
City of Santa Maria



REQUEST FOR QUALIFICATIONS

On-Call Consultant Services

ISSUING OFFICE: City of Santa Maria
Public Works Department
110 S. Pine Street, Ste. 221
Santa Maria, CA 93458

**SUBMITTAL: One (1) electronic copy must be received on or before 4:00 p.m.,
June 25, 2020.**

STATEMENT OF QUALIFICATIONS (SOQs) RECEIVED AFTER THE TIME AND DATE STATED ABOVE SHALL BE DEEMED UNRESPONSIVE AND RETURNED UNOPENED TO THE PROPOSER.

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PUBLIC NOTICE

REQUEST FOR QUALIFICATIONS

Statement of Qualifications (SOQs) must be received by the Public Works Department, Mark Mueller, PE via email mmueller@cityofsantamaria.org no later than 4:00 p.m., June 25th, 2020.

On-Call Consultant Services

No proposer shall discriminate in employment practices on the basis of race, color, national origin, ancestry, disability, gender, or religion.

No qualified handicapped person shall, on the basis of handicap, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any matter leading to the award of contract.

The right is reserved by the City of Santa Maria to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate the proposals submitted, and to award the contract according to the proposal which best serves the interests of the City.

Dated this 27th day of May, 2020 at Santa Maria, California.

By: Mark Mueller, PE, Engineer II

City of Santa Maria, California

Publication Date: May 27, 2020

**SECTION 1 - INSTRUCTIONS AND
CONDITIONS**

1.1 Project Description

The City of Santa Maria is requesting statement of qualifications (SOQs) from qualified and experienced contractors to provide On-Call Consultant Services.

One (1) electronic copy of the SOQ is to be submitted to the Public Works Department via email mmueller@cityofsantamaria.org no later than 4:00 p.m., June 25th, 2020.

1.2 Information

The City of Santa Maria Public Works Department is issuing this Request for Qualifications. Unless otherwise directed, all communications regarding this Request for Qualifications should be directed to Mark Mueller, PE, Engineer II, via email at mmueller@cityofsantamaria.org.

Any revisions to the Request for Qualifications will be issued and distributed as Addenda. Bidders are specifically directed not to contact any other City personnel for meetings, conferences, or technical discussions related to this Request for Qualifications. Failure to adhere to this policy may be grounds for rejection of proposal.

1.3 Important Notice

The City of Santa Maria will not be responsible for oral interpretations given by any City employee, representative, or others. Bidders are cautioned that any statements made that materially change any portion of the proposal documents shall not be relied upon unless subsequently ratified by a formal written amendment to the proposal document. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this Request for Qualifications, the City will attempt to notify all prospective bidders. However, it will be the responsibility of each prospective bidder, prior to submitting its Statement of Qualifications, to contact Mark Mueller, PE, Engineer II (mmueller@cityofsantamaria.org) with the City of Santa Maria, 110 S. Pine Street, Suite 101, Santa Maria, CA 93458, (805) 925-0951 ext. 1667, to determine if addenda were issued, and to make such addenda a part of their proposal.

1.4 Definitions

1. "Agency" refers to the City of Santa Maria, an Agency established under the laws of the State of California.
2. "Days" refers to working days of the City of Santa Maria when used in context with Agency's bid protest procedures.
3. The terms "file" or "submit" refer to the date of receipt by Agency.
4. "Interested party" includes all bidders on the contract or procurement. The term may also include a subcontractor or supplier at any tier who shows

that it has a substantial economic interest in a provision of the Invitation for Bid (IFB), Request for Proposals (RFP), Request for Qualifications (RFQ), or of the interpretation of such a provision.

5. "Local" as used herein refers to the County of Santa Barbara and the State of California. When used in conjunction with the phrase "laws and regulations" it is construed to mean only those laws or regulations associated with the provision of public mass transportation and the use of public funds. It is not construed to include the purchasing and/or protest procedures used by either of the aforementioned entities.
6. "Request for Qualifications" as used herein, also includes the term "offer" or "RFQ" as used in the context of negotiated procurements.
7. "Administrator" or "Manager" as used herein refers to the project manager of the City of Santa Maria.

1.5 Contracting Agency

The City of Santa Maria will administer the contract resulting from this Request for Proposals.

1.6 Legal Responsibilities

All proposals must be submitted, filed, made, and executed in accordance with State of California and Federal laws relating to proposals for contracts of this nature, whether the same or expressly referred to herein or not.

1.7 Joint Offers

Where two or more Offerors desire to submit a single proposal in response to this RFQ, they should do so on a prime-subcontractor basis rather than as a joint venture. The Agency intends to contract with a single firm and not with multiple firms doing business as a joint venture.

1.8 Business Tax Certificate

Possession of a City of Santa Maria Business Tax Certificate is not required to submit a proposal in response to this invitation. However, Contractor shall be required to possess, at its own expense, a valid and current City of Santa Maria Business Tax Certificate prior to commencing work. Fee is based on gross receipts for all business transactions in the City of Santa Maria. For additional information, contact the City of Santa Maria at (805) 925-0951 ext. 2422.

1.9 Withdrawal of Statement of Qualifications

Any proposal may be withdrawn at any time prior to the time fixed in the public notice for the receipt of proposals only by written request filed with the City of Santa Maria Project

Manager. The request shall be executed by the offeror or his duly authorized representative. The withdrawal of a proposal does not prejudice the right of the offeror to file a new proposal. No proposal may be withdrawn after the time fixed in the public notice for the receipt of proposals.

1.10 Rejection of Statement of Qualifications

Failure to meet the requirements of the Request for Qualifications (RFQ) will be cause for rejection of the proposal. The City may reject the proposal if it is incomplete, contains irregularities of any kind, or is offered conditionally. The City reserves the right to reject any and all proposals without cause.

The proposal is to be prepared in such a way as to provide a straightforward, concise delineation of the information requested. Proposals which contain false or misleading statements, or which do not support an attribute or condition claimed by the proposer, may be cause for rejection of the proposal. If, in the sole opinion of the City, such information was intended to mislead the City in its evaluation of the proposal, it will be cause for rejection of the proposal.

1.11 Evaluation

Evaluation and selection of statement of qualifications will be based on the qualifications and evaluation criteria outlined in the RFQ. Brochures or other promotional presentations beyond that which is deemed sufficient to submit a complete and effective proposal are not desired. Elaborate artwork, expensive paper or binders, and expensive visuals are not necessary and will not affect the evaluation process.

The City of Santa Maria reserves the right to make the selection of a proposer based on any or all factors of value, whether quantitatively identifiable or not, including, but not limited to, the anticipate initiative and ability of the proposer to perform the services set forth herein.

The City of Santa Maria reserves the right to reject any or all statement of qualifications, to waive any requirements, both the City's and those proposed by the proposer; to waive any irregularities or informalities in any proposal or the RFQ process when it is in the best interest of the City to do so; to negotiate for the modification of any proposal with mutual consent of the proposer; to re-advertise for proposals, if desired; to sit and act as sole judge of the merit and qualifications of the service offered; and to evaluate in its absolute discretion, the proposal of each proposer, so as to select the proposer which best serves the requirements of the City, thus providing that the best interest of the City will be served. The proposer's past performance, and the City's assurance that each proposer will provide service as bid, will be taken into consideration when statement of qualifications are being evaluated.

The City may make such investigation as it deems necessary to determine the ability of a proposer to furnish the required services, and the proposer will furnish to the City all such information and data for this purpose as the City may request. The City reserves

the right to reject any proposal if the evidence submitted by, or investigation of, such proposer fails to satisfy the City that such proposer is properly qualified to carry out the obligations of a contract and to deliver the services contemplated herein or the bid of any bidder who has previously failed to perform properly, or complete on time, contracts of a similar nature. Any material misrepresentation or material falsification of information provided to the City in the proposer's bid submission, or at any point in the bid evaluation process, including any interview conducted, is grounds for rejection of the bid. In the event that the misrepresentation or falsification is not discovered until after any agreement is awarded, the agreement may be terminated at that time. A determination as to whether a misrepresentation or falsification of the bid submission is material shall be made solely in the exercise of the City's sole discretion. The City expressly reserves the right to reject the bid of any bidder who is in default on the payment of taxes, licenses, or other monies due the City of Santa Maria.

The City reserves the right to conduct a background inquiry of each proposer which may include the collection of appropriate criminal history information, contractual and business associations and practices, employment histories, and reputation in the business community. By submitting a statement of qualifications to the City, the proposer consents to such an inquiry and agrees to make available to the City such books and records as the City deems necessary to conduct the inquiry.

1.12 Statement of Qualifications Pricing Guidelines

Contractor shall provide proposed fees and cost information as a part of this Request for qualifications. Fee schedules submitted in response to this Request for Qualifications shall identify hourly rates and be no higher than the bidder's standard commercial rates for same services. Fees submitted may be used as a basis of negotiation with the successful contractor.

1.13 Proprietary Information

The proposals received shall become the property of the City of Santa Maria and are subject to public disclosure. Proposers are to indicate any restrictions on the use of data contained in their responses. Those parts of a proposal which are defined by the bidder as business or trade secrets, as that term is defined in California Government Code, Section 6254.7, and are reasonably marked as "Trade Secrets", "Confidential" or "Proprietary" shall only be disclosed to the public if such disclosure is required or permitted under the California Public Records Act or otherwise by law. Proposers who indiscriminately and without justification identify most or all, of their proposal as exempt from disclosure may be deemed non-responsive.

1.14 Tentative Selection Schedule

Issuance of RFQ	May 27, 2020
Question Submission deadline	4:00 p.m., June 18, 2020
Submission deadline	4:00 p.m., June 25, 2020
Award of contract	July, 2020

SECTION 2 – PROJECT OVERVIEW

PROJECT OVERVIEW

2.1 Introduction

The City of Santa Maria, Public Works Department, invites you to submit a Statement of Qualifications (SOQ) to become eligible to perform on-call professional engineering and environmental services relating to the following disciplines:

- Project Management
- Engineering, including:
 - Engineering Design
 - Drawing and CAD Services
- Geotechnical Engineering
- Traffic Engineering
- Surveying
- Landscape Design
- Environmental Planning
- Development Review
- CMIT, including:
 - Construction Management
 - Inspection
 - Testing
- Right-of-way

SOQs should include all information as outlined in Attachment A, Requirements for Statement of Qualifications. Attachment B, Preliminary Description of Services for each discipline, is attached for your information. It is not necessary that a firm provide all disciplines as listed above or even all parts of a discipline. The firm must however specify what is being proposed on by the firm. As an example, a submittal may be for Surveying only, Testing only under the CMIT discipline or the firm may propose on all services under the CMIT discipline.

Placement on the City's pre-approved list of consultants (shortlist) does not constitute a contract nor does it guarantee any award of services or contracts for work. The City also reserves the right to go out for any of these services on a project specific basis at any time during the life of the shortlist.

2.2 Term of Contract

The life of the shortlist generated by this RFQ is anticipated to be two (2) years.

2.3 Scope of Work

See Attachment B.

2.4 Minimum Qualifications

See Attachment A.

2.5 Competitive Selection

Successful consultants shall be selected by the City of Santa Maria on a rational basis. Evaluation factors outlined in Paragraph 2.6 below shall be applied to all eligible responsible and responsive proposers in comparing Statement of Qualifications and selecting successful Statement of Qualifications.

A proposer may be selected without discussion after Statement of Qualifications are received. Therefore, Statement of Qualifications should be submitted on the most favorable terms.

Please review Attachment A for a description of the Statement of Qualification format.

2.6 Selection and Evaluation Factors

Each proposal will be evaluated and ranked by City of Santa Maria. Evaluation factors to be considered, and the corresponding weight for each, shall be as follows:

<u>EVALUATION FACTOR</u>	<u>PERCENT</u>
UNDERSTANDING OF WORK	30%
EXPERIENCE	30%
QUALITY AND AVAILABILITY OF STAFF TO BE ASSIGNED	30%
OVERALL PROPOSAL, COMPLETENESS, AND METHODOLOGY	10%

The City, at its sole discretion, may request an oral presentation or discussion with the most qualified proposer(s).

2.7 Inquiries

Inquiries must be submitted in writing. City shall issue any necessary clarification in writing to all proposers. Proposers should not rely on verbal discussion in lieu of written communication. Failure to adhere to this requirement could render your proposal non-responsive. All inquiries shall be directed to Mark Mueller, P.E., Engineer II, City of Santa Maria, 110 S. Pine Street, Suite 101, Santa Maria, CA 93458, via email at mmueller@cityofsantamaria.org.

2.8 Proposal Acceptance Period

All proposals must include a statement that proposals are valid for the 2-year life of the short list generated from this RFQ. Any escalation rates shall be included with the proposal or the proposal rates shall remain unaltered for the life of the short list.

2.9 Contract Incorporation

Proposer should be aware that the City of Santa Maria's attached "agreement" shall become the actual contract document. The terms and conditions defined in Section 3 are to be used as a basis for a contemplated contract. Any modifications to this recommended sample contract will require prior negotiations and approval of the City. Failure of a proposer to accept this obligation may result in the rejections of its proposal or cancellation of any award. Any damages accruing to the City as a result of a proposer's failure or refusal to execute a contract with the City, if awarded the contract, may be recovered from the Contractor. The requirements of Request for Qualifications dated May 25th, 2020, on file at the Department of Public Works – Engineering Division, 110 S. Pine Street, Ste. 221, Santa Maria, CA are hereby incorporated by reference.

2.10 Negotiations

The City of Santa Maria reserves the right to negotiate all elements which comprise the proposal to ensure the best possible consideration for all concerned.

2.11 Statement of Qualifications Format

Submitted Statement of Qualifications must follow the format outlined in Attachment A and all requested information must be supplied. Failure to submit a complete Statement of Qualifications in the required format shall be considered non-responsive.

Consultants must submit a Statement of Qualifications limited to a maximum of twelve, double-sided pages exclusive of cover letter, resumes, and references.

SECTION 3 - AGREEMENTS

AGREEMENT FOR PROFESSIONAL SERVICES

On-Call Consultant Services

This Agreement is made on DATE, by and between, a NAME California Corporation (“Contractor”) and the City of Santa Maria, a California Municipal Corporation and charter city (“City”), in Santa Maria, California, based on the following recitals:

WHEREAS, City has determined it is in the public interest to proceed with the work hereinafter described as "Project"; and

WHEREAS, City does not have available employees to perform the services for the Project; and

WHEREAS, City has requested the Contractor to provide manpower to complete the Project; and

WHEREAS, Contractor is registered or licensed in California to perform desired services for the Project.

NOW, THEREFORE, IT IS AGREED:

1. **Recitals true.** The above recitals are true.
2. **General.**
 - 2.1 **Term and Termination.** The term of this contract is one year, beginning on the date first written above. This contract may be extended by mutual consent of the parties. This contract may be terminated for breach of its terms or conditions, or because of discovery of any act which violates local, state or federal law. Termination is effective 14 days after deposit of notice as specified in this Agreement.
 - 2.2 **Services to be Performed.** Contractor shall determine the method, details and means of providing [Project Info] services. More specifically, Contractor agrees to perform the specific services listed in Exhibit “A.”
 - 2.3 **City’s Duties.** City’s duties under this Agreement are to cooperate with Contractor in the performance of the contract and timely pay invoices.
 - 2.4 **Payment.** Payment terms under this Agreement are listed in Exhibit “B.”
 - 2.5 **Insurance.** Contractor shall provide insurance as listed in Exhibit “C.”
 - 2.6 **Exhibits.** Exhibits “A,” “B,” and “C” are attached and incorporated.

3. Contractor's Obligations.

- 3.1 Minimum Amount of Service. Contractor shall devote sufficient time to perform services under this agreement efficiently and effectively. Contractor may represent, perform services for and be employed by additional individuals or entities, in Contractor's sole discretion, as long as the performance of these extra-contractual services does not interfere with or present a conflict with City's business.
- 3.2 Tools and Equipment. Except as otherwise stated in this Agreement, Contractor will supply all tools and equipment necessary to perform this Agreement.
- 3.3 Status. Contractor (including its employees) is an independent contractor. No employer/employee relationship exists between Contractor and the City. Contractor's assigned personnel shall not be entitled to any benefits payable to employees of the City. The City is not required to make any deductions or withholdings from the compensation payable to Contractor under this agreement.
- 3.4 Indemnification. To the fullest extent permitted by law, the Consultant shall indemnify, defend (with independent counsel approved by the City) and hold harmless the City, and its directors, officers, and employees from and against all liabilities (including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including but not limited to reasonable attorneys' fees, court costs and costs of alternative dispute resolution) regardless of nature or type that arise out of, pertain to, or relate to the negligence, reckless, or willful misconduct of the Consultant or the acts or omissions of an employee, agent or subcontractor of the Consultant. The provisions of this paragraph survive completion of the services or the termination of this contract. The provisions of this Section are not limited by the provisions of the Section relating to insurance.

4. Miscellaneous

- 4.1 Notices. All communication relating to the day-to-day activities of this Agreement shall be exchanged between a designated representative of the CITY and a representative of CONTRACTOR, listed below. All notices shall be addressed as follows unless a written change is filed with the City:

To City:
David Beas, P.E., Principal Civil Engineer
110 East Cook Street
Santa Maria, CA 93454

To Contractor:

If the designated Representative or address of either party changes during the term of this agreement, a written notice shall be given to the other party prior to the effective date of change. Any written notices required under this agreement shall be effective five (5) days after deposit into United States mail, postage prepaid, addressed to the designated Representative, or upon confirmation of receipt of delivery if another notification process is used.

- 4.2 Compliance With Laws, etc. Contractor shall comply with all laws, including but not limited to the rules and policies of the City, in performing this agreement.
- 4.3 Integration. This agreement constitutes the entire agreement of the parties with respect to the subject matter. All modifications, amendments, or waivers of the terms of this agreement must be in writing and signed by the appropriate representatives of the parties.
- 4.4 Interpretation. This agreement shall be interpreted in accordance with the laws of the State of California.
- 4.5 Jurisdiction. Jurisdiction and venue of all disputes over the terms of this agreement shall be in the County of Northern Santa Barbara, State of California.
- 4.6 Warranty of authority. Each person signing this agreement on behalf of a party warrants that he or she has authority to do so.
- 4.7 No Waiver. Failure to enforce with respect to a default shall not be construed as a waiver.
- 4.8 Severability. The provisions of this agreement are severable. If any part of this agreement is held invalid by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect unless amended or modified by mutual written consent of the parties.
- 4.9 Submittals. In addition to any other submittals required by this agreement, Contractor shall submit copies of its current business license and current certificate of workers compensation coverage to the City before beginning work on this project.
- 4.10 Prevailing Wage. Prevailing Wage. If applicable, Consultant and all subconsultants are required to pay the general prevailing wage rates of per diem wages and overtime and holiday wages determined by the Director of the Department of Industrial Relations under Section 1720 et seq. of the California Labor Code. The Director's determination is on file and open to inspection at www.dir.ca.gov and is referred to and made a part hereof; the wage rates therein ascertained, determined and specified are referred to

and made a part hereof as though fully set forth herein.

IN WITNESS WHEREOF, this agreement is executed by the parties on the date first written above.

NAME of COMPANY

CITY OF SANTA MARIA, a political
subdivision of the State of California

NAME

TITLE

Kevin P. McCune, PE
Public Works Director

ATTEST:

Rhonda M. White, CMC
Chief Deputy City Clerk

APPROVED AS TO FORM:

Risk Manager

City Attorney

EXHIBIT "A"

SCOPE OF SERVICES

EXHIBIT "B"

PAYMENT

I. Progress Authorization

Written authorization to proceed from the City authorizes the Contractor to generate the not-to-exceed cost of **XXXX DOLLARS (\$XX,XXX)** in fees for all work.

Task 1:	\$
Task 2:	\$
Task 3:	\$
Task 4:	\$

Total Not-To-Exceed Cost:	\$X,XXX.XX
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II. Invoice procedure.

- A. Payment shall be at the conclusion of the Project based on the billable charges.
- B. The Contractor shall present the bill for charges by the second day of the month.
- C. The Contractor's bill shall be substantiated by appropriate documentation, and include an itemized listing of personnel, subcontractors, and other direct costs incurred.

III. Maximum billable amounts

Under no circumstance shall the total of all payments to the Contractor exceed ninety percent (90%) of the maximum not-to-exceed cost, prior to acceptance by the City of all items to be completed as noted within Exhibit "A".

EXHIBIT "C"

INSURANCE REQUIREMENTS

Consultant shall procure and maintain for the duration of the contact insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his/her agents, representatives, or employees. If the consultant maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or higher limits maintained by the consultant.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001), including products and completed operations, property damage, bodily injury and personal & advertising injury.
2. Insurance Services Office Business Auto Coverage Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, covering hired (Code 8) and non-owned autos (Code 9).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Errors and Omissions liability insurance appropriate to the Consultant's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

B. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability- \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability- \$1,000,000 per accident for bodily injury and property damage.

3. Workers' Compensation: Statutory limits.
4. Employer's Liability- \$1,000,000 per accident for bodily injury or disease.
5. Errors and Omissions Liability - \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

C. Self-insured Retentions

Self-insured retentions must be declared to and approved by the City. The City may require the Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration and defense expenses within the retention.

D. Other Insurance Provisions

The liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form or an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38 **and** CG 20 37 forms if later revisions are used).
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled or reduced, except with notice **stating the title of this contract to the City.** **All notices provided pursuant to this Agreement shall be given to the City representative listed for notice in this agreement and shall specify the title of this Agreement.** Notice may be given by overnight mail, facsimile with confirmation of receipt, or certified mail with return-receipt requested.

4. Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.
5. If any of the required policies provide claims-made coverage:
 - a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
 - b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
 - c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

F. Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

G. Special Risks or Circumstances

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

SECTION 4 – ATTACHMENTS

ATTACHMENT A

Preliminary Description of On-Call Professional Engineering and Environmental Services

REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Your Statement of Qualifications must be organized in the following format and include the following:

1. Cover Letter

2. Office Location

- a. List the office location(s) where work for the City will be performed

3. Technical Approach

- a. Describe how Consultant 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 with which Consultant has had previous success.
- b. Discuss any potential technical or management problems that may be encountered during performance of the typical services. Identify Consultant's 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. Identify the probable project team that will deliver the typical services listed. Provide brief resume summaries of qualifications for all key personnel. Resume summaries should focus on experience and qualifications relevant to the type of projects listed.
- b. Describe how Consultant Team will be managed and how quality will 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. Rate Sheet

- a. Submit a spreadsheet listing the classification and billing rate of each proposed staff member.
- b. Provide Consultant's sub-consultant mark-up percent.

ATTACHMENT B

Preliminary Description of On-Call Professional Engineering and Environmental Services

Project Management

BACKGROUND

The City of Santa Maria Public Works Department is requesting a Statement of Qualifications (SOQ) from qualified firms to provide Project Management services as needed by the City. The City of Santa Maria is hereinafter referred to as "City". The firm with professional Project Management services is hereinafter referred to as "Consultant". The City is anticipating a variety of State and Federally funded construction projects to commence in the near future. As such, the City is actively seeking Consultants familiar and experienced in Project Management for projects funded using State and Federal funds. It is the City's intention to enter into on-call contracts with multiple firms for Project Management services. Not all City projects will be federally funded, therefore the City will be evaluating consultant firms for providing Project Management for various funded projects. By contracting with multiple firms the City aims to have the flexibility to obtain project management services in a timely manner.

Consultant is invited to submit a written SOQ for any or all of the services listed in the cover letter or as further described in this Attachment B.

PROJECT DESCRIPTION

The City is seeking Project Management services to comply with required current federal documents and requirements. In performing all project management services, the Consultant shall work to protect the interest of the City and to provide the highest quality services possible for the City. The City has a variety of public works projects scheduled within the next several years, as well as private developments requiring project management services.

The Consultant is representing itself as a qualified professional in services provided to the City; therefore, it is acceptable to submit recommendations and comments for consideration on format, process, and additional content of providing the services. The City will consider comments and recommendations; however, City is not required to incorporate any of the recommendations or comments.

TYPICAL SERVICES REQUIRED

The required services and abilities required to successfully perform project management services on the project types listed above include, but are not limited to:

- Continuous interface with City staff regarding projects
- Attend project meetings and prepare meeting agendas and action items
- Follow up to ensure action items are compiled with
- Coordination with engineering consultants
- Coordination with other agencies
- Provide technical review and comment on consultant deliverables
- Development/maintenance of project schedules
- Prepare bid packages
- Track and monitor project costs
- Track and monitor all funding
- Prepare grant funding claims as required
- Prepare grant applications
- Prepare RFPs for professional services, as required to continue progress of projects.

REQUIREMENTS

Consultant(s) shall meet the following requirements:

1. *Experience*: The Consultant must have experience providing Project Management services to municipalities of similar size to Santa Maria
2. *Deadlines*: The Consultant must meet the deadlines listed in the various project schedules. The consultant will have the opportunity to help create the schedule, but once finalized, must adhere to the schedule.
3. *Compliance*: Consultants shall comply with all applicable Federal, State, and local laws and ordinances. This includes City insurance and indemnification requirements.
4. *Reporting*: Once per month, the Consultant shall provide the City with an itemized account of all services proved in a format approved by the City.

Engineering

BACKGROUND

The City of Santa Maria Public Works Department is requesting a Statement of Qualifications (SOQ) from qualified firms to provide engineering services as needed by the City of Santa Maria. The City of Santa Maria is hereinafter referred to as "City". The firm with professional engineering services is hereinafter referred to as "Consultant". The City will be evaluating engineering firms for providing various services for projects with various funding sources (Grants, Federal, City, etc.). It is the City's intention to enter into on-call contracts with multiple firms for Engineering and Environmental services. These firms will be contracted to provide engineering design, environmental planning, review and project documentation as well as drawing preparation services as requested by the Public Works Department. By contracting with multiple firms the City will have the flexibility to obtain these services in a timely manner and avoid possible conflicts of interest.

The successful Consultant(s) will work closely with City personnel and be responsible for:

- The generation of complete set of plans, specifications and construction engineering estimates for city wide projects
- The review and/or preparation of environmental documents
- Preparation of project drawings in CAD.

Consultant is invited to submit a written SOQ for any or all of the services listed in the Request for Qualifications cover letter or as further described in this Attachment B.

PROJECT DESCRIPTION

The Consultant will be asked to provide all necessary engineering, environmental, and drawing services to bring a project to the point of completion. In performing all engineering services, the Consultant shall work to protect the interests of the City and to provide the highest quality services possible for the City. The City has a variety of public works and capital improvement construction projects scheduled within the next several years, which may require engineering services and/or peer review. The City will also have a variety of private developments that will provide public improvements that may result in plan checking services of the improvement plans.

The Consultant is representing itself as a qualified professional in services provided to the City; therefore, it is acceptable to submit recommendations and comments for consideration on format, process, and additional content of providing the services. The City will consider comments and recommendations; however, City is not required to incorporate any of the recommendations or comments.

Below is a list of anticipated project types covered by this RFQ. Any prequalified consultant may be selected for one or more of these projects, based upon qualifications and availability.

- Bike and pedestrian facilities (bike lanes, pedestrian paths, multipurpose trails)
- City Park improvements – restrooms, parking lots, service roads
- Preliminary engineering in support of grant applications
- Traffic signal design
- Drainage improvement projects
- Intersection modifications
- Pavement maintenance projects
- Sidewalk infill

TYPICAL SERVICES REQUIRED

The required services and abilities required to successfully perform engineering design services on the project types listed above include, but are not limited to:

- Preparation of plans, specifications and estimates
- Plan check/Peer review
- Preparation of project drawings in CAD
- Constructability Review
- Understanding and application of standard details and specifications from:
 - City of Santa Maria
 - Caltrans
 - Greenbook
 - APWA
 - AWWA
 - County of Santa Barbara
- Knowledge and understanding of the use of and requirements of federal documentation for design associated with federally-funded construction projects.
- Best Management Practices.
- Ability to work with utilities, special districts, and public agencies in and adjacent to the City of Santa Maria.
- Understanding of environmental regulations relevant to construction activities.
- Consultant is responsible for keeping City regularly informed with regard to issues related to cost, schedule, contract or legal issues among others.
- Consultant and its sub-consultants shall pay employees the applicable prevailing wages as determined by California Department of Industrial Relations and Federal, State and local laws.

REQUIREMENTS

Consultant(s) shall meet the following requirements:

1. *Experience:* The Consultant must have experience providing Engineering services to municipalities of similar size or sufficient experience in Design and Plan check/Peer review. Specifically, experience should include, but not be limited to: street, storm drain, sanitary sewer and bridge construction, etc.
2. *Compliance:* Consultants shall comply with all applicable Federal, State, and local laws and ordinances. This includes City insurance and indemnification requirements.
3. *Reporting:* Once per month, the Consultant shall provide the City with an itemized account of all services provided in a format approved by the City.

Geotechnical Engineering

BACKGROUND

The City of Santa Maria is hereinafter referred to as “City”. The firm with professional geotechnical engineering services is hereinafter referred to as “Consultant”. The City of Santa Maria Public Works Department is requesting a Statement of Qualifications (SOQ) from qualified firms to provide geotechnical engineering services as needed by the City. The City is anticipating a variety of Federally-funded construction projects to commence in the near future. As such, the City is actively seeking Consultants familiar and experienced in geotechnical engineering for Federally-funded projects. It is the City’s intention to enter into on-call contracts with multiple firms for geotechnical engineering services. Not all City projects will be federally funded, therefore the City will be evaluating consultant firms for providing geotechnical engineering for various funded projects. By contracting with multiple firms the City will have the flexibility to obtain project management services in a timely manner.

The successful Consultant(s) will work closely with City personnel and be responsible for:

- The review and/or preparation of geotechnical documents
- Preparation of project drawings in CAD

Consultant is invited to submit a written SOQ for any or all of the services listed in the cover letter or as further described in this Attachment B.

PROJECT DESCRIPTION

The City is seeking professional geotechnical engineering services to comply with required federal documents and requirements. In performing all geotechnical engineering services, the Consultant shall work to protect the interest of the City and to provide the highest quality services possible for the City. The City has a variety of public works projects scheduled within the next several years, as well as private developments requiring geotechnical engineering services.

The Consultant is representing itself as a qualified professional in services provided to the City; therefore, it is acceptable to submit recommendations and comments for consideration on format, process, and additional content of providing the services. The City will consider comments and recommendations; however, City is not required to incorporate any of the recommendations or comments.

Below is a list of anticipated project types covered by this RFQ. Any prequalified consultant may be selected for one or more of these types of projects, based on qualifications and availability.

- Grading and Site Clearing

- Seepage Control and Dewatering Analysis
- Foundation Design
- Pavement Design
- Pile Design
- Submerged and Partially Submerged Retainment Structure Design
- Compacted Fills Soil Classification and Physical Properties
- Slope Stability and Protection
- Hazardous Materials Seismic Stability
- Liquefaction
- Open and Braced Excavations (Shallow and Deep)
- Material Testing
- Groundwater Analysis
- Flexible Retaining Structures
- Construction Inspection
- Special Inspection
- Subsurface Geotechnical Investigation
- Field Exploration, Laboratory Testing, and Instrumentation

TYPICAL SERVICES REQUIRED

The required services and abilities required to successfully perform geotechnical engineering services on the project types listed above include but are not limited to:

- Constructability Review and Plan Check
- Understanding and application of standard details and specifications from:
 - City of Santa Maria
 - Caltrans
 - Greenbook
 - APWA
 - AWWA
 - County of Santa Barbara
- Knowledge and understanding of the use of and requirements of federal documentation for design associated with federally-funded construction projects.
- Best Management Practices
- Ability to work with utilities, special districts, and public agencies in and adjacent to the City of Santa Maria.
- Understanding of environmental regulations relevant to construction activities.
- Consultant is responsible for keeping City regularly informed with regard to issues related to cost, schedule, contract or legal issues among others.
- Consultant and its sub-consultants shall pay employees the applicable prevailing wages as determined by California Department of Industrial Relations and Federal, State, and local laws.

REQUIREMENTS

Consultant(s) shall meet the following requirements:

1. *Experience:* The Consultant must have experience providing geotechnical engineering services to municipalities of similar size or sufficient experience in Design and Plan Check/Peer Review. Specifically, experience should include, but not be limited to: street, storm drain, and bridge construction, etc.
2. *Deadlines:* The Consultant must meet the deadlines listed in the various Project schedules. The Consultant will have the opportunity to help create the schedule, but once finalized must adhere to it/them.
3. *Compliance:* Consultants shall comply with all applicable Federal, State, and local laws and ordinances. This includes City insurance and indemnification requirements.
4. *Reporting:* Once per month, the Consultant shall provide the City with an itemized account of all services provided in a format approved by the City.

Traffic Engineering

BACKGROUND

The City of Santa Maria Public Works Department is requesting a Statement of Qualifications (SOQ) from qualified firms to provide on-call traffic engineering services as needed by the City. The City of Santa Maria is hereinafter referred to as "City". The firm with a professional Traffic Engineer is hereinafter referred to as "Consultant". The City is anticipating a variety of traffic engineering and transportation planning projects to commence in the near future. As such, the City is actively seeking Consultants familiar and experienced with traffic engineering and applicable federal, state, and local standards and guidelines. It is the City's intention to enter into on-call contracts with multiple firms for traffic engineering services. By contracting with multiple firms the City will have the flexibility to obtain professional Traffic Engineering consulting services in a timely manner and work on multiple projects simultaneously.

The successful Consultants will work closely with City personnel on an as-needed basis to assist staff in keeping a variety of projects on schedules and within budget. Consultant is invited to submit a written SOQ for any or all of the services listed in the cover letter or as further described in this Attachment B.

PROJECT DESCRIPTION

The City is seeking professional traffic engineering services to assist the Public Works Department in carrying out many project types as listed below. In performing the professional traffic engineering services, the Consultant shall work to protect the interests of the City and to provide the highest quality services possible.

It is acceptable to submit recommendations and comments for consideration on format, process and additional content of providing the services. The City will consider comments and recommendations; however, the City is not required to incorporate any of the recommendations or comments.

Below is a list of the anticipated project types covered by this RFQ. Any prequalified consultant may be selected for one or more of these types of projects, based on qualifications and availability.

- Traffic and parking studies including warrant analysis as applicable.
- Transportation demand management programs
- Signal timing and coordination plans, and recommendations on signal maintenance and upgrades
- Planning and conceptual designs of traffic diversion and calming plans including roundabouts.
- Planning and conceptual designs of complete streets in light of established standards and guidelines as well as assessment of potential operational impacts

(such as the impacts on automobile traffic that could result from a road diet to provide bike lanes)

- Planning and establishment of safe routes to schools.
- Development and updates of transportation related policies and guidelines such as transportation master plans.
- Grant writing for federal, state, and regional funding programs for traffic studies and improvement projects.
- Review of the traffic and parking aspects of City capital improvement projects
- Multi-modal travel modeling and traffic volume forecasts
- Establishment and updates of transportation related fees such as traffic impact fees
- Respond to public inquiries and requests for traffic control device installations and modifications such as stop signs, crosswalks, traffic channelizations, speed zones, etc.
- Traffic and parking management and control plans.
- Data collection including multi-modal traffic volumes, traffic speeds, origin-destination surveys, travel time and delays, and parking utilization
- Sign and pavement marking retroreflectivity assessment and data processing
- Present projects and programs in project meetings, community workshops, and public hearings as needed.

TYPICAL SERVICES REQUIRED

Principal staff shall possess certification as a Traffic Engineer from the California Board for Professional Engineers, Land Surveyors, and Geologists.

Understanding and application of the following documents:

- AASHTO "Green Book" A Policy on Geometric Design of Highways and Streets
- AASHTO Roadside Design Guide
- TRB Highway Capacity Manual (HCM)
- ITE Trip Generation Manual
- ITE Parking Generation Manual
- California Vehicle Code (CVC)
- California Manual on Uniform Traffic Control Devices (CA MUTCD)
- NACTO Urban Street Design Guide
- NACTO Urban Bikeway Design Guide
- NACTO Transit Street Design Guide
- CA Standard Plans and Specifications
- City of Santa Maria General Plan
- City of Santa Maria Zoning Ordinance
- City of Santa Maria Standard Details and Specifications

Prepare and review specialized traffic studies to assess proposed projects. Typical studies would include travel demand or traffic forecasting of proposed roadways, street widening, or intersection improvement projects. Studies may analyze diversion of traffic

due to substantial long term construction projects. Analysis will incorporate pedestrian and bicycles. Preparation of studies may be needed to provide technical support for grant and funding applications.

- Provide comprehensive analysis of existing and projected traffic conditions
 - Analyze intersections for line of sight issues, queuing, delay, level of service, etc.
 - Review subdivision or new development projects and traffic studies involving traffic impact analyses, transportation modeling, area-wide transportation studies, and traffic impact mitigation fee analyses.
 - Conduct studies and review the performance of traffic signal timing on street corridors. These studies shall include before and after analysis to quantify the level of improvement to be expected as a result of the project.
 - Intersection and traffic signal design, including plans, engineer's cost estimate, and contract bid documents for new permanent signal installation. May include modifications to existing signals and flashing beacons.
 - Provide electronic traffic control device studies and design (signs, signals, pavement markings, RRFBs, and similar devices)
- Simulation/Modeling
 - Update and maintain existing City of Santa Maria traffic model.
 - Understanding and application of relevant operation and travel modeling software such as PTV Visum/Vissim, Trafficware Synchro/SimTraffic, etc.
 - Multi-modal travel modeling and traffic volume forecasts
- Traffic Counts
 - Perform data collection as needed within short time frames including ADTs, peak hour counts, 12 and 24-hour counts, intersection turning movement counts, speed/delay runs, pedestrian and bike counts, etc.
 - Data collection including multi-modal traffic volumes, traffic speeds, origin-destination surveys, travel time and delays, and parking utilization.
 - Work with City Staff to develop a Congestion Management Plan to replace the Santa Barbara County Association of Governments (SBCAG) Congestion Management Plan.
 - Perform pedestrian counts and studies
 - Use of Big Data for planning efforts
- Transportation Planning
 - Grant writing for federal, state, and regional funding programs for traffic studies and improvement projects.
 - Prepare specialized studies and analysis in support of various statewide initiatives involving traffic signal improvements, timing, and coordination.
 - Planning and conceptual designs of complete streets, using established standards and guidelines, as well as assessment of potential operation impacts.
 - Development and updates of transportation related policies and guidelines such as transportation master plans.
 - Provide long-range planning input and consideration for the Circulation Element of the City of Santa Maria General Plan

- Planning and conceptual designs of traffic diversion and calming plans.
- Planning and establishment of safe routes to schools.
- Research and Outreach
 - Assist staff in producing reports and making presentations on transportation related topics.
 - Ability to work with transit providers, emergency services, County of Santa Barbara, Santa Maria Airport, utility service providers, special districts, and walking and cycling advocacy groups.
 - Present project and programs in project meetings, community workshops, and public hearings as needed. Public outreach and meetings will require bilingual services.
- Training
 - provide and facilitate training of staff in specific transportation planning areas as requested by the City of Santa Maria

The required services and abilities required to successfully perform traffic engineering services on the project types listed above include, but are not limited to:

- Ability to work with transit providers, emergency service providers, neighboring cities, the County of Santa Barbra, utility service providers, special districts, and walking and cycling advocacy groups.
- Consultants are responsible for keeping City regularly informed with regard to issues related to cost, schedule, contract and legal issues among others.
- Consultant and any sub-consultants shall pay their employees the applicable prevailing wages as determined by California Department of Industrial Relations and Federal, State, and local laws.

REQUIREMENTS

Consultant(s) shall meet the following requirements:

1. *Experience:* The Consultant must have experience providing traffic engineering services to municipalities of similar size or sufficient experience in transportation planning and traffic engineering. Specifically, experience should include, but not be limited to: safety studies, operational studies, warrant analysis, signal operations, conceptual road designs, data collection and travel modeling.
2. *Deadlines:* The Consultant must meet the deadlines listed in the various project schedules. The Consultant will have the opportunity to create the schedule, but once finalized must adhere to it.
3. *Compliance:* Consultants shall comply with all applicable Federal, State, and local laws and ordinances. This includes City insurance and indemnification requirements
4. *Reporting:* Once per month, the Consultant shall provide the City with an itemized account of all services provided in a format approved by the City.

Surveying

BACKGROUND

The City of Santa Maria Public Works Department is requesting a Statement of Qualifications (SOQ) from qualified land surveying professionals to provide on-call map checking, legal description checking, corner record preparation, and lot line adjustment services, as well as other professional surveyor services as needed by the City. The City of Santa Maria is hereinafter referred to as "City". The firm with a professional land surveyor is hereinafter referred to as "Consultant". The purpose of the on-call contract is to provide the Public Works Department with the ability to obtain assistance quickly to satisfy City of Santa Maria customers and City Staff. Currently, no one on City Staff is qualified to sign the City Surveyor Statement attesting to the technical correctness on Final Maps and Parcel Maps, or to prepare or review legal descriptions and corner records. It is the City's intention to enter into on-call contracts with multiple firms for Surveying services. By contracting with multiple firms the City will have the flexibility to obtain professional surveyor consulting services in a timely manner.

Consultant is invited to submit a written SOQ for any or all of the services listed in the cover letter, or as further described in this Attachment B.

PROJECT DESCRIPTION

The Consultant will be asked to provide all necessary on-call map checking, legal description checking, corner record preparation, and lot line adjustment review services, as well as other professional surveyor services as needed by the City. In performing all professional surveyor services, the Consultant shall work to protect the interests of the City and to provide the highest quality services possible for the City. All services shall be performed under the direction of a Professional Land Surveyor licensed in the State of California. No subcontractors shall be utilized without prior authorization by the City.

The Consultant is representing itself as a qualified professional in services provided to the City; therefore, it is acceptable to submit recommendations and comments for consideration on format, process, and additional content of providing the services. The City will consider comments and recommendations; however, City is not required to incorporate any of the recommendations or comments.

A. Map Check Services Component

Parcel Maps and Final Maps are to be reviewed at a minimum for mathematical closure, and compliance with the Subdivision Map Act, the Professional Land Surveyor's Act, the City of Santa Maria Subdivision Ordinance, the approved Tentative Map, the approved Conditions of Approval, and a current Title Report.

The map checks shall include, but are not necessarily limited to:

- Review of survey documentation
- Lot and boundary closure calculations
- Dedications and easement provisions
- Legal descriptions and completeness and accuracy of data notation
- Review of completeness of submittals
- Document submittal deficiencies and advise the City as necessary
- Identify any additional reference materials required for a thorough map check
- Parcel Map Approval – Sign and stamp City Surveyor’s Statement attesting to technical correctness on Parcel Maps in accordance with Chapter 2, Maps; Article 3, Section 66450
- Final Map Approval – Sign and stamp City Surveyor’s Statement attesting to technical correctness on Final Maps in accordance with Chapter 2, Maps; Article 2, Section 66442

Some of the specific items that shall be reviewed and/or map checked are as follows:

- Title sheet information
- Current legal descriptions
- Correct assessor’s parcel being subdivided per the Title Report
- Closure of subdivision boundary and individual lots
- Verify lot areas
- Check for correct mathematics
- Proper delineation and identification of record data
- All appropriate data in the Title Report is shown on the map
- Proper reference to adjacent record maps is shown
- Proper references and ties to found/set monuments are shown
- Calculated, recorded, and measured distances agree, or variances are noted on the map
- Verify ownership shown on the map against the Title Report
- Compliance with the Subdivision Map act and City of Santa Maria Subdivision Ordinance

B. Legal Description Check Services Component

Legal descriptions shall be reviewed at a minimum for completeness for mathematical closure (when applicable), compliance with the Professional Land Surveyor’s Act, and conformance with current Title Report. Grant Deed, Easement Deed, and other document forms may be included in the review process.

Legal description checks include, but are not necessarily limited to:

- Closure calculations
- Legal description completeness
- Review of completeness of deed exhibit map (attachment)
- Document submittal deficiencies and advise the City as necessary

- Identify any additional reference materials required for a thorough deed check
- Approval – Sign and stamp legal description legal description

C. Corner Record Services Component

Corner Records shall be reviewed or prepared and filed in conformance with Business and Professions Code Section 8771 and Santa Barbara County Surveyor requirements, documenting the locations of existing monuments that are in jeopardy of being destroyed, obscured or obliterated when a capital improvement project is constructed or reconstructed. Corner record services include, but are not necessarily limited to:

- Review of corner records prepared by City Staff or contracted Consultant for completeness and accuracy
- Prepare corner records
- Approve – sign and stamp corner record for filing with County Surveyor's Office

D. Lot Line Adjustment Services Component

Lot line adjustment documents shall be reviewed or prepared at a minimum for compliance with the City of Santa Maria Lot Line Adjustment Requirements, the Subdivision Map Act, and the Land Surveyor's Act.

Lot line adjustment services include, but are not necessarily limited to:

- Review/prepare legal descriptions associated with lot line adjustments
 - Civil Code 1093 clause on face of Legal description
 - Acknowledgement (Notary Statement)
 - Exhibit A (Legal description of property being conveyed)
 - Exhibit B (Sketch of legal description in Exhibit A)
- Review/prepare Partial Reconveyance documents
- Review/prepare Modified Deed of Trust
- Review/prepare Owner's Certificate and Certificate of Holders of Record Title Interest
- Review/prepare Notice Document (if applicable)
- Verify ownership shown on documents against the Title Report

E. Field Services

Complete field services performed at the request of the City will include but are not necessarily limited to the following:

- Construction
- Geodetic Control
- Boundary
- Right of way location
- Monitoring / Subsidence surveys

REQUIREMENTS

Consultant(s) shall meet the following requirements:

1. *Experience:* The Consultant must have experience providing map checking to municipalities of similar size or sufficient experience with preparing and recording final maps, parcel maps, lot line adjustments, corner records and legal descriptions. Specifically, experience should include, but not be limited to: subdivision map checking or preparation, creating and reviewing closure calculations, creating and reviewing easements and right-of-way documents, reading and using title reports, etc.
2. *Deadlines:* A maximum review time for initial map check, legal description check, corner record check, and lot line adjustment check of twenty (20) business days, not including transit time from and to City of Santa Maria Public Works Department. Each subsequent document check, if necessary, shall not require more than ten (10) business days, not including transit time.
3. *Compliance:* Consultants shall comply with all applicable Federal, State, and local laws and ordinances. This includes City insurance and indemnification requirements.
4. *Reporting:* Once per month, the Consultant shall provide the City with an itemized account of all services provided in a format approved by the City.

Landscape Architecture & Design

BACKGROUND

The City of Santa Maria Public Works Department is requesting a Statement of Qualifications (SOQ) from qualified firms to provide landscape architecture and design services as needed by the City of Santa Maria. The City of Santa Maria is hereinafter referred to as "City". The firm with landscape architectural design services is hereinafter referred to as "Consultant". The City is anticipating a variety of Federally-funded construction projects to commence in the near future. As such, the City is actively seeking Consultants familiar and experienced in landscape architecture and design of Federally-funded projects. It is the City's intention to enter into on-call contracts with multiple firms for landscape architecture and design services. Not all City projects will be federally funded, therefore the City will be evaluating consultant firms for providing landscape architectural design services for various funded projects. By contracting with multiple firms the City will have the flexibility to obtain project management services in a timely manner.

The successful Consultant(s) will be able to provide the City with:

- Full site grading and drainage
- Park facilities design
- Lighting design
- Architectural and plumbing service for restroom facilities
- Park signage and monumentation

Consultant is invited to submit a written SOQ for any or all of the services listed in the cover letter or as further described in this Attachment B.

PROJECT DESCRIPTION

The City is seeking professional landscape architecture and design services to comply with required federal documents and requirements. The Consultant will be asked to provide all necessary services as needed by the City. In performing all professional services, the Consultant shall work to protect the interest of the City and to provide the highest quality services possible for the City. The City has a variety of public works projects scheduled within the next several years, as well as private developments requiring these services.

The Consultant is representing itself as a qualified professional in services provided to the City; therefore, it is acceptable to submit recommendations and comments for consideration on format, process, and additional content of providing the services. The City will consider comments and recommendations; however, City is not required to incorporate any of the recommendations or comments.

TYPICAL SERVICES REQUIRED

Below are the anticipated required services and abilities required to successfully perform landscape architecture and design services on City projects, but are not limited to:

- Developing preliminary plans and working drawings
- Preparing cost estimates and work schedules
- Preparation of specifications and construction support
- The landscape architectural consultant must have specific design expertise with landscape designed for USGBC, LEED building projects, and shall have a LEED accredited professional as a part of the project staff.
- The landscape architecture firm will also facilitate discipline coordination, coordination between the City and any regulatory agencies ad required.
- Understanding of standard details and specifications from:
 - Caltrans
 - Greenbook
 - APWA
 - AWWA
 - City of Santa Maria
 - County of Santa Barbara

REQUIREMENTS

1. *Experience:* The Consultant must have experience providing landscape architecture and design services to municipalities of similar size or sufficient experience in landscape architecture and design services. Specifically, experience should include, but not be limited to: Parks, streets, street medians and shoulders, storm drain and bridge construction, etc.
2. *Deadlines:* The Consultant must meet the deadlines listed in the various project schedules. The Consultant will have the opportunity to create the schedule, but once finalized must adhere to it.
3. *Compliance:* Consultants shall comply with all applicable Federal, State, and local laws and ordinances. This includes City insurance and indemnification requirements.
4. *Reporting:* Once per month, the Consultant shall provide the City with an itemized account of all services provided in a format approved by the City.

Environmental Planning and Permitting Services

BACKGROUND

The City of Santa Maria Public Works Department is requesting a Statement of Qualifications (SOQ) from qualified firms to provide environmental planning and permitting services as needed by the City. The City of Santa Maria is hereinafter referred to as "City". The firm with professional environmental planning and permitting services is hereinafter referred to as "Consultant". The City is anticipating a variety of Public Works Capital Improvement Program projects to commence in the near future. As such, the City is actively seeking Consultants familiar and experienced with environmental permitting and planning procedures specifically for Public Works type projects. Consultant must be familiar with local, state, and federal regulations. Consultant would serve on a Project Development Team; in some cases the Consultant would be the sole provider of environmental services, and on larger projects the Consultant would assist Staff in managing the work of a larger environmental services firm. By having multiple firms on the short list the City will have the flexibility to obtain these services in a timely manner and avoid possible conflicts of interest.

It is the City's intention to enter into on-call contracts with multiple firms for environmental planning and permitting services. The successful Consultant(s) will be able to provide the City with environmental planning and permitting services on an as-needed basis to assist Staff in keeping a variety of Public Works projects on schedule.

Consultant is invited to submit a written SOQ for any or all of the services listed in the cover letter or as further described in Attachment B.

PROJECT DESCRIPTION

The City is seeking professional environmental planning and permitting services to assist the Public Works Department Staff in keeping a variety of Public Works projects on schedule. Tasks may include any of the following:

- Participate in the Project Development Team
 - Assist Public Works Staff in navigating the environmental planning and permitting process.
 - Create and file CEQA CE documents
 - Assist with filling out permit applications
- Review and provide comments and/or proposed mitigations to Public Works Staff on environmental documents such as Initial Studies/Scoping documents, Environmental Impact Reports, Mitigated Negative Declarations
 - Interface with City Planners on behalf and with Public Works Staff when necessary to facilitate the process.

In performing all environmental planning and permitting services, the Consultant shall work to protect the interests of the City and to provide the highest quality services possible for the City.

The Consultant is representing itself as a qualified professional in services provided to the City; therefore, it is acceptable to submit recommendations and comments for consideration on format, process, and additional content of providing the services. The City will consider comments and recommendations; however, City is not required to incorporate any of the recommendations or comments.

Below is a sample list of anticipated project types that are covered by this RFQ. Any prequalified consultant may be selected for one or more of these construction projects, based upon qualifications and availability.

- Bridge Replacements
- Park Improvements
- Drainage Projects
- Flood Control Projects
- Paving And Overlay
- Roundabouts
- Road Extensions/New Roads
- Landscaping
- Bike Paths/Bike Lanes
- Pedestrian Improvements
- Parking Lot Improvements

TYPICAL SERVICES REQUIRED

The required services and abilities required to successfully perform Environmental Planning and Permitting Services on the project types listed above include, but are not limited to:

- Phase I and Phase II Environmental Site Assessments
- Risk Assessments and Feasibility Studies
- Remediation Engineering
- Indoor Air Quality
- Underground Storage Tank Investigation/Removal
- Hazardous Waste Management
- Application of state and local laws and ordinances and the City's Municipal Code
- Application of CEQA and NEPA
- Thorough knowledge and understanding of the City's General Plan
- Attendance at internal and external meetings with staff and other consultants
- Attendance at Planning Commission
- Assist in preparation of Staff Reports and Exhibits for Planning Commission
- Review mitigation plans

- Application of Regional Water Quality Control Board requirements.
- Understanding of experience working with various agencies including but not limited to:
 - Caltrans
 - County of Santa Barbara
 - Regional Water Quality Control Board
 - Santa Barbara County Air Pollution Control District
 - Fish and Wildlife
 - Army Corps of Engineers

REQUIREMENTS

Consultant(s) shall meet the following requirements:

1. *Experience:* The Consultant must have experience providing environmental planning and permitting services to municipalities of similar size or sufficient experience with reviewing providing comments and conditioning development projects.
2. *Deadlines:* The Consultant must meet the deadlines listed in the various project schedules. The Consultant will have the opportunity to help create the schedule, but once finalized must adhere to it/them.
3. *Compliance:* Consultants shall comply with all applicable Federal, State, and local laws and ordinances. This includes City insurance and indemnification requirements.
4. *Reporting:* Once per month, the Consultant shall provide the City with an itemized account of all services provided in a format approved by the City.

Land Development Review

BACKGROUND

The City of Santa Maria Public Works Department is requesting a Statement of Qualifications (SOQ) from qualified firms to provide land development review services as needed by the City. The City of Santa Maria is hereinafter referred to as "City". The firm with professional land development review services is hereinafter referred to as "Consultant". The City is anticipating a variety of private development projects to commence in the near future. As such, the City is actively seeking Consultants familiar and experienced with preparation and review of private development projects as it impacts the public right-of-way, applying state and local laws and ordinances, and establishing conditions of approval for these projects. It is the City's intention to enter into on-call contracts with multiple firms with land development review services. By contracting with multiple firms the City will have the flexibility to obtain said services in a timely manner.

The successful Consultant(s) will be able to provide the City with full land development review services that can bring a private development project through the City's discretionary approval process and in accordance with the Permit Streamlining Act.

Consultant is invited to submit a written SOQ for any of all of the services listed in the cover letter or as further described in Attachment B.

PROJECT DESCRIPTION

The City is seeking professional land development review services to assist the Public Works Department in processing private development applications. The services will include all necessary work to process an application from submittal to final discretionary action. The Consultant shall be responsible for reviewing private development applications and preparing recommended conditions of approval, such as public improvements and environmental impact mitigations. Said review may include any of the following:

- Participate in the Development Review Meetings
 - Review land development applications
 - Determine if additional materials are needed to provide a complete review
- Environmental Review
 - Review and provide comments and/or proposed mitigations to City Planners on environmental documents such as Initial Studies/Scoping documents, Environmental Impact Reports, Mitigated Negative Declarations
- Plan Review
 - Review and provide comments on development plans related to impacts to the public right-of-way and City infrastructure including but not limited to:
 - Underground utilities

- Trash enclosures
- Traffic signals and signs
- Site access and circulation
- Fire hydrants and other above-ground public utilities
- Review and provide comments on traffic studies/analyses
- Review and provide comments on drainage and storm water studies and plans.

The Consultant will review all pertinent submittal and provide comments, and recommend mitigations and conditions to move the development application forward to decision makers.

In performing all land development review services, the Consultant shall work to protect the interests of the City and to provide the highest quality services possible for the City.

The Consultant is representing itself as a qualified professional in services provided to the City; therefore, it is acceptable to submit recommendations and comments for consideration on format, process, and additional content of providing the services. The City will consider comments and recommendations; however, City is not required to incorporate any of the recommendations or comments.

Below is a sample list of anticipated projects types that are covered by this RFQ. Any prequalified consultant may be selected for one or more of these projects, based upon qualifications and availability.

- Subdivisions
- Lot Line Adjustments
- Commercial Developments
 - New land development
 - Redevelopment of an existing site
- Residential Developments
- Mixed-use Developments

TYPICAL SERVICES REQUIRED

The required services and abilities required to successfully perform Development Review services on the project types listed above include, but are not limited to:

- Application of state and local laws and ordinances and the City's Municipal Code.
- Application of the Subdivision Map Act
- Attend internal and external meetings with staff, applicants, and other review bodies
- Review Traffic analyses
- Review Drainage studies
- Application of Regional Water Quality Control Board requirements
- Review of project plans in relation to public impacts/improvements and conformance with City Planning documents such as:

- General Plan
- Specific Plans
- Bikeway Master Plan
- Active Transportation Plan
- Utility Capacity Study
- Understanding of standard details and specifications from:
 - Caltrans
 - Greenbook
 - APWA
 - Institute of Transportation Engineers (ITE) Trip Generation Manuals
 - City of Santa Maria
- Ability to work with the Utilities Department, special districts, and public agencies in and adjacent to the City of Santa Maria

REQUIREMENTS

Consultant(s) shall meet the following requirements:

1. *Experience:* The Consultant must have experience providing land development review services to municipalities of similar size or sufficient experience with reviewing providing comments and conditioning development projects. Specifically, experience should include but not be limited to: subdivision maps, development plans, CEQA processing, commercial and residential developments, and reading and using title reports, etc.
2. *Deadlines:* A maximum review time for review of a project is ten (10) business days, including transit time from and to City of Santa Maria Public Works Department.
3. *Compliance:* Consultants shall comply with all Federal, State, and local laws and ordinances. This includes City insurance and indemnification requirements.
4. *Reporting:* Once per month, the Consultant shall provide the City with an itemized account of all services provided in a format approved by the City.

CONSTRUCTION MANAGEMENT, INSPECTION, AND TESTING (CMIT)

BACKGROUND

The City of Santa Maria Public Works Department is requesting a Statement of Qualifications (SOQ) from qualified firms to provide construction management, inspection, and materials testing (CMIT) services as needed by the City of Santa Maria. The City of Santa Maria is hereinafter referred to as "City". The firm with professional CMIT services is hereinafter referred to as "Consultant". The City is anticipating a variety of Federally-funded construction projects to commence in the near future. As such, the City is actively seeking Consultants familiar and experienced with construction management of Federally-funded projects. It is the City's intention to enter into on-call contracts with multiple firms for CMIT services. Not all City construction projects will be federally funded, therefore the City will be evaluating consultant firms for providing CMIT for various funded projects. By contracting with multiple firms the City will have the flexibility to obtain CMIT services in a timely manner.

The successful Consultant(s) will be able to provide the City with full CMIT services including, but not limited to, a Resident Engineer with a Civil Engineering license in the State of California.

Consultant is invited to submit a written SOQ for any or all of the services listed in the cover letter or as further described in Attachment B.

PROJECT DESCRIPTION

The City is seeking professional CMIT services to comply with required federal documents and requirements. The Consultant will be asked to provide all necessary CMIT services as needed by the City. In performing all professional CMIT services, the Consultant shall work to protect the interests of the City and to provide the highest quality services possible for the City. The City has a variety of Public Works construction project scheduled as well as private developments requiring public works inspection.

The Consultant is representing itself as a qualified professional in services provided to the City; therefore, it is acceptable to submit recommendations and comments for consideration on format, process, and additional content of providing the services. The City will consider comments and recommendations; however, City is not required to incorporate any of the recommendations or comments.

TYPICAL SERVICES REQUIRED

The required services and abilities required to successfully perform CMIT services 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 Santa Maria
 - County of Santa Barbara
- Experience in documentation of activities through Daily Inspection Logs
- Construction Safety Orders
- Best Management Practices
- Inspection:
 - 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 Santa Maria
- Understanding of environmental regulations relevant to construction activities.

REQUIREMENTS

Consultant(s) shall meet the following requirements:

1. *Experience:* The Consultant must have experience providing CMIT services to municipalities of similar size or sufficient experience in CMIT services. Specifically, experience should include, but not be limited to: street, utility, and bridge construction, etc.
2. *Compliance:* Consultant shall comply with all applicable Federal, State, and Local laws and ordinances. This includes City insurance and indemnification requirements.
3. *Reporting:* Once per month, the Consultant shall provide the City with an itemized account of all services provided in a format approved by the City.

Right-of-Way Services

BACKGROUND

The City of Santa Maria Public Works Department is requesting a Statement of Qualifications (SOQ) from qualified firms to provide Right-of-Way services as needed by the City of Santa Maria. The City of Santa Maria is hereinafter referred to as "City". The firm with professional Right-of-Way services is hereinafter referred to as "Consultant". The City is anticipating a variety of Federally-funded construction projects to commence in the near future. As such, the City is actively seeking Consultants familiar and experienced with Right-of-Way services for Federally-funded projects. It is the City's intention to enter into on-call contracts with multiple firms for professional Right-of-Way services. Not all City construction projects will be federally funded, therefore the City will be evaluating consultant firms for providing Right-of-Way services for various funded projects. By contracting with multiple firms, the City will have the flexibility to obtain Right-of-Way services in a timely manner.

Consultant is invited to submit a written SOQ for any or all of the services listed in the cover letter or as further described in Attachment B.

PROJECT DESCRIPTION

The City is seeking professional Right-of-Way services to comply with required federal documents and requirements. The Consultant will be asked to provide all necessary Right-of-Way services as needed by the City. In performing all professional Right-of-Way services, the Consultant shall work to protect the interests of the City and to provide the highest quality services possible for the City. The City has a variety of public works construction projects scheduled within the next several years, as well as private developments requiring Right-of-Way services.

The Consultant is representing itself as a qualified professional in services provided to the City; therefore, it is acceptable to submit recommendations and comments for consideration on format, process, and additional content of providing the services. The City will consider comments and recommendations; however, City is not required to incorporate any of the recommendations or comments.

TYPICAL SERVICES REQUIRED

The required services and abilities required to successfully perform right-of-way services include but are not limited to:

- **Appraisal**
 - Appraise Properties
 - Prepare Appraisal Report
- **Negotiation**
 - Negotiate for the purchase of partial/full properties

- Prepare all letters and documents required for the proposed acquisitions including but not limited to the following:
 - Offer Letter
 - Appraisal Summary Statement
 - Agreement for purchase
 - Deeds
 - Other documents as required
- Present the offer in person and handle all discussion with owners
- Keep the City advised as to the status of negotiations.
- **Escrow and Title Coordination**
 - Assist the City in handling the escrow and title work
- **Project Management**
 - Attend meetings, provide general consultations or right-of-way matters pertaining to the project.
- **Project Tracking and Clerical**
 - Provide the necessary tracking and clerical work for the right-of-way acquisition work for the project.

REQUIREMENTS

Consultant(s) shall meet the following requirements:

1. *Experience*: The Consultant must have experience providing right-of-way services to municipalities of similar size.
2. *Deadlines*: The Consultant must meet the deadlines listed in the various Project schedules. The Consultant will have the opportunity to help create the schedule, but once finalized, must adhere to it/them.
3. *Compliance*: Consultant shall comply with all applicable Federal, State, and local laws and ordinances. This includes City insurance and indemnification requirements.
4. *Reporting*: Once per month, the Consultant shall provide the City with an itemized account of all services provided in a format approved by the City.