

**REQUEST FOR QUALIFICATIONS TO PROVIDE  
ON-CALL ENGINEERING SERVICES FOR  
CONSTRUCTION MANAGEMENT AND INSPECTION**

**FOR THE COUNTY OF RIVERSIDE TRANSPORTATION DEPARTMENT**

**September 27, 2023**

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**Attachments -**

- Draft Engineering On-Call Engineering Services Contract Boilerplate
- Appendix A
- Appendix B
- Appendix C
- Sample Professional Services Rate Sheet

**I. EVENTS CALENDAR**

Distribution of RFQ.....	09/27/2023
Written Questions from Firms Due .....	10/05/2023
Last Date for Addenda.....	10/12/2023
Submittal Date for Statement of Qualifications.....	10/19/2023
Notification of Short List Selection .....	11/02/2023
Interviews.....	Week of 11/13/2023
Notification of Final Selection .....	TBD

## II. INTRODUCTION

The Riverside County Transportation Department is seeking On-Call Engineering support services to augment its in-house resources to deliver necessary road improvement projects identified and funded in the Transportation Improvement Program (TIP) or through the Land Development Process.

To establish new On-Call contract(s), the County is seeking Statement of Qualifications (SOQ) from qualified engineering professional firms to provide construction management and inspection services.

The total contract amount of each On-Call contract will be \$5 million over a five (5) year performance period.

The County projects may require coordination with Caltrans and/or other state and local agencies. It is anticipated that all work will be performed in accordance with County and/or Caltrans practices, regulations, policies, procedures, manuals, and standards, as appropriate, and may also include compliance with Federal Highway Administration requirements.

Copies of the RFQ will be available on the County website:

<https://trans.rctlma.org/requests-qualifications-proposals>

and PlanetBids website:

<https://pbsystem.planetbids.com/portal/45784/portal-home>

## III. INQUIRIES

Prospective consulting firms are encouraged to promptly notify the County of any apparent inconsistencies, problems, or ambiguities in the RFQ. Consultants may submit questions via email to Mehran Sanati at [msanati@rivco.org](mailto:msanati@rivco.org) no later than the date identified in the event calendar of this RFQ. All email inquiries should contain “RFQ Inquiry – Construction Management” in the email subject line. All inquiries shall be made only through this email address; telephone calls will not be accepted. If deemed necessary, the County may call for a pre-proposal meeting to discuss issues raised.

All notices, clarifications, and addenda to this RFQ will be posted on the County website and PlanetBids at the web addresses referenced above. Please monitor the website for all information regarding this RFQ. The County will not be sending individual notifications of changes or updates. It is the sole responsibility of the prospective consultants to remain apprised of changes to the RFQ.

#### IV. SUBMISSIONS

Each SOQ must not be more than 20 single sided pages in length (not counting the front and back covers, table of contents or dividers that contain no information, or Exhibit 10-Q “Disclosure of Lobbying Activates”). Information required to be in the SOQ from Items 1-6 below will all be counted towards the 20-page count unless otherwise stated. The SOQ must include:

1. A cover letter, signed by an authorized representative of the prospective consulting firm; shall include the name, address, telephone number, e-mail address for future contact.
2. List of personnel to be made available for these services and a resume of qualifications for each, including sub-consultants to be used. Resumes should be tailored to only include information relevant to the RFQ.
3. An organization chart depicting the relationships between the prime consulting firm’s team members and the sub-consultants. The organization chart shall include every person whose resume is submitted and shall clearly show the function which each person will be expected to fulfill.
4. List of recently performed, relevant similar services that indicate the past performances and abilities of the proposed team. Include a key client contact person with their current phone number.
5. SOQ shall be prepared in a spiral bound 8.5”x11” booklet format. The font size shall not be smaller than 11 point and shall not be narrow fonts. Page margins shall not be less than ½”. Legible font size smaller than 11 point may be used for footers, charts, tables and figures. 11” x 17” sheets are NOT allowed.
6. Exhibit 10-Q “Disclosure of Lobbying Activities” shall be included for the prime and all sub-consultants. Wet signatures of Exhibit 10-Q are not required. All sheets associated with Exhibit 10-Q will not count towards the 20 single-sided page requirement.

It is the responsibility of the consultants to use the latest version of the LAPM exhibits when submitting SOQ. The LAPM exhibits are not attached to this RFQ and should be downloaded from Caltrans LAPM website at:

<https://dot.ca.gov/programs/local-assistance/forms/local-assistance-procedures-manual-forms>

Consultants interested in being considered for On-Call Engineering Services shall submit six (6) copies of the SOQ to the following address:

County of Riverside Transportation Department  
Field Engineering Services  
2950 Washington Street  
Riverside, CA 92504

Attention: Mehran Sanati

SOQs must be received by this office no later than **2:00 p.m.** on the closing date listed in the Events Calendar to be considered; submittals made to other County of Riverside offices will not be accepted. Incomplete submittals, submittals with page counts in excess of 20 pages, and/or submittals received after the closing date and time will be rejected without review.

## V. GENERAL INFORMATION

### Selection Process

1. Consultants interested in being considered shall submit SOQ in compliance with this notice.
2. The selection committee, comprised of primarily County staff, will review and score the SOQs based on the selection criteria and establish a shortlist. At any time, the County may contact previous Clients to verify the experience and performance of the prospective consulting firm.
3. The qualified firms on the shortlist will be notified and will be requested to provide an oral presentation and will be interviewed by the selection committee in person.
4. Upon completing the interview process, a ranking of the shortlisted firms will be established. The top-ranking consultants will be contacted to submit a sealed cost proposal in accordance with LAPM Chapter 10 within two weeks of notification. The cost proposal must provide sufficient supporting documents to include man hour rates, overhead, and other multipliers for contract negotiations. The cost proposal should follow the "Sample Professional Services Rate Sheet" which is an attachment to this RFQ. A cost proposal must be provided for every consultant and subconsultant.
5. The selection committee will begin to review and negotiate the cost proposal of highest-scoring consultant. During the review process, County may request various backup documents to support Indirect Cost Rates (ICR) proposed by the firms. Once the negotiations are successful, the firm's negotiated cost proposal will become an integral part of the contract and will be a public document.

6. If for any reason a contract cannot be negotiated, the next highest-ranked firm will be contacted from the Consultant ranking list until all the anticipated On-Call Contracts have been awarded.

### **Selection Criteria**

The County will evaluate Statements of Qualifications using the following criteria:

1. Experience of the prospective consulting team and other key personnel to be assigned. (30 points)
2. Familiarity with required standards and procedures. (20 points)
3. Demonstrated ability and competence in the services to be provided. (20 points)
4. Experience with similar kinds of work. (20 points)
5. Capacity to provide resources necessary to work on multiple projects. (10 points)

### **County Minority/Women/Disabled Veterans Business Enterprise Policy**

County of Riverside's M/W/DVBE Contract Participation Program affirms the utilization and participation of qualified minority, women, and disabled veteran firms in its contracting and procurement activities. The County encourages general and prime contractors to afford competitive subcontracting opportunities to minority, women, and disabled veteran firms, where possible, in their contracting and procurement activities with the County of Riverside.

### **Work Performed by County Personnel**

County reserves the right to perform any portion of this scope of work with County personnel or by other Consultants.

## **VI. SCOPE OF WORK**

Geotechnical Engineering and Highway Materials Testing tasks that will be provided under this on-call engineering services and shall include but not limited to the following:

1. Construction Management
2. Construction Inspection (includes roadway and structures)
3. Specialty Inspection (includes landscape, SWPPP, electrical)
4. Construction Reviews
5. Contract Administration
6. Geotechnical Engineering and Testing
7. Source Inspection
8. Environmental Review and Reports
9. Public Outreach

## **VII. AWARD OF CONTRACT**

It is the intent of the COUNTY to select and contract with four or more firms for these services. Award of contract to successful firms shall be in accordance with the attached Engineering On-Call Services Contract. Each on-call contract shall be performed on a task order basis, as needed by the County.