



# CITY OF BLUE LAKE

## REQUEST FOR QUALIFICATIONS (RFQ)

### CITY ENGINEERING & PLANNING SERVICES

Request Release Date: March 24, 2023

Request Closing Date: May 5, 2023

Request Contact Person: Amanda Mager, City Manager  
City of Blue Lake  
Phone: (707) 668-5655  
Fax: (707) 668-5916  
Email: [citymanager@bluelake.ca.gov](mailto:citymanager@bluelake.ca.gov)

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#### INTRODUCTION:

The City of Blue Lake is releasing this Request for Qualifications for City Engineering and Planning Services. The City of Blue Lake intends to enter into one or more task-based professional service contracts with a qualified individual(s) or firm(s) to provide general planning services, engineering services, inspection services, plan review, project management, project review, grant preparation, application submission, project and grant administration and reporting, agency correspondence, consultation services and design services. Project management services may include future State, Federal and locally funded projects.

It is the City's intent to engage these services from a qualified individual(s) or firm (s) through an evaluation and comparison of past performance, project team resumes, appropriate references, prior experience in other municipalities and cities similar in nature to Blue Lake, as well as the criteria that will be used in evaluating the qualifications of firms and or individuals submitting proposals.

The City may contract with one or more firms or individuals in order to adequately satisfy our needs for engineering and planning services. Accessibility to and a timely response from these firms is essential to the position. The level of involvement by the Planner and/or Engineer will be defined by the City Manager as well as the requirements of active and proposed projects within the City. The Planner and/or Engineer will work in coordination and partnership with



the City's planning team, including the City Manager, Architect, Public Works Superintendent, City Council and Building Official.

The selected Consultant(s) shall follow Caltrans Local Agency Procedure Manual (LAPM) and appropriate Caltrans Manuals for Federal Aid projects. In accordance with the newly issued FHWA Directive of May 15, 2017, regarding FHWA Approval of Architectural and Engineering (A & E) Consultants in a Management Support Role, there will be an audit and approval process the selected Consultant(s) will go through prior to award of the contract. The selected Consultant(s) must be able to meet or exceed State and Federal contracting requirements, including special considerations for projects funded by the Federal Emergency Management Agency

**Deadline Submission:** May 5, 2023

### **SCOPE OF SERVICES:**

*Note: The final Scope of Services is subject to change following the selection process and negotiations with the selected individual(s) and/or firm(s). Therefore, the City reserves the right to make revisions. The final contract will comply with Caltrans' Mandatory Fiscal and Federal Provisions, including labor/wage requirements, fiscal management provisions, and DBE requirements. The Local Assistance Procedures Manual (LAPM) and the Caltrans Manual shall be strictly followed for Federal Aid Projects.*

**Planning and Engineering services may include, but are not limited to:**

- General consulting
- Inspections
- Project review
- Council, commission(s) and community consultation, scoping and visioning
- Peer review
- Grant writing
- Grant administration, representation, reporting, correspondence and management
- Design services, including quantity calculations and engineers estimates
- Labor compliance, progress payment review and processing, and claim avoidance
- Design review and permit processing
- Plan check
- Master planning
- CEQA/NEPA review, consultation and preparation
- Provide engineering recommendations for emergency situations
- Computer or manual drafting
- Ordinance and zoning regulation review, consultation and development
- Design standard review, consultation and development



- Surveying
- Special studies preparation
- Proposal review and development
- Infrastructure review, design and evaluation
- Consultation to public on a fee recovery basis
- May represent the City on various technical advisory boards, committees, and commissions as appropriate
- Project management for State, Federal and locally funded projects
- Prepare preliminary project development documents, environmental studies, PS&E documents for intersection and corridor enhancement projects, pavement preservation projects, etc...
- Assist in programming and funding efforts of transportation projects, completing Federal or State grant applications

### **MINIMUM QUALIFICATIONS:**

#### ***Knowledge of:***

- Principles and practices of engineering, including planning, design and construction; and
- Knowledge of and use of County, Caltrans and Federal (FHWA) standards and processes; and
- Knowledge of and familiarity with State (STIP) and Federal (RSTP, CMAQ, HSIP and HBP) funds. Consultant must be familiar and experienced with State and Federal administrative requirements and procedures.
- Ability to comply with LAPM contracting, reporting and fiscal management requirements
- Principles and practices of land use planning, including design, environmental regulations, zoning regulations, etc...
- Familiarity with State housing regulations and compliance requirements
- Ability to meet Federal and State agency standards, including standards and authorities established by the Federal Emergency Management Agency

#### ***License Requirements:***

The City Engineer will be a licensed Civil Engineer, in good standing, with the State of California; project managers assigned to a project may be civil engineers but do not require that license.

The City Planner will hold sufficient licenses, degrees and/or certificates necessary to demonstrate their professional capacity and capabilities to meet the requirements of this RFQ



*Experience:*

At least ten (10) years of progressively responsible work experience, including work with Local, State and Federal governments and agencies, including Caltrans and FHWA.

**POINT-OF-CONTACT:**

The City of Blue Lake requires that Respondents restrict all contact and questions regarding this RFQ to the individual named below. Questions concerning terms and conditions and technical specifications shall be directed in writing via email to:

**Amanda Mager-City Manager**  
**RFQ-City Engineering & Planning Services**  
[citymanager@bluelake.ca.gov](mailto:citymanager@bluelake.ca.gov)

If you or your firm is interested in the opportunity to work with the City, please provide the following information:

- Firm or Individual Name, Address, Telephone Number, Email Address, Website address and Year Organized of the firm or person submitting the quote;
- Qualifications, Licenses, Certifications, Specialized Training and Educational/Professional Resume of all persons that would provide services under any resulting contract;
- A description of capabilities to satisfy the requirements of this RFQ; including any previous experience or services provided to the City of Blue Lake or jurisdictions similar in scope and size, demonstration of technical ability to deliver and administer civil projects;
- A description of capabilities to meet State, Federal, County and/or Local requirements, including demonstrated ability to implement LAPM/Caltrans Manuals; provide example projects in which Consultant has demonstrated the ability to follow the Federal Aid process in construction administration and for engineering design;
- Provide a minimum of three (3) references for *similar* services only, who can attest to the Respondent's knowledge, quality of work, timeliness, diligence, and professionalism. Respondent must include names, contact persons, and phone numbers for all references;
- Other factors or special considerations you feel would influence your selection, and describe why you would like to work with the City of Blue Lake;



- Estimated Fee Schedule and Billing Rates- **(Provide in a Separate Envelope)** Please provide an estimate of billing rates for staff at the various levels which may perform work on the City’s projects. If at any point during the term of the master agreement, your firm’s billing rates will be increasing those increases shall be clearly outlined in the fee schedule provided in the Estimated Billing Rates section of the proposal. If no increases are shown, there will be no increases allowed on the billing rates at any classification. Invoices submitted throughout the term of the master agreement will be paid at the proposed billing rates provided in the proposal. The estimated fee schedule does not constitute a bid; a detailed review of the merits of the proposal will be completed prior to the cost information being reviewed.

**OTHER TERMS AND CONDITIONS:**

The City reserves the right to reject any or all responses. The City reserves the right to waive any variances from the original Request for Qualification’s specifications in cases where the variances are considered to be, in the sole discretion of the City, in the best interests of the City.

All proposals submitted in response to this RFQ shall become the property of the City. The City retains the right to use any or all of the information presented in any proposal to the RFQ, whether amended or not. Selection or rejection of the proposal does not affect this right. Contract(s) shall be awarded to the applicant(s) determined to be the best qualified to meet the City’s needs, with a mutually agreeable start date.

**EVALUATION CRITERIA**

These criteria are to be utilized in the evaluation of the Proposals of those Respondents to be considered. Respondents are required to address each evaluation criteria in the order listed and to be specific in presenting their qualifications.

Consultant/Firm Name:		
Criteria	Max Points	Rating
General qualifications of the candidate(s) for the position and key support personnel	<b>25</b>	
Quality and extent of services available	<b>20</b>	
Experience and familiarity with the City of Blue Lake	<b>5</b>	



Experience and familiarity with State and Federal procedures	<b>20</b>	
Project References	<b>20</b>	
Compliance with this Request for Qualifications	<b>5</b>	
Other criteria which pertain to providing effective and efficient services, such as availability for questions and contact, timeliness, responsiveness and follow-through	<b>5</b>	
Evaluator Name: _____ Signature: _____ Date: _____	<b>Total Score:</b>	

### COMMUNICATION DURING EVALUATION

Under no circumstances shall any Respondent contact in person, by telephone, or otherwise, any representative of the City of Blue Lake other than as provided above in regard to this RFQ. Failure to comply with this provision may result in the disqualification of that entity from this procurement process.

### SUBMITTAL

Please provide three (3) bound copies of the proposal, including one original with the signature of an authorized individual on a typed letter of submittal. Proposals shall be submitted in a sealed envelope clearly marked on the outside of the envelope, “City of Blue Lake **City Engineering & Planning Services**” and addressed to:

City of Blue Lake  
Attention: Amanda Mager, City Manager  
111 Greenwood Road  
PO Box 458  
Blue Lake, CA 95525

#### **Submission Deadline:**

All proposals must be received no later than 3:00 p.m. on May 5, 2023