

CITY OF LA HABRA HEIGHTS



Requests for Qualifications

On-Call Materials Testing and Inspection Services

City of La Habra Heights
1245 N. Hacienda Road
La Habra Heights, CA 90631

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City Manager
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Qualifications Due: **September 3, 2019 by 2:00 PM**

Request for Qualifications On-call Materials Testing and Inspection Services

INTRODUCTION

The City of La Habra Heights is seeking experienced and qualified Engineering firms to provide On-Call Materials Testing and Inspection Services.

The City is interested in securing firms for the specific purpose of obtaining on-call materials testing and construction inspection services. This Request for Qualifications (RFQ) does not commit the City of La Habra Heights to enter into a contract, nor does it obligate the City of La Habra Heights to pay for any costs incurred in preparation and submission of the proposal or in anticipation of a contract. This On-Call Materials Testing and Inspection Services RFQ will be used to establish an eligibility list for on-call services for a three-year term. Please note, the City may select more than one firm with which to enter into a contract. Selected firms shall be asked to submit proposals which include a scope and fee for each project, and are not guaranteed work. Work shall be requested on an as needed basis and paid according to an approved rate schedule and approved proposal. The cost of developing a scope of service for a particular project shall be included in the Consultant's cost of doing business and the City will not be responsible for any costs associated with preparing proposals.

CITY BACKGROUND

La Habra Heights is a small, unique community located approximately 25 miles east of Los Angeles on the border of Orange and Los Angeles counties. The City was incorporated in 1978 and has a population of just over 5,000 residents. La Habra Heights is a hillside community zoned predominantly Residential/Agriculture, has a total area of approximately 6.2 square miles and is comprised of 42.1 miles of roads. Other information regarding the City of La Habra Heights can be found on the City's website - www.lhhcity.org.

SCOPE OF SERVICES

The City of La Habra Heights performs one street improvement project per year with a not to exceed amount of \$900,000. Other City projects may be conducted throughout the year as deemed necessary.

Primary firms along with sub-consultants shall submit **statements** delineating the disciplines that they wish to be qualified. The disciplines may include, but are not limited to the following areas of experience and expertise.

- **Materials Testing and Inspection Services:** Consultant shall provide services and work required for inspection of street projects, field materials testing, and laboratory materials testing. The work includes, but is not limited to, density testing of sub-grade and aggregate base, sampling of materials, field asphalt sampling and observation (include checking lay down temperatures, sampling hot mix for

laboratory testing, coring for thickness, compaction, and voids determination), visual inspection, and subsurface exploration and testing.

The above list is not intended to be exclusive, other services will likely be sought as the need arises. The statement of qualifications does not need to include a fee proposal for any of these specific tasks. Fee proposals for individual tasks would be requested during the course of the on-call contract.

SCHEDULE AND SUBMITTALS

The City's target dates are as follows:

Release of RFQ:	August 19, 2019
Qualifications due:	September 3, 2019 at 2:00 PM
Possible interview with top firm(s):	TBD
Eligibility List Finalized:	October 14, 2019

PROPOSAL FORMAT AND CONTENT

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal shall not exceed 15 pages, excluding resumes. The proposal should contain the following elements in the exact order and segmentation listed below:

1. *Cover Letter*. Describe your firm or team's interest and commitment in providing Consultant Services to the City. The letter shall be signed by a person authorized to negotiate a contract with the City.
2. *Staffing, Team Experience and Understanding of Project & Objectives*. Describe the qualifications and experience of the team members expected to be assigned to this project. The description shall include previous experience with similar projects. Include an organizational chart and provide a matrix including which projects team members have worked on together in the past. A discussion demonstrating the proposer's understanding of the project, the goals, the services to be provided, and their significance to the overall City goals.
3. *Experience on similar projects*. The consultant must present significant evidence of successful projects done for local government clients over the past five years. Projects should be representative types normally done by local government organizations. Projects must show experience in hillside communities.
4. *Resumes*. Include single page resumes of the engineers, technicians, key personnel and sub-Consultants (if any) to be assigned to the project. It is expected that designated key staff will remain for the duration of the project. Key staff substitution will be allowed only after concurrence with the City.

5. *Licensing and Certification Requirement.* Copies or legitimate proof of any and all licenses and/or certifications required by law, statute, code or ordinance in performing on-call materials testing and inspection services, including Caltrans Certification.
6. *Rate Schedule.* The consultant shall provide the most current rate schedule that includes the rates of all applicable staff that may be assigned to this project.
7. *References.* Provide at least three references (name, agency, title, address and telephone number) for recent similar or related work in similar cities.
8. *Conflict of Interest.* Statement per the guidelines under the “Conflict of Interest” section of this RFQ. Attached affidavit, Exhibit A, must be notarized and submitted.
9. *Safety Requirements/Violations.* The consultant must not have committed any serious or willful violations of federal or state OSHA regulations within the last five (5) years. Identify the number of OSHA violations on the attached Industrial Safety Record form, Exhibit B. A citation properly appealed through OSHA is not considered to be a violation until the matter is closed and considered final by OSHA. The City still expects this information to be disclosed.
10. *Other Relevant Information & Exceptions.* Provide additional relevant information that may be helpful in the selection process including any exceptions taken to the City's standard agreement.

EVALUATION AND SELECTION PROCESS

Qualifications will be screened, and the top candidates may be reviewed by a selection committee. The qualifications for the top candidates will be verified and references will be checked. In reviewing the proposals, the City will carefully weigh:

- Consultant's understanding of the City's desires and general approach to completing the work;
- Consultant's experience with contracts of similar complexity and magnitude;
- Qualifications of the staff being assigned to City projects;
- Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet time schedules; and
- Ability to work effectively with City staff.

Other qualifications/criteria as deemed appropriate by the City or the panel reviewing the proposals.

PUBLIC PROJECTS

Firms are advised that this agreement is considered a “public work” for purposes of the California Labor Code, which requires payment of no less than prevailing wages. The firms with which an Agreement is entered must pay the prevailing rates, provide copies

of verified payrolls upon request, and otherwise comply with the applicable provisions of State law. The firms are subject to prevailing wage rates compliance monitoring and enforcement by the California Department of Industrial Relations.

STANDARD CONTRACT

Prior to the award of any work, the City and the selected firms shall enter into a written contract. The City of La Habra Heights' standard agreement for professional consulting services can be provided upon request.

CONFLICT OF INTEREST

The proposer agrees that, for the term of this contract, no City Council Member or other appointed official, officer or employee of the City La Habra Heights, shall have any direct interest in the contracts or any direct or material benefit arising therefrom.

Proposer must provide a list of any potential conflicts of interest in working for the City of La Habra Heights. This must include, but not limited to, a list of firm's clients and a brief description of work for these clients. Proposer must also identify any other clients (including public entities), which may pose a potential conflict of interest, as well as a brief description of work provided to these clients. This includes payment of income, gifts or other compensation to or from a City Council Member or any companies a Council Member is affiliated with.

This list must include all potential conflicts of interest prior to the release of this RFQ as well as current and future commitments to other projects.

Principals and those performing work for the City of La Habra Heights may be required to submit a California Fair Political Practices Commission (FPPC) Form 700: Statement of Economic Interests documenting potential financial conflicts of interest. For additional information, proposers should refer to the FPPC website at www.fppc.ca.gov.

If there is reason to believe that Conflict of Interest information was not provided to the City or falsified, willfully or through error, the proposer will be rejected and disqualified.

SUBMITTAL GUIDELINES

Firms shall submit four hard copies and one **electronic pdf file** in a sealed envelope bearing the title "City of La Habra Heights - Qualifications for On-Call Materials Testing and Inspections Services". The Consultant shall name the electronic file in the following format:

"Consultant Name-On-Call Materials Testing and Inspection Services"

The envelope shall be addressed to:

**Fabiola Huerta, City Manager
City of La Habra Heights
1245 N. Hacienda Road
La Habra Heights, CA 90631**

Proposals may be submitted in person, or by mail, but must be received by **2:00 p.m. on September 3, 2019. NO EMAIL SUBMISSIONS WILL BE ACCEPTED.**

Any changes made by the City to the requirements in this RFQ will be made by written addenda. Any written addenda issued to this RFQ shall be incorporated into the terms and conditions of any resulting Agreement. The City will not be bound by any modifications to or deviations from the requirements set forth in this RFQ as the result of oral instructions. The City reserves the right to revise or withdraw this RFQ at any time and for any reason.

All inquiries regarding the proposal should be directed to Fabiola Huerta, City Manager, at the above address, by telephone at (562) 694-6302, or mail at FHuerta@Lhhcity.org.

Additional Submittal Information

The City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt.

All costs incurred during proposal preparation or in any way associated with the Consultant's preparations, submission, presentation, or oral interview, if held, shall be the sole responsibility of the Consultant.

If awarded a contract, the Consultant shall maintain insurance coverage, including errors and omissions and worker's compensation, reflecting the minimum amounts and conditions specified by the City. Consultants are liable for all errors or omissions contained in their proposals.

By submitting a Proposal, Proposer represents that: (1) Proposer has thoroughly examined and become familiar with the Work required under this RFQ, (2) Proposer comprehends all conditions that may impact the Proposal, (3) Proposer has reviewed of all addenda, and (3) Proposer is capable of providing the equipment, goods and services necessary to perform the work and/or meet the specifications outlined in this RFQ, in a manner that meets the City's objectives. Failure to examine the documents and inform itself shall be at the Proposers' own risk. A Proposer shall have no claim against the City based upon ignorance of or misunderstanding of the RFQ documents. Once the award has been made, failure of a Proposer to have read all of the conditions, instructions and the Agreement shall not be cause to alter any term of the Agreement nor shall such failure provide valid grounds for a Proposer to seek additional compensation.

All Proposals and prices set forth therein shall be deemed to include applicable taxes. The Proposer shall be appropriately licensed in accordance with the laws of the State of

California for the work to be performed. The cost for any required licenses or permits shall be the responsibility of the successful Proposer. The successful Proposer is liable for any and all taxes due as a result of the contract.

The City reserves the right to reject any and all proposals; to request additional information concerning any statement for purposes of clarification or to reject proposals which are incomplete, obscure or irregular; to accept or negotiate modifications to any statement following the deadline for receipt of all statements; and to waive any irregularities if such would serve the best interests of the City.

Non-Obligation

The City retains sole discretion to evaluate proposals and may make an award to the Consultants the City deems to have the most responsive proposal. Receipt of proposals in response to this RFQ does not obligate the City in any way to engage any Consultant and the City reserves the right to reject any or all proposals, at any time, without penalty. The City shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a Consultant, and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any agreements entered into.

EXHIBIT A

Affidavit of Conflict of Interest

For the purpose of providing services to the City of La Habra Heights for On-Call Materials Testing and Inspection Services, I, _____, am an authorized representative of _____, and can affirm and attest for myself and others associated with my Firm.

In the space provided below, and on supplemental sheets as necessary, identify all relevant facts pertaining to past, present, or planned interest(s) of the proposer, including all consultants and contractors, as well as respective chief executives, directors and other key personnel, which may result, or could be viewed as a conflict of interest in connection with work with the City of La Habra Heights.

Proposers should disclose: (a) any current contractual relationships with the City, any of the City's elected officials (Council Members) and/or appointed officials, or staff; (b) any past, present, or planned contractual or employment relationship with the City, any of the City's elected officials (Council Members) and/or appointed officials, or staff; (c) any past, present or planned contractual or employment relationships with any officer or employee of companies or firms owned, operated, advised by, directed by or other relationships to the City's elected officials (Council members) and/or appointed officials; (d) and any circumstances that might be considered to create a financial interest in work awarded by any City of La Habra Heights Council Member. The foregoing is provided by way of example and shall not constitute a limitation on disclosure obligations.

_____ I have no conflict of interest to report.

_____ I have the following conflict of interest:

By submission of this Affidavit, I affirm the above are true and accurate statements.

Signature

EXHIBIT A

BEFORE ME, the undersigned authority, this day personally appeared on _____, and under oath stated that the facts hereinabove are true to the best of their knowledge.

SWORN TO AND SUBSCRIBED BEFORE ME on this ____ day of _____ 20____

State of _____ Notary Public

