



C o u n t y o f S a n L u i s O b i s p o

General Services Agency

Janette D. Pell, General Services Agency Director

Helen McCann, Department Administrator

REQUEST FOR PROPOSAL PS- #1045 ON CALL CONSULTING ENGINEERING SERVICES

September 14, 2009

The County of San Luis Obispo is currently soliciting proposals for professional services for On Call Consulting Engineering Services.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception, may be grounds for rejection. The County of San Luis Obispo reserves the right to reject all proposals and to waive any informality.

If your firm is interested and qualified, please submit 5 copies of your proposal by 3:00 p.m. on October 9, 2009 to:

County of San Luis Obispo
Debbie Belt, GSA - Purchasing
1087 Santa Rosa Street
San Luis Obispo, CA 93408

If you have any questions about the proposal process, please contact me. For technical questions and information contact Kari Graton at (805) 781-5239.

DEBBIE BELT
Buyer – GSA - Purchasing
dbelt@co.slo.ca.us

PROPOSAL SUBMITTAL AND SELECTION

1. All proposals, consisting of five (5) copies must be received by mail, recognized carrier, or hand delivered **no later than 3:00 p.m. on October 9, 2009. Late proposals will not be considered.**

2. All correspondence should be directed to:

San Luis Obispo County
General Services Agency
1087 Santa Rosa Street
San Luis Obispo, CA 93408
ATTENTION: DEBBIE BELT
Telephone (805)781-5200

3. Costs of preparation of proposals will be borne by the proposer.

4. It is preferred that all proposals be submitted on recycled paper, printed on two sides.

5. Selection of qualified proposers will be by an approved County procedure for awarding professional contracts.

6. This request does not constitute an offer of employment or to contract for services.

7. The County reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.

8. The County reserves the option to retain all proposals, whether selected or rejected. Once submitted, the proposals and any supplemental documents become the property of the County.

9. All proposals shall remain firm for one hundred twenty, (120) days following closing date for receipt of proposals.

10. The County reserves the right to award the contract to the firms who present the proposals which in the judgment of the County, best accomplishes the desired results, and shall include, but not be limited to a consideration of the professional service fee.

11. Selection will be made on the basis of the proposals as submitted. The Selection Committee may deem it necessary to interview applicants. The County retains the right to interview applicants as part of the selection process.

12. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the proposers.

PROPOSAL FORMAT

A qualifying proposal must address all of the following points:

1. Project Title
2. Applicant or Firm Name
3. Firm Qualifications
 - a. Type of organization, size, professional registration and affiliations.
 - b. Names and qualifications of personnel to be assigned to this project.
 - c. Outline of recent projects completed that are directly related to this project. Consultant is required to demonstrate specific design and project expertise relating to the requirements of the Project Scope.
 - d. Qualifications of consultants, subcontractors, or joint venture firm, if appropriate.
 - e. Client references from recent related projects, including name, address and phone number of individual to contact for referral.
 - f. It is anticipated that preference will be given to those firms with the following qualifications included:
 - Experience preparing documents for the public bidding process for this County or other local agencies
 - Experience preparing documents for the public bidding process for CalTrans or another State agency
 - Experience in addressing erosion and storm water pollution during construction and post-construction
 - Experience in addressing public needs on a controversial project
 - Experience in providing a multi-discipline approach to project needs
 - Ability to provide adequate staff and resources to perform the needed services in a timely manner
 - Local presence or the equivalent ability to respond to changing project needs
4. Understanding of and Approach to the Projects
 - a. Summary of approach to be taken.
 - b. Description of the organization and staffing to be used for the project.
 - c. Indication of information and participation the proposer will require from County staff.

5. Fees and Insurance

- a. Fees for services will be negotiated prior to the start of each project. Fees may be based upon fixed amount for a fixed scope of work or on a time-and-materials basis for a varying scope of work
- b. The selected Consultant will be required to provide insurance coverage in the amount of \$1,000,000 General Liability Insurance and \$1,000,000 of Professional Liability Insurance. This amount of insurance coverage shall be reflected in your estimated professional fee.
- c. The Consultant shall provide within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the County of San Luis Obispo and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County.

6. Indemnification

To the fullest extent permitted by law, Consultant shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, or other losses that may be asserted by any person or entity, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant and/or its agents, employees or subconsultants. The obligation to indemnify shall be effective and shall extend to all such claims or losses in their entirety. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

PROJECT SCOPE

SUMMARY

The San Luis Obispo County Public Works Department seeks to create a pool of qualified, professional, as needed, engineering consultants to provide civil engineering design and design support services for a variety of public works projects. The purpose of this Request for Proposal process is to establish the ability to obtain timely and efficient consultant assistance to supplement the County's design forces. To minimize response time and to meet legal deadlines, all-inclusive Lump Sum contracts or Specific Rates of Compensation (time and materials) contracts will be negotiated proactively and thus consultant help will be available to meet such needs as they arise.

The professional services shall include, but not be limited to, the following: land surveying, hydrologic and hydraulic analysis, landscape design, roadway design, drainage and flood control design, water system design, sewer system design, utility locating and conflict analysis or other similar engineering services. These services may result in the preparation of engineering reports, public presentations or the preparation of plans, specifications, and estimates suitable for the public bidding process.

Consulting contracts will be awarded among firms by the County Department of Public Works or Board of Supervisors during this period only. Only consultants participating and qualified under this Request for Proposal No. 1045 will be considered. Any project started within this period will continue through completion. All proposals shall remain firm through June 30, 2012, the time period for which this Consultant Pool is valid.

To qualify for admission to the pool, consultant teams must demonstrate knowledge and experience in preparing engineering studies and preparing plans, specifications and estimates for County public works projects. Once competitively selected from this qualifications based selection process for the as-needed consultant pool, the best qualified consultants will negotiate contracts to provide professional services for each specific project.

County may expend as much as \$3,000,000 during the term in which the qualified pool is valid. No single firm will be awarded more than \$250,000 total with this contract. Individual contracts exceeding \$50,000 will require approval of the Board of Supervisors. The County assumes no obligation to expend the entire amount or to award work equally among the consulting firms in the pool.

TYPICAL PROJECTS

The following is a list of the types of projects that are being considered for consulting services. Not all of these projects will necessarily be awarded and other projects may be added to this as they arise:

1. Left Turn Channelization on a Rural County Highway
2. Vertical Curve Correction on a Rural County Highway
3. Road Widening on a Rural County Highway
4. Reconfigure an Urban Signalized Intersection
5. Urban Streetscape Improvements
6. Water / Sewer Facilities
7. Minor Water / Wastewater Treatment Plant Upgrades
8. Utility Support Structures
9. Storm Drain/ Flood Control System Design and Upgrades
10. Master Water or Sewer Plans
11. Regional Drainage Plans
12. Water Treatment Plant Capacity Assessment
13. Utility System' Instrumentation and/or Electrical System Analysis and Upgrade

The scope of the work involved in each of these projects may include the following tasks:

1. Preliminary Engineering Phase: Depending upon the project, Consultant may provide a topographic survey, boundary survey, drainage analysis, initial landscape design assessment, alternatives analysis, utility conflict analysis or preliminary design services.
2. Construction Document Phase: Consultant will prepare construction plans, specifications, and estimates (PS&E) for use in the public bidding process. The PS&E will be prepared in accordance with the County's standard practices and the following Cal-Trans standards:
 - a. Cal-Trans Plans Preparation Manual:
<http://www.dot.ca.gov/hq/oppd/cadd/usta/ppman/default.htm>
 - b. Plans, Specifications, and Estimates Guide (Sections 3, 4, and 5)
http://www.dot.ca.gov/hq/esc/oe/specifications/pse_guide/pse_guide.pdf
 - c. Policy on High and Low Risk Underground Utilities
http://www.dot.ca.gov/hq/oppd/pdpm/apdx_pdf/apdx_ll.pdf
 - d. Cal-Trans Standard Specifications
http://www.dot.ca.gov/hq/esc/oe/specifications/std_specs/2006_StdSpecs/
 - e. Cal-Trans Standard Special Provisions
<http://www.dot.ca.gov/hq/esc/oe/specifications/SSPs/2006-SSPs/>
 - f. Cal-Trans Standard Plans
http://www.dot.ca.gov/hq/esc/oe/project_plans/HTM/06_plans_disclaim_US.htm
 - g. California MUTCD
http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca_mutcd.htm
3. Construction Support: Consultant may provide support services during project construction. These services may include attending construction meetings, placing construction staking, responding to requests for information, reviewing contract submittals, and evaluating design changes during construction. Resident engineer, Inspection, materials testing and construction contract administration are not to be included in this contract.