no financial responsibility in connection with the costs incurred in the preparation and submission of the consultant proposal packet.

The proposal must be typewritten, legible and submitted as a bound document. The document shall be on 8-1/2" x 11" format except that 11" x 17" format is permissible in the appendix.

Three copies of the proposal shall be submitted. Additional copies, if needed, will be requested at a later date.

Faxed proposals will not be accepted.

**Submittal communication and Deadline:**

Written proposals must be received NO LATER THAN 5:00 p.m., on Friday, December 5, 2008, addressed as follows:

City of Anderson  
Attention: Mr. Scott Morgan, City Manager/City Clerk  
1887 Howard Street  
Anderson, CA 96007

All questions concerning the RFP may be submitted by email or fax to:

Scott Morgan, City Manager  
City of Anderson  
1887 Howard Street  
Anderson, CA 96007  
Email: [smorgan@ci.anderson.ca.us](mailto:smorgan@ci.anderson.ca.us)  
Fax (530) 378-6648

Interested firms should send a confirming email, including their fax number, using their office's primary email address to the above address so that they may receive updates and other related correspondence.

**Selection Process:**

Selections for services will be based on the evaluation of the submitted SOQ packets and an optional, project specific oral interview. The City of Anderson and other public parties having direct interest in the project will make the selection. Negotiations for specific projects will begin with the highest-ranking consultant demonstrating specific qualifications for a given project. If an agreement cannot be reached between the City and the consultant in a reasonable amount of time, negotiations may begin with the next highest-ranking consultant until an agreement is reached.

Negotiation or a subsequent agreement with a consultant will not disqualify a consultant from selection of subsequent projects. An attempt will be made, however, to allow as many qualifying firms as possible to contract services with the city.

**Special Selection Criteria:**

For some projects, particular attention will be given to consultants providing special skills, innovations, facilities, and commitments to expediting projects and meeting strict, short-term deadlines.

**Caltrans Local Assistance Procedures Manual:**

Consultants may wish to review the information in the Caltrans Local Assistance Procedures Manual, Chapter 10, for related information.

**Subconsultants:**

Subconsulting all or part of specific areas of services is acceptable.

**SOQ Format:**

**General.** The following limitations are for the purpose of limiting the expenditure of time and dollars for the prospective firms and also the City of Anderson. The information provided should be brief and relevant. The use of extensive graphics and lengthy descriptions of employees experience and services should be avoided. The SOQ shall conform to the following format and limitations:

**Cover Page.** The Cover page shall identify the document as a SOQ for Public Works Projects in the City of Anderson and include the name of the firm.

**Transmittal Letter.** The transmittal letter shall be limited to one page and must identify the name, address, phone number, fax number and email address of the person that is authorized by the firm to enter into contracts with the City of Anderson. The letter must acknowledge receipt of each addendum to the RFQ, if any have been issued.

**Overview of the Firm.** A brief description of the firm shall be limited to two pages.

**Planning Study Experience.** Limited to one page. Shall include a description of relevant projects with the project title, owner name and name and phone number of the principal contact person or representative.

**Plans, Specifications and Cost Estimates Experience.** Limited to one page. Shall include a description of relevant projects with the project title, owner name and name and phone number of the principal contact person or representative.

**Environmental.** Limited to one page. Shall include a description of relevant projects, with the project title, owner name and name and phone number of the principal contact person or representative that involved meeting the requirements of CEQA and NEPA as required for each specific project. Firms should list their special abilities and affiliations (subconsultants) in this area. Separate SOQ's will not be accepted for environmental services only.

**Structural Engineering.** Limited to one page. Shall include a description of relevant projects, with the project title, owner name and name and phone number of the principal contact person or representative. Firms should list their special abilities and affiliations (subconsultants) in this area. Separate SOQ's will not be accepted for structural engineering services only.

**Landscape Architecture.** Limited to one page. Shall include a description of relevant projects, with the project title, owner name and name and phone number of the principal contact person or representative. Firms should list their special abilities and affiliations (subconsultants) in this area. Separate SOQ's will not be accepted for landscape architecture services only.

**Surveying.** Limited to one page. Shall include a description of relevant projects, with the project title, owner name and name and phone number of the principal contact person or representative. Firms should list their special abilities and affiliations (subconsultants) in this area. Separate SOQ's will not be accepted for surveying services only.

**Contract Administration and Construction Services.** Limited to one page. Shall include a description of relevant projects, with the project title, owner name and name and phone number of the principal contact person or representative. Firms should list their special abilities and affiliations (subconsultants) in this area. Separate SOQ's will not be accepted for construction administration and construction services only.

**Disadvantaged Business Enterprises (DBE).** Limited to one half page. Shall include information about the firm's use of DBE's and past good-faith-efforts. (Note: The DBE participation requirement will be determined to be the current requirement for Caltrans, Shasta County Regional Transportation Agency, the City of Anderson or other funding agencies at the time an agreement is signed. Other factors may influence the participation requirement and therefore may change prior to the time the agreement is signed.)

**Appendix.** The appendix shall include:

1. Brief resumes for key members of the consultant's and subconsultant's teams.
2. A typical project organization chart.
3. For each subconsultant: A brief description of the firm and description of recent public works project experience. Include names, addresses, phone numbers and principals.
4. Consultants shall disclose to the City any actual, apparent, direct or indirect, or potential conflicts of interest that may exist relative to the services to be provided. If a firm does not have any conflicts, a statement to that effect shall be included in the SOQ.
5. Other information including charts, graphs, photos and other exhibits are not required but may be included and must be no more than a total of 10 pages and may be no larger than 11" x 17". Company brochures should not be included.

**Attachments:**

Consultant Evaluation Form.

**CONSULTANT CRITERIAL EVALUATION FORM**

*Note: The selection team will complete the following form at the time the selection process is originated for a specific project. The interview portion may be waived for minor projects.*

Consultant: \_\_\_\_\_

EVALUATION ITEMS	WRITTEN PROPOSAL	SCORE	INTERVIEW	SCORE
<b>Professional Excellence:</b> Demonstrated competence in the service to be provided and specialized experience of the prime consultant.	15		15	
<b>Capacity:</b> Staffing capacity, workload, and ability to meet schedules, including an assessment of the consultant's current workload.	10		10	
<b>Project Team:</b> Principals to be assigned, education and experience of the Project Manager and other key personnel to be assigned, and the estimated effectiveness of the team's proposed organization and coordination process.	15		15	
<b>Past Performance:</b> Past performance in terms of cost control, Quality of work, compliance with project schedule and relevance of work completed within the last five years.	10		10	
<b>Location of Project Team:</b> Location in the geographical area and knowledge of the locality of the project.	10		10	
<b>Project Approach:</b> Consultant's approach to identifying and implementing the project requirements and delineated in the scope of work. Special consideration will be given to innovative or special skills that will expedite the design of the project.	30		30	
<b>Other Factors:</b> The consultants approach to carry out a QA/QC program to reduce the City of Anderson's involvement in the review process.	10		10	
<b>TOTAL</b>	100		100	

**COMMENTS:**

\_\_\_\_\_  
COMMITTEE MEMBER

\_\_\_\_\_  
DATE