



October 13, 2017

City of Kerman

Request for Qualifications for
Community Development Block Grant
Capital Projects Engineering Services
Fiscal Years 2017/2018 through 2019/2020

Proposals Due: November 3, 2017

City of Kerman
850 S. Madera Ave.
Kerman, CA 93630
(559) 846-9450
www.cityofkerman.net

REQUEST FOR QUALIFICATIONS (RFQ) FOR COMMUNITY DEVELOPMENT BLOCK GRANT CAPITAL PROJECTS ENGINEERING SERVICES FISCAL YEARS 2017/2018 THROUGH 2019/2020

STATEMENT OF PURPOSE

The City of Kerman (City) is a full service city operating a water distribution system, sanitary sewer collection system and treatment plant, and a storm drain collection system. In addition, the City of Kerman maintains approximately thirty-five miles of local streets; several city parks, public buildings and community centers and associated facilities.

The City periodically receives Community Development Block Grant (CDBG) funding for various water, sewer, parks, community facilities and appurtenant infrastructure projects throughout the City. The City is requesting Statement of Qualifications from engineering firms to perform the design, bidding and construction review services required to complete the projects in conformance with CDBG requirements and subject to Federal regulations applicable to CDBG or other federally-funded projects. The City intends to select one firm to provide contract services for a maximum period of three years.

SCOPE OF SERVICES

Services are to include identification of all necessary permits, conducting environmental review and compliance, surveying, testing, preparation of plans, specifications, description of a construction phasing plan, estimate of probable construction costs, preparation of bid documents, performance of cost or price analysis, review of construction contract bids, recommendation for award, construction review and construction administration.

STATEMENTS OF QUALIFICATIONS

The City invites Statements of Qualifications in response to this RFQ which include:

- Firm name, contact person, address, phone and fax numbers, and email address.
- Type of organization (individual, partnership, or corporation).
- Firm principal(s) who will be responsible for the project, their education, credentials, and experience.
- Key personnel who will be assigned to work for the City and their respective roles and duties. Include resumes which list their education, credentials, and experience.
- Present staff – number and classification.
- Description of relevant project experience in the past five years, including location, and type of project. Provide the name and telephone number of a reference for each project listed.
- List previous experience with the City or other cities.
- Indication of familiarity with CDBG-funding procedures and applicable state/federal regulations and requirements of applicable law.
- At least two references relating to projects completed for local governments over the last three years. Include name, address, email address, and phone number of contact person.

EVALUATION PROCESS

Proposers will be evaluated based on demonstrated competence and on the qualifications necessary for satisfactory performance of the services required. The City has established selection criteria that will comprise the basis for the selection of eligible firms to perform the required services. The criteria includes factors such as:

- The firm's ability to provide optimal services, yet meets the City's concern with cost;
- The firm's resources to conduct and complete projects in a satisfactory manner;
- The firm's approach to and understanding of the Scope of General Services and Duties;
- The firm's experience with similar contracts and clients;
- The experience and qualifications of the proposed staff in providing similar services;
- The firm's demonstrated ability to deliver work on time and within budget;
- The extent of involvement by key personnel;
- The firm's previous experience with cities, which have or are currently experiencing similar engineering requirements as Kerman;
- The firm's size, current workload, ability and willingness to commit key personnel.

Unless otherwise directed by the City Council, the City Manager may weigh these factors according to the nature of the proposed project or projects, the complexity and special requirements of the specific services, and the needs of the City.

Final selection of the consultant is subject to approval by the City Council.

NEGOTIATION PROCESS

Upon completion of the consultant evaluation process, City staff will commence contract negotiations with the top-ranked firm 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 fees reasonable to both parties, negotiations with that firm will be terminated. The City may initiate a new RFQ process, or commence negotiations with the second-ranked firm or next ranked firm if negotiations with the second-ranked firm fail.

PROPOSAL SUBMITTAL AND DEADLINE

Provide 5 copies of the Statements of Qualifications in a sealed envelope and deliver to:

Attn: Marci Reyes
City Clerk
City of Kerman
850 S. Madera Avenue
Kerman, CA 93630
by 4:00 p.m., Friday, November 3, 2017

No postmarks or late submissions will be accepted or considered.

TERMS AND CONDITIONS

- A. The City of Kerman reserves the right to cancel or amend the Request for Proposals at any time. The City of Kerman also reserves the right to determine the successful respondent and further reserves the right to reject any or all proposals for any reason.
- B. The City of Kerman will not be liable for costs incurred by the firms responding to this proposal.
- C. The firm shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the City of Kerman.
- D. For the purposes of this engagement, the consultant shall be deemed to be an independent contractor and not an employee of the City of Kerman. Any and all agents or employees of the firm or other persons, while engaged in the performance of any work or services required to be performed by the City of Kerman under this agreement, shall not be considered employees of the City of Kerman and any and all actions which arise as a consequence of any act or omission on the part of the firm, its agents, servants, employees or other persons shall in no way be the obligation or responsibility of the City of Kerman.
- E. No official or employee of the City of Kerman who exercises any responsibilities in the review, approval or carrying out of the proposal shall participate in any decision which affects his or her direct or indirect personal or financial interest.
- F. All proposals must be signed by a duly authorized individual. All proposals shall become property of the City of Kerman.
- G. Submittal by Deadline Date.

QUESTIONS

Interested firms are encouraged to contact John Kunkel, Kerman City Manager at jkunkel@cityofkerman.org or (559) 846-9450 for any questions.