



City of San Diego



County of San Diego



Port of San Diego

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# SAN DIEGO

## CALENDAR YEARS 2017-2018 CONSULTANT ROTATION LIST REQUEST FOR QUALIFICATION

The City of San Diego (City), County of San Diego (County), and Unified Port District (Port), may retain consultants to provide highly qualified architectural, engineering, and related professional services on an intermittent basis. To satisfy this need, the City, County and Port, have established joint consultant rotation lists for various disciplines. Consultants' fees shall not exceed amount(s) determined by joint agreements between the City and County and the City and Port. In 2017, consultant rotation lists will be established for the following disciplines for a term of two (2) years:

**STATEMENT OF QUALIFICATION MUST BE RECEIVED  
BEFORE 4:00 PM, FRIDAY, 7/8/2016**

14. Civil Engineering (General)
15. Corrosion Engineering
16. Electrical Engineering
17. Biological Services
18. Cultural Resources
19. Environmental (General)
20. Environmental / Hazardous Materials
21. Mechanical Engineering
22. Plan Checking:
  - A. Comprehensive
  - B. New Construction Fire
  - C. Public Works Construction
23. Project Management- Staff Extension
24. Subsurface Utility Engineering (SUE)
25. Surveying and Geographic Information Systems:
  - A. Aerial Surveying / Photogrammetric Services
  - B. Land Surveying
  - C. Geographic Information Systems (GIS)
26. Water/Wastewater/Storm Water Engineering:
  - A. Facilities
  - B. Pump Stations

**A firm wishing to submit qualifications for the above disciplines, even if the firm is on the 2016 Consultant Rotation List, must apply for the 2017-2018 Consultant Rotation List.**

## LAST YEAR'S (2016-2017) CONSULTANT ROTATION LIST

If a firm is listed on the 2016 Consultant Rotation List for Disciplines **1 – 13** (see list below) the firm does not need to apply for the 2017 Consultant Rotation List as the firm will automatically be placed on the 2017 list. You will find the 2016 Alphabetical Rotation List on the City of San Diego Public Works Contracts' website at:

<https://www.sandiego.gov/sites/default/files/legacy/publicworks/pdf/2016alpharotation.pdf>

A firm may submit the first page of the 2017 Statement of Qualification Questionnaire to update any key firm data. Consultant Services shall update the database and Consultant Rotation List accordingly. These changes shall be sent to City of San Diego Public Works Contracts through PlanetBids under **27. Disciplines 1 – 13: Updates to 2016 Consultant Rotation List Only**. If a firm wishes to apply for Disciplines 14 through 26 and is not on the 2016 Consultant Rotation List for Disciplines 14 through 26, the firm may apply for the year 2017 only.

**APPLY ONLY WHEN FIRM IS NOT ON THE  
2016 CONSULTANT ROTATION LIST  
THE STATEMENT OF QUALIFICATION FOR DISCIPLINES 14 THROUGH 26  
MUST BE RECEIVED BY 4:00 PM, FRIDAY, 7/8/2016**

1. Airport Engineering Services
2. Architecture:
  - A. Architecture (General)
  - B. ADA Design / Inspection
  - C. Parking Lot Design
3. Community Relations
4. Construction Management Services:
  - A. Construction Inspection
  - B. Construction Management
  - C. Contract Administration
5. Field Inspection:
  - A. Electrical Inspection
  - B. Mechanical Inspection
  - C. Structural Inspection
  - D. Combination Inspection
  - E. Fire Inspection
6. Geotechnical
7. Historic Preservation
8. Landscape Architecture
9. Marine Engineering
10. Planning Services
11. Structural Engineering:
  - A. Bridges
  - B. Buildings & Other Structures
12. Traffic Engineering
13. Pre-Construction Services:
  - A. Constructability Review
  - B. Quality Control/Quality Assurance
  - C. Value Engineering

## REQUEST FOR QUALIFICATION (RFQ) AND FORMS

The RFQ and forms needed to complete the SOQ shall be available through PlanetBids. You must register as a document holder to receive updates and notices about the Rotation List:

<https://www.planetbids.com/portal/portal.cfm?companyID=17950>

The following three documents shall be made available on the PlanetBids website beginning Thursday, May 5, 2016:

1. RFQ – 2017-18 City, County & Port of San Diego Consultant Rotation List 05-05-16.pdf
2. FORMS – 2017-18 Consultant Rotation List - No password 05-05-16.dotx
3. SOQ CHECKLIST – 2017-18 Consultant Rotation List 05-05-16.pdf

## PRE-SUBMITTAL MEETING

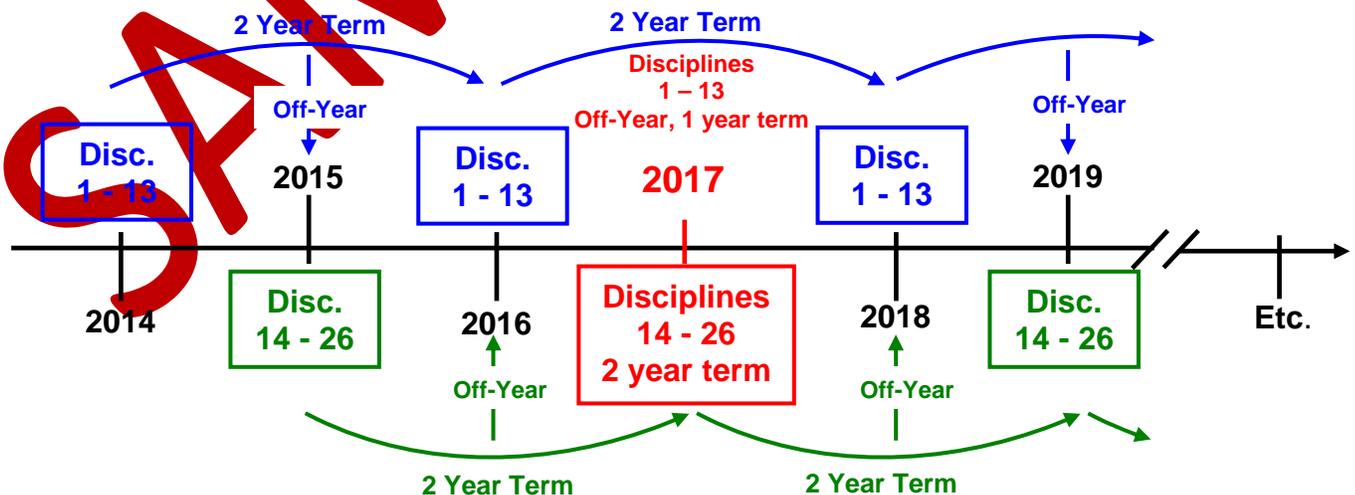
A non-mandatory pre-submittal meeting will be held at 9:00 A.M. on Thursday, June 9, 2016 at:

Public Works Department, Procopio Building  
525 B Street, 1st Floor, Large Conference Room  
San Diego, CA 92101

For more information, to request an agenda in alternative format, or to request a sign language or an oral interpreter for the meeting, please contact John Mendivil, at 619-533-3638 at least five working days prior to the meeting to ensure availability.

## TERM OF THE ROTATION LIST

In 2017, disciplines fourteen (14) through twenty-six (26) shall have a term of two (2) calendar years. 2017 is an off-year for disciplines one (1) through thirteen (13). Firms that apply for disciplines one (1) through thirteen (13) shall have a term of one (1) calendar year. A firm has the opportunity to submit an SOQ during an off-year only if the firm did not apply for the previous year's list or wishes to change the project size (from Large to Small or vice versa). **SOQs submitted in an off-year shall expire after one (1) year.**



The order of each list on the Consultant Rotation List shall be determined by assigning a computer generated random number to each firm. Each year the firms shall be assigned a new random number and the firms will be sorted from lowest to highest by the random number.

**SMALL PROJECT AND LARGE PROJECT LISTS**

In order to increase the pool of qualified consultants and allow small firms to compete effectively, two (2) lists for most disciplines shall be established. The City, County and Port shall have independent maximum SMALL PROJECT LIST fees and maximum LARGE PROJECT LIST fees as shown below. These amounts are guidelines for the agencies.

	<u>SMALL PROJECT LISTS</u>	<u>LARGE PROJECT LISTS</u>
City of San Diego (CIP related)	\$250,000	\$1,000,000
City of San Diego (non-CIP related)	\$250,000	Not Applicable
County of San Diego	\$250,000	\$999,999
Port of San Diego	\$175,000	\$500,000

A firm may apply only for **either** the SMALL PROJECT LIST **or** the LARGE PROJECT LIST for each discipline for which the firm is qualified. **A firm may not submit an SOQ for both the Large and Small lists of the same discipline in the same year. A firm may switch from Large to Small, or vice versa, ONLY when the rotation lists are open for new SOQs.** If there are not enough qualified firms in a discipline to complete two (2) lists, Consultant Services shall create one (1) combined list for that discipline.

**THE RESPONSIVE STATEMENT OF QUALIFICATION**

The firm must submit a Statement of Qualification (SOQ) for each discipline (see Appendices I & II – Scopes of Services for instructions) for which the firm applies. Each SOQ must include the following:

- ↳ A COMPLETE SOQ QUESTIONNAIRE AND ALL ATTACHMENTS,
- ↳ APPLICABLE CERTIFICATION(S) (DBE, DVBE, ELBE, MBE, SBC, SLBE, WBE), AND
- ↳ A COMPLETE STANDARD FORM 330 (SF 330), PARTS I AND II.
- ↳ A SIGNED AND DATED SIGNATURE PAGE.

Confirm that the SOQ Questionnaire signature page is signed and dated (see FAQ Number 2) and is placed at the end of the SOQ behind the SF 330.

*The remainder of this page has been intentionally left blank*

## ELECTRONIC SUBMISSION OF SOQS

The Consultant Rotation List has gone “paperless.”

- 1.1 Access to a full version of Adobe Acrobat is necessary to meet the following requirements. Consultants shall submit no more than **One (1)** PDF per discipline (see instructions in Appendices I and II – Scopes of Services).
- 1.2 Consultants must be pre-registered with the City’s PlanetBids SOQ system and possess a username and password in order to submit an electronic SOQ.
- 1.3 SOQs will be received in **electronic format only** at the City of San Diego’s electronic SOQ site. Consultant shall submit **One (1)** complete and **text searchable** Portable Document Format (PDF) version of each SOQ. The maximum file size of the PDF shall be **two (2) megabytes**. The electronic system will close submission exactly at the date and time set forth in this RFQ or as changed by addenda. An electronic copy of the firm’s SOQ must be uploaded to the electronic system.
- 1.4 The SOQ must be uploaded at the City of San Diego Vendor Portal through Bid Opportunities: <http://www.planetbids.com/portal/portal.cfm?companyID=17950> and is due **no later than 4:00 PM on Friday, July 8, 2016**. Each of the twenty-six (26) discipline shall have a separate site for SOQ submission. **Do not submit multiple SOQs in one (1) PDF file.**
- 1.5 Firms on the 2016-17 Consultant Rotation List in Disciplines 1 – 13 may submit the first page of the 2017 Statement of Qualification Questionnaire to update key firm data. These updates shall follow the naming nomenclature below (1.7.2) and shall be sent through PlanetBids at: <http://www.planetbids.com/portal/portal.cfm?companyID=17950> under:
  27. Disciplines 1 – 13: One Page Updates to 2016 Consultant Rotation List Only.
- 1.6 The SOQ shall be **signed** by an individual or individuals authorized to execute legal documents on behalf of the Consultant. (See FAQ 1 below)
- 1.7 The PDF SOQ submitted shall have the following **Name Assignment**:

### **1.7.1 Disciplines Fourteen (14) through Twenty-six (26):**

“2017-18” + “Discipline” (*list discipline exactly as stated on page 1 of RFQ without sub-discipline*) + “-” + “Consultant Name”; that is “2017-18” followed by “Discipline”, followed by “dash”, followed by the “Name of the Consultant”; for example:

**2017-18 Civil Engineering (General) - Acme Engineering**

**1.7.2 Disciplines One (1) through Thirteen (13):**

“2017” + “Discipline” (*list discipline exactly as stated on page 2 of RFQ without sub-discipline*) + “-” + “Consultant Name; that is “2017” followed by “Discipline”, followed by “dash”, followed by the “Name of the Consultant”; for example:

**2017 Architecture - Barona Architecture, Inc.**

- 1.8 Consultants are responsible for the submission and SOQ acceptance before the closing time set forth in this RFQ or as changed by addenda.

**Important Note:** Submission of the SOQ into the electronic system may not be instantaneous; it may take time for the Consultant’s document(s) to upload and transmit before the SOQ is accepted. It is the Consultant’s sole responsibility to ensure their document(s) are uploaded, transmitted, and arrive in time electronically. The City of San Diego shall have no responsibility for SOQs that do not arrive in a timely manner; no matter what the reason.

- 1.9 The City’s SOQ system will automatically track information submitted to the site including IP addresses, browsers being used and the URLs from which information was submitted. In addition, the City’s SOQ system will keep a history of every login instance including the time of login, and other information about the user's computer configuration such as the operating system, browser type, version, and more. Consultants who disable their browsers’ cookies, because of these security features, will not be able to log in and use the City’s SOQ system.

- 1.10 SOQs remain sealed until the deadline and are transmitted into the City’s SOQ system via hypertext transfer protocol secure (https) mechanism using SSL 128-256 bit security certificates issued from Verisign/Thawte; which encrypts data being transferred from client to server.

- 1.11 Failure to comply with the requirements of this RFQ may result in disqualification.

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## FREQUENTLY ASKED QUESTIONS (FAQ)

### **1. How does the Consultant Rotation List operate?**

The Consultant Rotation List is a random list. The randomizing of the list occurs at the beginning of the calendar year and the list order will change as firms either accept or pass interview opportunities. We do not continuously randomize the list. With each new calendar year we randomize each list again.

Every time there is a project for a particular discipline Consultant Services will begin at the top of that list. We email the scope of services to each of the (usually 5) firms beginning at the top of the list. Each firm will either accept an interview or pass. The first pass for each firm is a free pass. In other words, on the first pass a firm shall remain in the same position on the list. However, a subsequent pass shall rotate the firm to the bottom of the list. All firms that accept an interview are rotated to the bottom of the list.

There are occasions when we look for a particular set of skills from firms on the rotation list. These skills may not be identified in the discipline's scope of services from the Request for Qualification. However, we believe that we will find a certain number of firms have the expertise or skills necessary for the project. Under these circumstances we will award any firm that passes on this atypical project a "free" pass. That is, a pass that does not count as a regular pass and cannot cause the firm to be placed at the bottom of the rotation list. However, firms that do accept this type of interview opportunity will be placed at the bottom of the rotation.

### **2. Does the PDF require a copy of the original signatures? Can digital signatures be inserted?**

The PDF version of the SOQ does not require original signatures. The firm may place either a scanned signature page which contains the scanned original signature, copies (.jpg, .bmp, etc.) of original signatures, or digital signatures in the PDF version of the SOQ.

The following is an example of a signature (.jpg) copy: 

The following is an example of a digital signature:

 Digitally signed by John Hancock  
DN: cn=John Hancock, o=Second Continental Congress,  
ou=Signers of the Constitution, email=jhancock@scg.gov,  
c=US  
Date: 2015.02.12 14:27:06 -0800

### **3. In disciplines that contain multiple sub-disciplines, does a firm have to submit multiple Statements of Qualification?**

A change from previous year's Request for Qualification is that it is no longer necessary to submit more than one SOQ for a discipline. When there are multiple sub-disciplines, the SOQ shall include examples of previous work among the sub-disciplines for which the consultant wants to be considered for interview opportunities. In addition, the Consultant shall check the appropriate boxes A. through E. corresponding to the sub-disciplines for which the Consultant wishes to be considered for interview. For example, in the discipline of Surveying and GIS a consultant may submit one SOQ with examples of projects in each of the three sub-disciplines. The limit of three (3) project reference summaries and ten (10) additional projects within the SF 330 has not changed. Each project shall be labeled with one of the multiple sub-disciplines. The distribution of example projects shall be decided by the Consultant.

### **4. Does the SOQ require that the firm list subconsultants?**

No, the SOQ does not require a list of subconsultants. At the time that the rotation list is utilized for a specific project, it is understood that the prime consultant (the rotation list firm)

will organize a team, if necessary, to meet the needs of the specific project's scope of services. At that time, the consultant will be expected to offer a list of subconsultants for the project.

**5. There is a requirement to submit the SOQ in PDF format and that the size of the PDF file shall not exceed two (2) megabytes. Why?**

The City's Public Works Contracts Division has gone "paperless" and maintains a website of all PDF SOQs. The space available on the server requires that the City keep the size of the file at two (2) megabytes or less. In addition, upon completion of a shortlist of firms to be interviewed, the City's contracts staff downloads and emails the PDF version of the SOQs of the firms to be interviewed to the agency's contracting staff for review by the project manager and the interview panel. Email capacity necessitates a limit of no more than two (2) megabytes per PDF file.

**6. How does a firm control the size of the PDF file?**

The easiest way to control the size of the PDF file is to create the PDF file directly from the word processing or publishing document. If the statement of qualification is made up of different files, then each file should be rendered as separate PDF documents. The files can be combined into one (1) complete PDF document by the Adobe Acrobat program.

Another way to shrink the size of a PDF file is to use the tool in the Adobe Acrobat program that allows the user, depending on the version of Adobe Acrobat, to REDUCE FILE SIZE or SAVE AS REDUCED SIZE PDF.

If the firm attempts to create a PDF file by scanning the paper document, the scan may result in a file that is greater than two (2) megabytes. Also, a **text searchable PDF file** is a requirement of this RFQ. A scanned file will probably not be a text searchable file. If the firm does not own the Adobe Acrobat program, most copying or printing shops have the ability to render a complete PDF document from a combination of Microsoft Office or other program files.

Finally, after producing a PDF file the user may reduce the size, in many cases, by simply printing the file as a PDF a second time using the Adobe Acrobat Distiller.

**7. What is a SF 330 and where can I download a copy?**

Agencies use this form to obtain information from architecture, engineering (A&E) and related professional firms about their qualifications. The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references. The City, County and Port have adopted this standard form for the consultant rotation list. The firm may access an SF 330 Word document version, SF 330 PDF version with instructions, and a Society for Marketing Professional Services' presentation about the SF 330 at the following web site:

<http://www.sandiego.gov/publicworks/about/contracting/consultant/forms.shtml>

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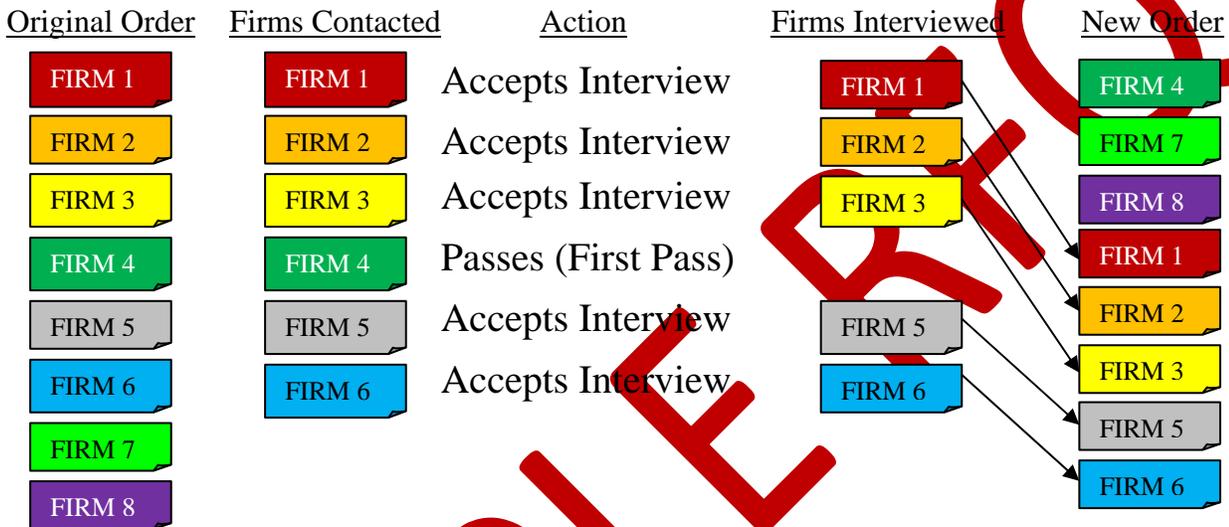
## AN EXAMPLE OF A TYPICAL ROTATION

Below is an example of a typical rotation process:

### Consultant Rotation List

#### Discipline

Project Manager Requests five (5) firms for a Consultant Rotation List Project



## DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

DBE participation is a goal for U.S. Department of Transportation (FHWA, FAA, and FTA) funded projects. The City, County and Port of San Diego Consultant Rotation list is not intended to be used for U.S. Department of Transportation (FHWA, FAA, and FTA) funded projects. However, DBE participation is encouraged.

## SMALL LOCAL BUSINESS ENTERPRISE (SLBE) AND EMERGING LOCAL BUSINESS ENTERPRISE (ELBE)

The City of San Diego has a Small Local Business Enterprise/Emerging Local Business Enterprise (SLBE/ELBE) Program. All **City of San Diego** consultant contracts greater than \$50,000 will have a voluntary 20% SLBE/ELBE participation goal. If SLBE/ELBE subconsultant participation is at least 20%, but less than 25%, the firm will be awarded five (5) additional points during the interview evaluation process. If SLBE/ELBE subconsultant participation is 25% or greater the firm will be awarded ten (10) additional points during the evaluation process. Participation by an SLBE/ELBE firm as the Prime Consultant will earn the firm twelve (12) additional points during the evaluation process. For more information about the City's SLBE/ELBE Program, see:

<http://www.sandiego.gov/eoc/boc/slbe.shtml>.

## ROTATION LIST EVALUATION CRITERIA

At the discretion of the City of San Diego's Consultant Services Coordinator, if it is decided that a discipline will be short-listed, a nominating committee shall use the following criteria to rank qualified firms for placement on the short-list (relative weight of criteria indicated within parenthesis):

(45) Specialized Experience, Technical Competence, and Past Performance:

Specialized experience, expertise, past performance, and competence, that qualify a firm to perform the services described in the scope of services for the selected consultant rotation list. Evaluation will include consideration of past performance on projects in terms of cost control, quality of work, and compliance with performance schedules and standards.

(35) Personnel:

Education, experience, training, and skills of key personnel, who will be assigned to provide the services described in the Scope of Services for the selected consultant rotation list.

(10) Capacity to Accomplish Work in the Required Time:

Capacity and resources to deliver the services within the required period, sufficient number of qualified staff available to perform the services, and required support for the staff. Support resources may include computer hardware and software, special equipment, special facilities, such as laboratories, printing and reproduction equipment, vehicles, and office work area.

(10) Location/Local Environment:

Location of the office(s) of the project manager and project staff and familiarity with local environment, including the policies and procedures of the City, County, Port and other local agencies.

Please note that at the time consultants are chosen from an established list for a specific project, additional scoring criteria will be applied to determine the successful consultant for the specific project under consideration. These criteria may include, but are not limited to, project specific considerations, evaluation of references, Small Local Business Enterprise/Emerging Local Business Enterprise status (City of San Diego contracts), Small Business Enterprise (SBE) status, and Disabled Veteran Business Enterprise (DVBE) status.

## CONFLICT OF INTEREST

No person performing services for the City, County or Port, in connection with the establishment of this list or any projects resulting from this list, shall have a financial or other personal interest other than employment or retention by the City, County or Port, in any contract or subcontract in connection with the list or any resulting project. No officer or employee of such person retained by the City, County or Port shall have any financial or other personal interest in any real property acquired for this list or resulting project, unless such interest is openly disclosed upon the public records of the City, County or Port, and such officer, employee, or person has not participated in the acquisition of such property for or on behalf of the City, County or Port.

## PROHIBITED CONTRACTS

The City, County and Port shall not contract with, and shall reject any Statement of Qualification submitted by the persons or entities specified below, unless the City Council, the County Board of Supervisors, and/or the Port Commission finds that Special Circumstances exist which justify the approval of such a contract.

- A. Persons employed by the City, County and/or Port, or of public agencies for which the City Council, the County Board of Supervisors and/or the Port Commission are the governing body;
- B. Profit-making firms or businesses in which employees described in subsection (A) serve as officers, principals, partners or major shareholders;
- C. Persons who, within the immediately preceding twelve (12) months, came within the provisions of sub-section (A) and who (1) were employed in positions of substantial responsibility in the area of service to be performed by the contract, or (2) participated in any way in developing the contract or its service specifications; and
- D. Profit-making firms or businesses in which the former employees described in subsection (C) serve as officers, principals, partners or major shareholders.

With the affixing of a signature to the SOQ Questionnaire, the submitter certifies that the consultant firm has complied with the above provisions, and that any ensuing contract will be valid.

## IT IS THE POLICY OF THE CITY, COUNTY AND PORT OF SAN DIEGO TO ENCOURAGE EQUAL OPPORTUNITY IN ITS PROFESSIONAL SERVICES CONTRACTS

Toward this end, SOQs from small businesses, disabled owned businesses, disabled veteran business enterprises, women owned businesses, firms owned by African-Americans, Native Americans, Asian-Americans, Filipinos and Latinos, and local firms are strongly encouraged. Prime Consultants are encouraged to sub consult or joint venture with these firms. The City, County and Port endeavor to do business with firms sharing the City, County and Port's commitment to equal opportunity and will not do business with any firm that discriminates on the basis of race, religion, color, ancestry, age, gender, sexual orientation, disability, medical condition or place of birth.

Data collected on the firm's certification status as a Disabled Veteran, Minority, Women or Other Business Enterprise (DVBE, DBE, MBE, WBE, or OBE) will be used for statistical purposes to assist the City, County and Port of San Diego in analyzing their outreach efforts.

If the firm is a qualified DBE, DVBE, MBE, WBE, ELBE, SBE, or SLBE, please include, after the Statement of Qualifications Questionnaire signature page, a copy of your current certification(s). If the firm is interested in becoming a firm certified under the Unified Certification Program or as an ELBE/SLBE for the City of San Diego you may contact:

- DBE: <http://www.dot.ca.gov/hq/bep/ucp.htm>
- DVBE: <http://www.dgs.ca.gov/pd/Programs/OSDS/GetCertified.aspx>
- ELBE/SLBE: <http://www.planetbids.com/portal/portal.cfm?companyID=17950>  
(Either log in if already registered or register as a new vendor. Proceed to SLBE Certification tab and follow instructions.)

## THE RESPONSIVE SOQ WILL CONTAIN

1. STATEMENT OF QUALIFICATION QUESTIONNAIRE, FOLLOWED BY:
  - a. THREE (3) PROJECT REFERENCE SUMMARIES – SEE RFQ FOR INSTRUCTIONS,
  - b. OTHER RESOURCES – SEE RFQ FOR INSTRUCTIONS,
  - c. JOINT VENTURE AGREEMENT (IF APPLICABLE) – SEE RFQ FOR INSTRUCTIONS.
2. APPLICABLE CERTIFICATION(S) – DBE, DVBE, ELBE, MBE, SBE, SLBE, WBE.
3. STANDARD FORM (SF) 330, PARTS I AND II – SEE RFQ FOR INSTRUCTIONS.
4. SIGNATURE PAGE.

PLEASE FOLLOW THE ✓CHECKLIST. THE MANDATORY ORDER OF THE FIRM'S STATEMENT OF QUALIFICATION IS INCLUDED IN THE ✓CHECKLIST.



## THE RESPONSIVE SOQ WILL NOT CONTAIN



1. LETTERS OF INTEREST OR COVER SHEETS.
2. SUPPLEMENTAL INFORMATION (WORK FORCE REPORT, BROCHURES, PAMPHLETS, EXHIBITS, ETC.).

Attachments: ✓CHECKLIST  
STATEMENT OF QUALIFICATION QUESTIONNAIRE  
APPENDICES I AND II – SCOPES OF SERVICES

## ✓ CHECKLIST

### ☐ STATEMENT OF QUALIFICATION - MANDATORY ORDER:

1. Statement of Qualification Questionnaire (SOQQ),
2. Three (3) Project Reference Summaries,
3. Other Resources,
4. Joint Venture Agreement (if applicable),
5. Applicable Certification(s) (DBE, DVBE, ELBE, MBE, SBE, SLBE, WBE)
6. Standard Form 330:
  - Signatures are optional in the SF 330. However, the last page of the SOQ shall be the signature page included in the SOQ Questionnaire.
  - Include Section D “Organizational Chart” in the SF 330, place after Section C,
  - If a firm has an office outside of San Diego County as well as an office located in San Diego County, the staffing of the San Diego office must clearly be indicated separately from the firm’s total staffing. The office location of all personnel profiled in Section E of the SF 330 must be clearly indicated within Section E.
  - Include Professional Registration Numbers in Section E, No. 17 of SF 330.
  - No more than ten (10) projects, including subconsultant projects, if any, in Section F of SF 330. The firm may have three additional projects in the Project Reference Summaries. These three projects may come from Section F of SF 330 or they may be additional projects,
  - When a discipline has sub-disciplines, the consultant may submit one SOQ with examples of projects in any combination of the sub-disciplines. The SOQ limit of three (3) project reference summaries and ten (10) additional projects within the SF 330 does not change. If more than one sub-discipline is chosen each sample project shall be labeled with that sub-disciplines. The distribution of sample projects shall be decided by the Consultant,
  - Section H of the SF 330 shall be limited to five (5) pages. If Section H is greater than five (5) pages the SOQ may be disqualified as nonresponsive,
  - Submit Part II information from each participating branch; no Part II from Subconsultants, and
  - No SF 330’s from Subconsultants.
7. Signature Page.

□ FOLLOW THE INSTRUCTIONS IN THE REQUEST FOR QUALIFICATION:

↳ Submit:

- One (1) electronic (PDF) copy per discipline.
- Submit SOQ in Adobe Acrobat (PDF) format.
- PDF file may have a maximum file size of two (2) megabytes or 2,097,152 bytes. If larger than two (2) megabytes, the SOQ may be disqualified as nonresponsive.

↳ If a Consultant Firm has an office within San Diego County and offices outside of San Diego County, the San Diego office staffing information must be listed separately from total staffing.

↳ Be sure Signature Page, from the SOQ Questionnaire, is signed, dated and is the final page of the SOQ.

✘ **No letter of interest or cover sheets shall be submitted as part of the SOQ.**

✘ **No supplemental information (work force reports, brochures, pamphlets, exhibits, etc.).**

✘ **SOQs submitted after 4:00:00 PM on Friday, July 8, 2016, shall not be accepted by the PlanetBids system nor the City of San Diego.**

✘ **Important Note:** Submission of the SOQ into the electronic system may not be instantaneous; it may take time for the Consultant's document to upload and transmit before the SOQ is accepted. It is the Consultant's sole responsibility to ensure their document(s) are uploaded, transmitted, and arrive in time electronically. The City of San Diego shall have no responsibility for SOQs that do not arrive in a timely manner, no matter what the reason.

↳ **QUESTIONS?** Call or Email:

John Mendivil,  
Consultant Services Coordinator  
619-533-3638  
[jmendivil@sandiego.gov](mailto:jmendivil@sandiego.gov)



City of San Diego



County of San Diego



Port of San Diego

# SAN DIEGO

CALENDAR YEARS 2017 – 2018 & 2017 ONLY

(DISCIPLINES 14-26)

(DISCIPLINES 1-13)

## STATEMENT OF QUALIFICATION QUESTIONNAIRE

### INSTRUCTIONS

Complete **ONE (1)** questionnaire for **EACH DISCIPLINE**. The Scopes of Services for each discipline will be found in Appendices I and II to the RFQ. **If an SOQ is incomplete the SOQ may be rejected as non-responsive.**

CONSULTANT ROTATION LIST DISCIPLINE	
Only <b>ONE (1) DISCIPLINE</b> , which shall include choice(s) of Sub-disciplines, per Statement of Qualification.	
<b>14-26: Click here and choose discipline</b>	<b>Choose Large/Small</b>
<b>1-13: Click here and choose discipline</b>	<b>Choose Large/Small</b>
The firm <i>must</i> choose either Large or Small. A firm may not apply for both lists.	

If the discipline includes sub-disciplines check all sub-disciplines that apply: A.  B.  C.  D.  E.

Firm's Legal Name: \_\_\_\_\_ Sub-disciplines 14-26: Click here to see Sub-disciplines

Firm's Legal Address: \_\_\_\_\_ Sub-disciplines 1-13: Click here to see Sub-disciplines

(City) (State) (Zip) (Telephone No.)  
Firm is (check one): **California Corporation**  **Partnership**  **Sole Proprietorship**  **Joint Venture**   
**Other**  \_\_\_\_\_

Is the firm a "Small Business Concern (SBC)", which is defined as "a business with 100 or fewer employees and average annual gross sales of \$14 million or less over the last three years, and is independently owned and operated, or is certified as a Small Business Enterprise by the State of California? Yes  No

Firm certified by Unified Certification Program or City? No  If yes, check boxes which apply: **OBE**  **SLBE**  **ELBE**  **DBE**  **MBE**  **WBE**  **DVBE**

Address from which City, County or Port contract services shall be provided: \_\_\_\_\_

(City) (State) (Zip)

Project Manager responsible for the Consultant Firm's service, delivery, execution and performance of these projects:

Project Manager: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ Ext.: \_\_\_\_\_

Email Address: \_\_\_\_\_ CA Registration No. (If applicable): \_\_\_\_\_

Expiration Date (If applicable): \_\_\_\_\_

**Please include both a Project Manager and an Alternate Contact Person:**

Alternate Contact Person: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ Ext.: \_\_\_\_\_

Email Address: \_\_\_\_\_

## CITY, COUNTY AND PORT CONTRACTS

It is no longer necessary to submit a list of contracts awarded over the last three years by the City, County or Port.

### REQUIRED ATTACHMENTS

#### 1. PROJECT REFERENCE SUMMARIES:

**Three (3) recent project reference summaries are required.** Project reference summaries should be in a narrative format, not to exceed one (1) page per summary, and should be for projects similar to the services proposed for this SOQ. Each sheet must have the page number (i.e. 1 of 3; 2 of 3; 3 of 3) in the top right hand corner. Summaries must include the following information:

- A. The name of the firm in the top of each summary.
- B. State whether the firm was the Prime Consultant or a Subconsultant.
- C. Name, address, and current phone number of the public agency (private developer or other entity – for those without Public Works experience) for which the firm provided the service, as well as an agency or other contact person with personal knowledge of the project.
- D. Name of the Public Works project (private projects for those without Public Works experience).
- E. Approximate dates of the beginning and completion of the project phases, such as studies, planning, design and construction.
- F. Describe the services the firm performed, such as studies, reports, planning, design, construction documents, construction management, inspection, etc.
- G. Describe any special problems or difficulties encountered and how they were resolved.
- H. Discuss the project's cost control, including but not limited to the following information:
  - a. Total fee for firm's services on this project and the total value of firm's design work (if applicable).
  - b. If the firm provided construction design services, was construction completed within the firm's cost estimate? If not, please explain.
    - i. What was the firm's cost estimate versus the low bid award?
    - ii. Describe the firm's efforts to control costs.
- I. Discuss the project schedule and time control issues.
- J. Did the firm receive any awards or special recognition for its work?

**NOTE: The City, County and Port, at their discretion, may contact other firms or agencies for additional consultant information. Failure to provide accurate contact information, adequate information or project reference summaries may be cause for rejection of your submittal as being nonresponsive.**

**2. OTHER RESOURCES**

In addition to the requested information for each scope of services, the following information is requested with each SOQ:

- A. Briefly discuss the firm’s computer hardware and software capabilities, including but not limited to:
  - a. Word processing, scheduling, estimating, financial calculations and spreadsheets, etc.
  - b. Graphics, design, drafting, plan production, video imagery, perspectives, etc.
- B. Indicate other in-house specialized equipment the firm possesses which may include, but not necessarily be limited to: audio-visual capabilities, other computer hardware and software.
- C. List any other resources you feel would be pertinent to the services the firm proposes.

Explain how the firm will accomplish work within the negotiated time schedules that requires any of the items discussed in A, B, or C above, which the firm does not possess.

**3. JOINT VENTURE AGREEMENT**

If applying as a joint venture, a copy of the Joint Venture Agreement must be attached.

**4. WORK FORCE REPORT – NO LONGER REQUESTED, DO NOT SUBMIT**

The City of San Diego is committed to developing contractual relationships with firms that embrace and actively demonstrate the principles of diversity and equal opportunity. One of the primary ways a firm actively demonstrates adherence to these principles is through the development of recruiting strategies and hiring practices culminating in a diverse workforce that is reflective of the greater community within which the company resides. In addition to being more reflective of San Diego’s diverse community, we believe that through workforce diversity we maximize our opportunity to develop high performing teams.

A Work Force Report shall not be included with your SOQ. However, for City of San Diego contracts over \$50,000, Work Force Reports shall be required at the time that a firm accepts an invitation to interview. At that time, the firm shall have a specified amount of time to provide all EOCP requirements.

Firms found to have under-representation in their workforce, when compared to County Labor Force Availability may be required to file an Equal Employment Opportunity Plan (EO Plan) with the City’s Equal Opportunity Contracting Program (EOCP). Once an approved EO Plan is on file, when competing for future projects, staff may require that you verify your adherence and follow through to the commitments stated in your EO Plan. Failure to demonstrate a good faith effort to comply with the provisions of said Plan will render the firm ineligible to compete.

**5. STANDARD FORM (SF) 330**

SF 330 shall be included with the firm’s SOQ. If the firm is a Joint Venture, submit one for each member of the Joint Venture.

**NOTE: When preparing your SF 330, emphasize the specific type of service for which the firm is**

**submitting this SOQ; refer to the information in the RFQ Appendices I and II – Scopes of Services for each discipline.**

- A. If the SF 330 is duplicated and the duplication is incomplete or does not conform to the standard forms, the consultant firm’s submittal may be disqualified as nonresponsive.
- B. Firms not providing all required attachments may be disqualified as nonresponsive.
- C. Brochures, additional exhibits, charts or displays, etc. are prohibited and may cause the SOQ to be disqualified as nonresponsive.
- D. Include Section D, “Project Organization Chart” in the SF 330. Place Section D directly after Section C in the SF330.
- E. A résumé, Section E, may not exceed one (1) page.
- F. List no more than five (5) projects per résumé in Section E.
- G. If the consultant has multiple branch offices, list personnel’s office locations in Section E.
- H. Include Professional Registration Numbers, (see Section E – Résumés, No. 17), when necessary.
- I. A Project description (see Section F) may not exceed one (1) page.
- J. No more than ten (10) projects (see Section F); including any subconsultant projects per discipline. One or more of these ten (10) projects, or other projects, may be included in the required three (3) project reference summaries.
- K. Credit for a project belongs to the firm. For example, if Firms A and B each contributed expertise to the same Project Z, each may list the project in Section F of their SF 330. If Firm A was the prime consultant and Firm B was a subconsultant, each lists their specific role. In the case of a Joint Venture, both firms may be listed as prime consultants. However, suppose there is a firm, Firm C, which was never involved in Project Z, but employs an Engineer Q who was the senior engineer for Firm A during the design of Project Z. Firm C may list Project Z on Engineer Q’s résumé (Section E) as project experience. Firm C may not list Project Z as a project in Firm C’s Section F of the SF 330. Please call John Mendivil at 619-533-3638 if you need clarification.
- L. Section H – Additional Information; shall not exceed five (5) pages. The inclusion of greater than five pages may cause the SOQ to be disqualified as nonresponsive.
- M. In Part II, Sections 10 and 11, the City, County and Port require Branch information. Branch information is mandatory.
- N. The Consultant shall include a separate Part II for each Branch that is part of the SF 330.
- O. Do not include Part II information from Subconsultants.
- P. Do not include separate SF 330s from Subconsultants.

**SIGNATURE PAGE**

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**INDIVIDUAL FIRM**

**THE FOREGOING, AND INFORMATION IN ALL ATTACHMENTS, INCLUDING THE SF 330, IS TRUE AND CORRECT:**

**Signature of authorized person representing Prime Consultant:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed or Typed Name and Title: \_\_\_\_\_

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**JOINT VENTURE**

**THE FOREGOING, AND INFORMATION IN ALL ATTACHMENTS INCLUDING THE SF 330, IS TRUE AND CORRECT:**

**Signatures are required of all participants in any joint venture:**

Name of firm: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed or Typed Name and Title: \_\_\_\_\_

Name of firm: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed or Typed Name and Title: \_\_\_\_\_

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# APPENDIX I - SCOPES OF SERVICES

## Disciplines 1 through 13 (One-Year Term)

STATEMENT OF QUALIFICATION (SOQ) DUE DATE – FRIDAY, JULY 8, 2016, BEFORE 4:00 PM

### CITY/COUNTY/PORT

### 2017-2018 CONSULTANT ROTATION LIST

Firms **not** on the [2016 Consultant Rotation List](#) in Discipline One (1) through Discipline Thirteen (13) may apply for the 2017 Consultant Rotation List. The firm's application will be for 2017 only. The SOQs will expire midnight, 12/31/2017.

Firms **on** the [2016 Consultant Rotation List](#) in Discipline One (1) through Discipline Thirteen (13) are automatically placed on the 2017 Consultant Rotation List. Do not submit a new SOQ unless the firm changes from Large Projects to Small Projects or vice versa. The SOQs will expire midnight, 12/31/2017.

**General Note Concerning Design Services for Plans, Specifications & Engineer's Estimates (PS&E's):** The County of San Diego requires consultants to use AutoCAD Civil 3D 2016 for preparation of engineering plans and design project documents.

**General Note Concerning Environmental Services:** Any individuals preparing Environmental documents for the County of San Diego must be on the County Planning & Development Services (PDS) CEQA Consultants List and comply with County of San Diego CEQA Guidelines. For additional information, contact Donna Beddow, (CEQA Consultants List Coordinator), County of San Diego, PDS at (858) 694-3656. County of San Diego CEQA Guidelines may be downloaded from:

<http://www.sandiegocounty.gov/content/sdc/pds/procguid.html>

#### 1. AIRPORT ENGINEERING SERVICES

Consultants shall be firms that specialize in providing airport engineering services. Consultants shall have proficiency in airport engineering projects that comply with Federal Aviation Administration (FAA) requirements. Consultants shall perform specialized airport engineering services that are generally of a civil and/or electrical engineering nature. Engineering services will include the preparation of plans, specifications, and cost estimates for a variety of airport capital improvements, signage, striping, lighting, navigational aids, and the performance of drainage studies. Consultants shall have demonstrated ability to prepare and update airport layout plans, make presentations at public meetings, provide consultation and advice during all phases of bidding and construction, provide construction inspection services, prepare "as-built" plans and documents, prepare technical data to facilitate construction change orders, perform plan checking, review, approve contractors submittals, and prepare feasibility studies. Consultants shall have a thorough working knowledge of Advisory Circulars, and all other requirements associated with FAA projects.

## 2. ARCHITECTURE

A change from previous Requests for Qualification, the Consultant may check the boxes A.  B.  C.  on the Statement of Qualifications Questionnaire corresponding to each sub-discipline for which the Consultant wishes to be considered for interview. The consultant may submit one SOQ with examples of projects in any combination of the three sub-disciplines. The SOQ limit of three (3) project reference summaries and ten (10) additional projects within the SF 330 has not changed. If more than one sub-discipline is chosen each sample project shall be labeled with one of the three sub-disciplines. The distribution of sample projects shall be decided by the Consultant.

### A. ARCHITECTURE (GENERAL)

Consultants will provide professional architectural design services for new buildings and the expansion and renovation of various facilities. Typical responsibilities may include site planning, master planning, structural, mechanical, and electrical engineering, adobe restoration, interior design, and space planning.

### B. AMERICANS WITH DISABILITIES ACT (ADA) DESIGN / INSPECTION

Consultant firms must show proficient knowledge in the following areas:

- a. Survey of existing facilities for compliance with the accessibility requirements of the "Americans with Disabilities Act of 1990" (ADA, Title II & III as well as ADA Accessibility Guidelines Standards for Access Design). The ADA programs and services provided by state and local government entities, and all new commercial construction as well as alterations and the "path of travel" serving them, be readily accessible to and usable by individuals who have disabilities.
- b. Barrier removal to integrate the letter of the law with the spirit of the law when eliminating barriers in the built drawings, specifications, and project management to assure that implementation complies with the ADA Accessibility Guidelines (ADAAG)/Standards for Accessible Design.
- c. Training government personnel to identify and properly assess removal or alteration of an existing facility.
- d. Plan check of drawings for alterations or new construction to assure compliance with ADA Accessibility Guidelines.

### C. PARKING LOT DESIGN

Parking Lot Design Consultants may provide the following:

- a. Re-design drawings of existing parking lot striping. Re-design to make code compliant and determine the most efficient use of space.
- b. Engineered design of new Asphalt parking lots and major repairs, include soils engineering if necessary.
- c. Design engineering for the installation of alternate paving products related to storm water runoff.

### 3. COMMUNITY RELATIONS

The consultant will provide or assist in services necessary to develop and provide a Public Information and Outreach Program for the City, County or Port. The Community Relations Consultant will implement on-going public information and outreach services, which may include, but are not limited to:

- **PUBLIC INFORMATION PROGRAM**

Based on storm water requirements and California Urban Water Conservation Council's Best Management Practice #7 – Public Education, assist staff in developing and implementing an active public information program to promote and educate customers. The program will include communicating information to, and receiving information from community target audiences.

- a. Public Speaking Events. Work with staff to promote projects and related benefits through the provision of speakers to employees, community groups, and the media.
- b. Media Dissemination. Assist staff in providing media outreach to trade publications and local newspapers/publications and related benefits.
- c. Media Planner.
  - i. Acquire broadcast air time media.
  - ii. Acquire outdoor media (billboards and mobile advertising),
  - iii. Acquire electronic web based advertising services.

Consultant shall make recommendations based on the target audience(s) identified by the client contracting program. Consultant shall use standard industry rating agencies (e.g. Scarborough and Nielson).

- **PAID/PUBLIC SERVICE ANNOUNCEMENTS**

Assist staff in developing and delivering public information messages and announcements through the use of various paid and public service advertising.

- **REPORTING AND TRACKING**

Develop appropriate internal and external tracking mechanisms to measure and report on all efforts relating to work performed in relation to tasks. For example: quantify the number of contacts made; number of public speaking events conducted/organized/supported; number of paid or public service announcements prepared/delivered.

Consultant shall survey and gather data for the purpose of developing effective messages across various audiences. Examples of this type of work include Random Digit Dial survey, focus group, intercept survey, obtrusive observational survey, web based survey, etc.

- **MEETINGS AND PRESENTATIONS**

Attend appropriate meetings, including City Council sessions, Board of Supervisors meetings, or Port Commission meetings, staff meetings and community meetings. Support or make presentations as required.

- **WRITTEN MATERIALS**

Work with staff to write and develop newsletters, brochures and fact sheets as related to Public Information and Outreach Programs.

- **MARKETING AND PUBLIC RELATIONS**

Marketing needs shall include program/project branding, image development for programs. Develop and support general marketing and public relations activities as requested.

- **OUTREACH AND RESPONSE**

Communicate with media and other groups and associations as needed. Field calls from the public, facilitate response, and conduct follow-up as needed. Outreach to other groups and associations as needed. Consultant may be asked to assist in the development of media interaction and communication skills in City, County, or Port managers.

- **COORDINATION**

Assist in coordination with other governmental agencies, industry groups, public interest groups and the media regarding water conservation milestones, innovations and accomplishments.

- **EMPLOYEE EDUCATION AND TRAINING**

Consultant shall develop activity specific education and outreach to municipal staff and City, County, or Port contractors who perform critical outdoor activities that are at high risk of discharging into the storm water conveyance system or other water bodies. Develop an activity specific series of employee training modules and conduct training as needed.

#### 4. CONSTRUCTION MANAGEMENT SERVICES

**A change from previous Requests for Qualification, the Consultant may check the boxes A.  B.  C.  on the Statement of Qualifications Questionnaire corresponding to each sub-discipline for which the Consultant wishes to be considered for interview. The consultant may submit one SOQ with examples of projects in any combination of the three sub-disciplines. The SOQ limit of three (3) project reference summaries and ten (10) additional projects within the SF 330 has not changed. If more than one sub-discipline is chosen each sample project shall be labeled with one of the three sub-disciplines. The distribution of sample projects shall be decided by the Consultant.**

Consultants must have experience, knowledge, and familiarity with Public Works Construction Management Services to include, but not necessarily be limited to: Public Works Construction Inspection, Public Works Construction Management, and Public Works Construction Contract Administration. Prospective firms shall indicate the qualifications, experience, licenses, certificates, and academic degrees that their employees, who will be performing these services, possess.

Emphasis is placed where applicable, on experience, knowledge, and familiarity with State Public Code; Labor, and applicable Civil, Government, and Business Codes; Standard Specifications for Public Works Construction and Caltrans administrative sections, as well as their material and performance sections; various building codes including but not limited to UBC, UPC, UMC, UFC,

and NEC, as well as American's with Disabilities Act (ADA) requirements, and California Administrative Code, Title 24; and the various trades involved with site and structural construction. Communication, documentation and organizational skills are essential.

**A. CONSTRUCTION INSPECTION (PUBLIC WORKS)**

Emphasis is placed on your inspector's experience, knowledge, certificates, licenses, and familiarity with the various types of construction and trades, including but not limited to grading, roads, concrete, underground utilities, erosion control, structures, irrigation, and landscaping, etc., for various public facilities including but not limited to Parks and Recreation facilities, Community Centers, Schools, Transit Centers, Jails, Offices, Sewer Stations, Airports, Public Roads, etc. Discuss the size, value, and complexities of the Public Works Construction projects your inspectors have been responsible for, the inspectors' responsibilities and authority, difficulties encountered and dealt with, and their abilities to anticipate and assist in preventing problems before they occur and correcting them after the fact.

**B. CONSTRUCTION MANAGEMENT (PUBLIC WORKS)**

The City, County and Port of San Diego (Agencies) are seeking qualified Construction Management (CM) consultants to provide construction management expertise in support of Agencies' Project Manager's responsibility for oversight and reporting. The CM will provide liaison services between the Project Manager and general contractors and consultants. To assist the Project Management staff, it is anticipated that CM Services will be required for a variety of larger single site projects and for a mix of multiple site smaller repair and remodel projects.

- a. The CM will make recommendations, monitor the services of the other agency consultants and represent the agency in the Project relationships with general contractors and consultants.
- b. As agents to the City, County and Port, the CM will assume a staff relationship with the Agencies and will act only with such authority as specifically delegated by the Agencies. The CM will have no authority to commit the Agencies to work, cost or schedule modifications.
- c. Management of design professionals: Prepare RFPs, prepare RFIs, and negotiate contracts.
- d. Oversee design services: Conduct, research, prepare architectural/civil design programs, ensure compatibility with Agency requirements, and code compliance design review on small-scale projects.
- e. Public bidding process: Establish pre-bid construction schedule, conduct pre-bid conference, prepare bid package, issue and or coordinate addendums.
- f. Develop Construction Management/Construction Administration procedures: communications, document control, and project meetings.
- g. Provide Construction Management and Quality Control: budget and schedule monitoring, review submittals, and job progress reporting.
- h. Change Order Control: Claims avoidance, claim negotiation.

- i. Closeout activities and status reports: Determine final completion, punch list, final payment.

**C. CONSTRUCTION CONTRACT ADMINISTRATION (PUBLIC WORKS)**

Emphasis is placed on the types, sizes, and values of the Public Works Construction projects for which your contracts administrators/resident engineers have been responsible. State their duties, responsibilities, and authority; include the various phases of the bid and award processes; management of the construction and contingency budgets; cost proposal review and analysis; change order estimating, negotiation and approval; force account monitoring, documentation, review and approval; Labor and Equal Opportunity (EO) compliance, include employee interviews, certified payroll/prevaling wage management, etc.; preliminary lien and stop notices; claims management and resolution; documentation, report, and letter writing skills; overseeing the inspectors' work, etc. Discuss the complexities and difficulties encountered and dealt with; provide examples of your contract administrators' abilities to anticipate and assist in preventing problems before they occur and correcting them after the fact.

**5. FIELD INSPECTION**

**A change from previous Requests for Qualification, the Consultant shall check the boxes A.  B.  C.  D.  E.  on the Statement of Qualifications Questionnaire corresponding to each sub-discipline for which the Consultant wishes to be considered for interview. The consultant shall submit one SOQ with examples of projects in any combination of the five sub-disciplines. The SOQ limit of three (3) project reference summaries and ten (10) additional projects within the SF 330 has not changed. If more than one sub-discipline is chosen each sample project shall be labeled with one of the three sub-disciplines. The distribution of sample projects shall be decided by the Consultant.**

The City, County and Port of San Diego may require inspection services for the following disciplines: Electrical, Mechanical, Structural, Combination or Fire. For all of these disciplines, inspectors perform inspection work for fire, life and safety and disabled access requirements, enforce municipal ordinance 43.03 for storm water requirements and inspect for best management practices for duration of the construction approval. Consultant may also inspect repair or perform renovation work and perform other related duties as assigned. The descriptions of each scope of services are as follows:

**A. ELECTRICAL INSPECTION**

Inspect electrical work of multi-family residential, commercial and industrial structures, and business signage (including neon tube lighting and photo voltaic systems) for compliance with local and state codes; enforce conformance to plans and specifications; coordinate with public utility company to disconnect and reconnect electrical services to buildings, investigate complaints of code violations; maintain records and prepare reports.

**B. MECHANICAL INSPECTION**

Inspect multi-family residential, commercial and industrial structures for compliance to Local, State and Federal plumbing, gas, heating, ventilation, air conditioning (HVAC) codes and regulations; perform emergency gas repair inspections, investigate complaints of

code violations; prepare reports and maintain records; prepare correction notices; and may assist in training. Performance of work related duties in high rise structures may be required for certain projects. In addition to the above duties, Mechanical Inspectors may also review construction, repair, replacement and installation plans; check field conformance and enforce compliance to approved plans and specifications; and inspect sites for practicability of plans.

**C. STRUCTURAL INSPECTION**

Inspect residential and commercial structures for compliance with Local and State codes and regulations; monitor third party special inspectors. Investigate complaints of code violations; maintain records; prepare reports and correction notices; may assist in training; and perform related work as assigned. Perform work related duties in a high rise structure may be required for certain projects. In addition to the above duties, Structural Inspectors II may also check field conformance and code compliance to approved plans and specifications; and inspect sites for practicability of plans.

**D. COMBINATION INSPECTION**

Generalists in all fields of building inspection to include electrical, mechanical and structural installations, and public improvements, inspect residential structures, including multi-family housing units and mobile homes for compliance with local and state building codes and regulations; and monitor third party special inspectors, perform emergency gas repair inspections, coordinate with public utility company to disconnect and reconnect electrical services to buildings and all underground conversion programs, investigate complaints of building code violations; maintain records; prepare reports and correction notices; meet with property owners, tenants and contractors to discuss corrections; may assist in training. In addition to the above duties, Combination Inspectors also check field conformance and enforce compliance with zoning laws applicable to residential and accessory structures; review construction, repair, replacement, installation, and repair plans; and inspect sites for practicability of plans.

**E. FIRE INSPECTION**

The inspection consists of construction in accordance with the approved set of plans. It also tests the function of all fire and safety systems. Following are examples of the types of inspections that are required under this category. Perform water flow tests; inspect sprinkler coverage for any obstructions and compliance with code; determine that smoke detectors operate as required, determine that alarm devices respond and notify; determine that alarm wiring is in accordance with the code; inspect elevator recall under normal and emergency power; test alternate extinguishing systems (dry chemical, halon CO2, foam test); verify compliance of new installation in existing buildings; verify stairwell unlocking; test commercial hood systems; inspect smoke and fire dampers and shutdown along with override features; verify heliport/helipad compliance; inspect atrium smoke removal systems; verify stairwell pressurization; inspect for fire and evacuation systems for American with Disabilities Act; verify drafting where applicable; inspect for occupant load signs; verify compliance for elevator status control board; verify compliance for fire control room; inspect exit signs for illumination (with emergency power); inspect stairway identification; test all telephone jacks in building and elevators; inspect that fire doors close and latch as required (including roll up doors, won doors, and mag, pull-release doors);

verify flush and backflow preventers; inspect 5-year certification; perform acceptance test on all new fire pump installations; inspect battery backup for new installation in high rises; verify smoke seals; verify proper access and location for Knox box and keys for emergency service; verify low level exit signs and path markings; and performs related duties as assigned.

The City, County and Port strive for excellence in customer service. Inspections in all disciplines will be performed by inspectors certified by ICC for their discipline. An operational plan must be submitted and qualified contracting agencies must comply with standards for: “Guaranteed second opinion” at all levels, and next day inspections. Moreover, said agencies must be able to provide guaranteed same day inspections, before and after hour inspections, and inspections on holidays. The plan shall include: procedures for documentation of approved/failed inspections, appointments (within a two hour time frame) on the day of inspection, guaranteed call back before 10AM on calls received during open phone times, hours of availability for the public to contact inspectors, a provision to “return calls” within 24 hours, an inspection prioritization list, and audit procedures. All work shall be performed with in-house staff. Subcontracting of work shall be done only with the prior written approval of the City, County or Port Building Official.

## **6. GEOTECHNICAL**

Consultants’ responsibilities include, but are not limited to, soil testing and sampling, site borings and trenching, geological setting, condition, structure and formation, infiltration feasibility, soil characteristics and grading compressible and expansive soils, groundwater and water quality, landslides, geological hazards, slope stability analysis, and local and regional seismic faults and liquefaction. Selected firms may be required to collect field samples, perform field and laboratory testing, special inspections, per building code, and may be required to do inspections for the construction phase of the project.

## **7. HISTORIC PRESERVATION**

Historic Preservation consultants may be required for tasks involving historical resources surveys, inventories, preservation planning, cultural, architectural, and historical research identification, architectural preservation, architectural history, history, and historic resources building documentation, registration, and treatment activities. Prospective consultants interested in performing historic preservation services shall meet the Secretary of the Interior Standards for Professional Qualifications.

In addition to meeting professional qualifications, the following information will be used in evaluating prospective consultants for historic preservation services:

- Experience in all levels of studies, including reconnaissance and intensive surveys, identification, and evaluation projects;
- Experience and knowledge in the implementation of Federal, State, and Municipal, Historic Preservation Statutes and Regulations; and
- Experience in managing public projects, including maintaining effective working relationships with public officials, community groups, volunteers, and schools.

## **8. LANDSCAPE ARCHITECTURE**

Landscape Architecture consultants shall indicate the qualifications, experience, licenses and certificates possessed by those employees who will perform these services. Emphasis is placed on experience and knowledge, but is not necessarily limited to: research, site inventory, design guidelines, data gathering and report writing; conceptual design, site development, master planning, irrigation system master planning, analysis for the development of operations and maintenance; landscape design and construction plans and specifications incorporating the Standard Specifications for Public Works Construction ("The Greenbook"), San Diego Area Regional Standard Drawings and/or the CALTRANS Standard Specifications and Caltrans Standard Plans, including cost estimates and line item bid schedules for Public Works bidding and construction purposes. Consultants should possess the ability to select proper plant material and design water conserving irrigation systems to achieve desired effects using drought tolerant species including California natives and extensive experience in designing and preparing bid/construction documents for the public facilities stated below. In addition, the Landscape Architecture consultant may be required to provide site design services for Low Impact Development feasibility analysis.

Services requested may include but are not limited to:

- A. Parks and Recreation facilities, including:
  - a. Active local parks;
  - b. Passive local parks;
  - c. Camping parks; and
  - d. Sports complexes and facilities;
- B. Open space and habitat preservation, restoration and rehabilitation;
- C. Slope stabilization;
- D. Landscaping roads and highways; and
- E. Landscaping public building developments.

The ideal consultant should also have extensive experience utilizing conceptual design experience, using bubble diagrams, sketches, perspectives, renderings, orthographic projections, graphics, etc. Finally, the ideal consultant will show an ability to establish and maintain effective working relationships with public officials and community groups and show experience in making presentations to/at public meetings, and the ability to create consensus among differing opinions/groups.

## **9. MARINE ENGINEERING**

The Port of San Diego desires marine engineering services from time to time to supplement the District's in-house staff. Engineering services may be needed to support the Port of San Diego's growing Maritime Business, Cruise Business, and recreational boating facilities around San Diego Bay. Such services may include investigations, analyses, calculations, reports and recommendations, engineering plans and specifications, and cost estimates. Though it is not anticipated, the City and/or County may also require marine engineering services.

## **10. PLANNING SERVICES**

Consultants shall have experience completing general plans, large specific plans, and/or special planning studies that may arise periodically in large and populous planning areas. Selected consultants must possess knowledge of State requirements for a general plan and must also have experience preparing large-scale plans and conducting environmental review under the California Environmental Quality Act (CEQA). The types of work consultants might be expected to provide are: planning, research, technical reports, economic/market analysis, feasibility studies, public participation, and presentations before community groups and hearing bodies, and other tasks included in the preparation of general and specific plans.

## **11. STRUCTURAL ENGINEERING**

**The Consultant shall check the boxes A.  B.  on the Statement of Qualifications Questionnaire corresponding to each sub-discipline for which the Consultant wishes to be considered for interview. The consultant shall submit one SOQ with examples of projects in any combination of the two sub-disciplines. The SOQ limit of three (3) project reference summaries and ten (10) additional projects within the SF 330 has not changed. If more than one sub-discipline is chosen each sample project shall be labeled with one of the two sub-disciplines. The distribution of sample projects shall be decided by the Consultant.**

### **A. BRIDGES**

Selected firms must be experienced in all types of design related to bridges, including roadway geometrics, hydrology, and hydraulic analysis, soil mechanics, bridge type selection, transient loadings, current seismic requirements, and computer programs related to bridge designs. Typical tasks may include preparation of plans, specifications, and estimates (PS&E) for design of bridge replacements and/or seismic rehabilitation.

### **B. BUILDINGS AND OTHER STRUCTURES**

Selected firms must be experienced in all types of design related to buildings and other structures. Typical tasks may include structural evaluations of existing buildings, and/or providing plans and specifications for the design of new buildings as per the latest building codes, including current developments in seismic requirements. Consultants may be required to prepare construction plans and specifications for foundations and superstructures. Consultants may be required to provide foundation design and design analysis for purposes of implementing Low Impact Development techniques.

## **12. TRAFFIC ENGINEERING**

Consultants will provide a variety of traffic engineering design and traffic engineering study services. Consultants may be required to prepare plans, specifications, and cost estimates for new traffic signal installation, modifications to existing traffic signals and new street light installation. Consultants may conduct traffic engineering studies, such as traffic generation or traffic assignment studies.

### **13. PRE-CONSTRUCTION SERVICES**

**It is not anticipated that any contract for Pre-Construction Services will exceed \$250,000. Therefore, there will be a Small Project List only for each of the three (3) sub-disciplines. A change from previous Requests for Qualification, the Consultant may check the boxes A.  B.  C.  on the Statement of Qualifications Questionnaire corresponding to each sub-discipline for which the Consultant wishes to be considered for interview. The consultant shall submit one SOQ with examples of projects in any combination of the three sub-disciplines. The SOQ limit of three (3) project reference summaries and ten (10) additional projects within the SF 330 has not changed. If more than one sub-discipline is chosen each sample project shall be labeled with one of the three sub-disciplines. The distribution of sample projects shall be decided by the Consultant.**

#### **A. CONSTRUCTABILITY REVIEW**

Perform independent and structured review of construction bid documents to make certain that the work requirements are clear, the documents are coordinated, and that they assist the contractor in bidding, construction and project administration; resulting in reduced impacts to the project. Review all construction bid documents to identify inconsistencies between plans and specifications, limitations of access for work to be conducted, compatibility of materials, coordination of trades, sequencing and project scheduling, and completeness of the bidding documents to ensure that they are sufficiently and clearly ready for the preparation of reasonable bids. It is important for constructability review to eliminate the risk of misinterpretation of contract documents which may lead to disagreement between the agency and the contractor and that there are no omissions or discrepancies which may lead to extra work or claims against the agency.

#### **B. QUALITY CONTROL/QUALITY ASSURANCE**

Review construction documents and specifications for quality control, completeness, detail, and correlation of documents, and the standard specifications to assure that all items are completely and accurately covered and described, to assure high competition, and obtain the most complete, competent and the lowest bids possible; and to minimize problems, change orders, and claims during and after construction.

#### **C. VALUE ENGINEERING**

Provide a systematic, extensive review of all design and construction elements of the project with the objective of identifying cost effective product/system substitution solutions and/or streamlined sequences of construction solutions. Provide innovative cost savings that does not compromise design intent, performance or long term maintenance.

**END OF APPENDIX I**

# APPENDIX II - SCOPES OF SERVICES

## Disciplines 14 through 26 (Two-Year Term)

STATEMENT OF QUALIFICATION (SOQ) DUE DATE – FRIDAY, JULY 8, 2016, BEFORE 4:00 PM

### CITY/COUNTY/PORT

### 2017 CONSULTANT ROTATION LIST

A firm wishing to qualify for Discipline Fourteen (14) through Discipline Twenty-six (26), whether the firm is on the [2016 Consultant Rotation List](#) or is not, **must** apply for the 2017-2018 Consultant Rotation List.

**General Note Concerning Design Services for Plans, Specifications & Engineer's Estimates (PS&E's):** The County of San Diego requires consultants to use AutoCAD Civil 3D 2016 for preparation of engineering plans and design project documents.

**General Note Concerning Environmental Services:** Any individuals preparing Environmental documents for the County of San Diego must be on the County Planning & Development Services (PDS) CEQA Consultants List and comply with County of San Diego CEQA Guidelines. For additional information, contact Donna Beddow, (CEQA Consultants List Coordinator), County of San Diego, PDS at (858) 694-3656. County of San Diego CEQA Guidelines may be downloaded from:

<http://www.sandiegocounty.gov/content/sdc/pds/procmid.html>

#### **14. CIVIL ENGINEERING (GENERAL)**

Consultants may provide civil engineering investigations, studies, and reports. Consultants may provide preliminary and final design for a variety of civil projects such as roads, drainage facilities, intersections, bicycle routes, right-of-way engineering, traffic signals, and other civil engineering related projects. The consultant may be required to prepare hydrology, fluvial, drainage, and flood control studies. In addition, the Consultant may be required to evaluate the use of storm water infiltration, including the use of porous pavement, for purposes of facilitating evaporation and/or infiltration of storm water. The consultant may be required to design infiltration facilities including headworks, contaminated concerns, and maintenance requirements.

#### **15. CORROSION ENGINEERING**

Consultants will include a licensed California Professional Corrosion Engineer or NACE International Certified Corrosion or Cathodic Protection (CP) Specialist. Consultants may be required to provide corrosion testing services, coatings inspection services, design analysis, structure failure analysis, CP system troubleshooting and repair, plan checking, and corrosion monitoring and survey reports, and general corrosion related services, reports and presentations.

Reports and supporting documentation shall be generated using Microsoft Word, and drawings shall be generated using MicroStation. Reports, spreadsheets, and drawings shall be submitted in both hardcopy and computer media format (CD). Calculations, drawings, and report letters of recommendation submitted to the City shall be stamped with a current State of California Professional Corrosion Engineering Stamp or NACE International Corrosion or CP Specialist Certification Number.

## **16. ELECTRICAL ENGINEERING**

Consultants may be required to provide planning, design, plan checking, and electrical inspection of complex building, lighting and power electrical projects, which may include special systems design for telecommunications, alarms, security, and sound and site design. Consultants should have experience with electrical theory, instrumentation, and telemetry.

## **17. BIOLOGICAL SERVICES**

Consultants shall have experience, knowledge and familiarity with Federal, State and local codes and regulations to include, but not necessarily limited to: Clean Water Act, Fish and Game Code, Federal and State Endangered Species Acts, NEPA, CEQA, Multiple Species Conservation Program, SCP, NCCPs, etc. Consultants shall possess the ability to prepare technical reports in accordance with City/County/Port procedures and have experience preparing enhancement plans, resource monitoring/mitigation and rehabilitation plans, habitat monitoring and census demographics. Ideal consultants shall possess permits from the U.S. Fish and Wildlife Service to conduct protocol surveys for endangered species and shall have knowledge and familiarity with local biological resources, revegetation, and plant and species management: including plant relocation and/or elimination. These consultants shall also have experience with vernal pool and terrestrial habitat restoration, development of a Resource Management Plan, wetland/salt land-marsh rehabilitation, maintenance, and the monitoring of grading and revegetation plans. Some projects may include grading and landscaping tasks. Experience in the ongoing evaluation of biological services at all levels is a plus.

## **18. CULTURAL RESOURCES**

Cultural resources consultants may be required for tasks involving prehistoric and historic archaeology, history, ethnography, Native American monitoring, and rock art studies. Prospective consultants interested in performing cultural resources services shall indicate qualifications, experience, academic degrees, and certificates that their employees who will be performing these services possess. Key individuals must, depending on the scope of services, meet Federal standards or possess certification in the Registry of Professional Archaeologists (ROPA).

In addition to qualifications of key personnel, the following information will be used in evaluating prospective consultants for cultural resources services:

- Discussion of types, size, and value of past projects including difficulties encountered and manner of resolution;
- Experience in all levels of studies, including overviews, surveys, test studies, and data recovery projects;
- Experience managing public projects, including maintaining effective working relationships with public officials, community groups, and schools; and
- Dissemination of results, as demonstrated by papers written and published, presentation to groups, and availability of reports and documents.

**19. ENVIRONMENTAL / GENERAL EIR/EIS**

Consultants shall have experience and knowledge in the implementation of the Federal NEPA and State CEQA statutes. The consultants should also have experience in responding to and implementing local codes and regulations. Specific experience is required in the environmental review process including: Notice of Exemption, Initial Study, Negative Declaration, Mitigated Negative Declaration, Environmental Impact Reports, and Impact Statements. Topical areas of specialty would be helpful for the following items:

- Geological Issues, including Alquist-Priolo Zone Studies, erosion potential, unstable site condition, and adverse impacts to mineral resources;
- Water Resources, including quality and/or quantity impacts to surface or ground water;
- Air Quality;
- Transportation and Circulation factors;
- Biological Resources, including endangered species, sensitive habitat lands, impacts to wetlands or wetland buffers, impacts to wildlife dispersal corridors;
- Hazards, including hazardous substances and fire safety;
- Noise; and
- Cultural and paleontological resources.

**20. ENVIRONMENTAL / HAZARDOUS MATERIALS**

Consultant firms must have experience in environmental assessment for potential hazardous materials contamination, including historical and subsurface evaluation of all parcels; collecting and analyzing soil samples consistent with the protocols established by the San Diego County Environmental Health Services (EHS) assessment guidelines and consistent with State and Federal requirements for this type of study. Firms will prepare all required reports including a Site Safety Plan (SSP) and full analysis, and the preparation of relevant mitigation measures as determined by analysis. Site-specific experience will include, but not be limited to: site reconnaissance and/or investigation, asbestos inspection, etc. The ideal consultant shall demonstrate the ability to evaluate the potential for the existence of hazardous material and the ability to prepare clear and concise reports and recommendations.

**21. MECHANICAL ENGINEERING**

Consultants may be required to design building's HVAC systems, plumbing systems, fire protection, and site utility systems. Submittal of plans and specifications for building's systems will be required.

## **22. PLAN CHECKING**

**A change from previous Requests for Qualification, the Consultant shall check the boxes A.  B.  C.  on the Statement of Qualifications Questionnaire corresponding to each sub-discipline for which the Consultant wishes to be considered for interview. The consultant shall submit one SOQ with examples of projects in any combination of the three sub-disciplines. The SOQ limit of three (3) project reference summaries and ten (10) additional projects within the SF 330 has not changed. If more than one sub-discipline is chosen each sample project shall be labeled with one of the three sub-disciplines. The distribution of sample projects shall be decided by the Consultant.**

### **A. COMPREHENSIVE PLAN CHECKING**

Consultants shall be principally dedicated to plan reviews for governmental agencies to provide Comprehensive Plan Review Services for all the following design areas: structural (including engineering geology considerations); fire-life safety and disabled access; acoustical analysis; plumbing, mechanical engineering and energy conservation; and electrical engineering. The scope of services includes: engineering review and check for correctness of plans, design calculations, and material specifications for proposed buildings and structures; development of correction lists; transmittal of correction lists, plans and submitted documents to project designers to facilitate correction of drawings, calculations, and specifications; transmittal of correction lists; meet with designers to review/discuss plan corrections made in response to correction lists; transmittal of the approved plans. Upon approval of the submitted plans, the firms will certify in writing that the design is in substantial compliance with applicable local and state requirements.

All structural portions of the review work shall be performed under the direct supervision of a registered "Structural Engineer" licensed by the State of California and shall be performed by ICBO Certified Plans Examiners. All electrical reviews shall be performed under the direct supervision of a registered "Electrical Engineer" licensed by the State of California. All plumbing and mechanical reviews shall be performed under the direct supervision of a registered "Mechanical Engineer" licensed by the State of California.

An operational plan must be submitted and shall include: elements that demonstrate how availability and convenience will be provided for the customer during rechecks; a discussion of turnaround times, and how plans will be transported to and from the requesting agency and to the applicant upon completion of the plan check and approval of the plans; elements that demonstrate how availability and convenience will be provided for the customer when reviewing and approving plan changes.

### **B. NEW CONSTRUCTION FIRE PLAN CHECKING**

Plan Checks shall be performed using the most applicable California Building Code and California Fire Code, California Code of Regulations, Title 19 and other nationally recognized standards. Perform review of all fixed protection systems such as: sprinklers, smoke detection systems, fire alarm systems, halon, CO<sub>2</sub>, Intergen, FM 2000, Dry Chemical, Hood Systems, Hi-Piled combustible storage, and fire pumps.

Also, check building permit for Fire Code and State Fire Marshall requirements; occupancy classification for classification of occupancies storing and or using hazardous materials; classifying chemicals in accordance with the uniform fire code, determine and/or apply uniform building code, uniform fire code and nationally recognized standards for occupancies storing and or using hazardous materials; determine electrical classification for hazardous materials, determine hazardous class for mechanical exhaust systems, approve dust collection systems for explosion control; spray booths; smoke control systems; emergency evacuation systems, mechanical smoke and fire dampers, review all aspects of exiting, fire department access roadways and location of F.D.C; hydrants-number and location; water supply; review of environmental impact reports for fire department issues, member of street design committee for the street design manual, brush management for new construction, street vacations and performs related duties as assigned.

### **C. PUBLIC WORKS CONSTRUCTION PLAN CHECKING**

- a. Experience, knowledge, and the ability to read, interpret, and edit construction plans and detail, as well as technical specifications and bid schedules for code compliance and constructability.
- b. Quality control, completeness, detail, and correlation of documents, and the standard specifications to assure that all items are completely and accurately covered and described, to assure high competition, and obtain the most complete, competent and the lowest bids possible; and to minimize problems, change orders, and claims during and after construction.
- c. It is important during plan check reviews that there is no room for misinterpretation of the plans and specifications which would lead to disagreement between the City, County, or Port and contractor and that there are no omissions or discrepancies which would lead to extra work or claims against the City, County, or Port. Please note that this service will consist of the review of other design firm's plans and specifications, the evaluation of cost estimates, and recommendations, changes, additions or deletions in all areas of their work to assure a complete, accurate and high quality product for bidding and construction purposes. Note: Ultimate responsibility for errors and/or omissions of plans and specifications will continue to rest with the originating design firms.

### **23. PROJECT MANAGEMENT - STAFF EXTENSION**

- Interface with City, County, or Port departmental users/customers, attend meetings, brief departmental points of contact on project status, and maintain City, County, or Port provided project schedule and fiscal tracking reports.
- Prepare project scoping documents which should include: written description of scope and verification of program, schematic and single line drawings, and digital photo documentation of area of work.
- Prepare budget cost estimates, and coordinate preparation of more detailed cost estimates by subconsultants.
- Coordinate the preparation of design and construction documents by consultant design professionals.

- Provide the full range of construction administration services which should include: quality control plan review, coordination of plan check through City, County, or Port Building Department, public bidding, site observation, coordination of City, County, or Port and subconsultant building inspection services, construction contractor payment review, and delivery of project to City, County, or Port Facilities Operations Division with all closeout documentation.

#### **24. SUBSURFACE UTILITY ENGINEERING (SUE)**

Consultants shall identify and establish location of existing underground and/or overhead utilities within proposed project limits for Capital Improvement Projects. Required subsurface utility engineering services shall include, but not be limited to:

- Identifying presence of existing underground utilities and their horizontal and vertical locations through application and interpretation of geophysical techniques, which include, but are not limited to, electromagnetic, magnetic, vacuum extraction, and elastic wave methods.
- Characterizing utility position, composition, size, ownership of existing facilities, and other data that may be reasonably obtained about the utility and its surrounding environment through non-destructive excavation techniques.

Consultants must have thorough knowledge of and considerable experience in Subsurface Utility Engineering, and practice acceptable techniques (i.e. vacuum extraction, electromagnetic, etc.) in determining presence and location of subsurface utilities. Consultants shall have demonstrable experience in surveying, traffic control, and pavement restoration. Consultants must provide qualified and experienced staff and all necessary equipment to perform subsurface utility engineering tasks.

#### **25. SURVEYING AND GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

**A change from previous Requests for Qualification, the Consultant shall check the boxes A.  B.  C.  on the Statement of Qualifications Questionnaire corresponding to each sub-discipline for which the Consultant wishes to be considered for interview. The consultant shall submit one SOQ with examples of projects in any combination of the three sub-disciplines. The SOQ limit of three (3) project reference summaries and ten (10) additional projects within the SF 330 has not changed. If more than one sub-discipline is chosen each sample project shall be labeled with one of the three Sub-disciplines. The distribution of sample projects shall be decided by the Consultant.**

##### **A. AERIAL SURVEYING / PHOTOGRAMMETRIC SERVICES**

###### **County of San Diego Requirements:**

Consultant will provide “In House” Photogrammetric Mapping and Aerial Photographic Services for the County of San Diego. These services are to be coordinated through the Field Survey Section of the Department of Public Works.

- a. Photogrammetric services shall include, but not be limited to, aerial mapping, digital ortho photography, compilation of topographic and planimetric data, and final mapping

on scales from 1" = 20' to 1" = 300'.

- b. Consultant shall be an independent contractor and must have an "In House" licensed land surveyor or licensed photogrammetric surveyor, duly licensed under Division 3, Chapter 15 "Land Surveyors", of the Business and Professions Code of the State of California.
- c. Consultant must have "In House" capabilities to provide DWG files in AutoCAD Civil 3D 2014, or newer version when required by County, using the current San Diego County standard layering format as specified in the Civil 3D CAD Design Standards. Standards may be obtained at:  
<http://www.sandiegocounty.gov/content/sdc/dpw/standards.html>
- d. Consultant shall provide services in accordance with the document entitled "Standard Conditions and Specifications for Aerial Surveys and Topographic Mapping by Photogrammetric Methods," latest version.
- e. For as-needed contract services, specific job assignments will be tasked as the requirements for services are identified. Services must be provided within an acceptable period of time after a request is received for such work. Consultant shall furnish preliminary estimates of cost and scheduling to County for review. Cost proposals and scheduling must be acceptable to County and approved by the Director or his authorized representative prior to Consultant starting work on any assignment.
- f. County will make available to Consultant relevant and necessary information in its possession relating to each job assigned. Said information will include, but not be limited to, project flight plan, mapping area, and ground control.
- g. Following completion of a project assignment, unless otherwise specified by Field Surveys, Consultant shall submit one comprehensive invoice for the project assignment.

#### **City of San Diego Requirements:**

- a. Consultant will provide "In House" Photogrammetric Mapping and Aerial Photographic Services for the City of San Diego. These services are to be coordinated through the Land Survey Section of the Engineering & Capital Projects Department.
- b. Consultant shall be an independent contractor and must have an "In House" licensed land surveyor or licensed photogrammetric surveyor, duly licensed under Division 3, Chapter 15 "Land Surveyors", of the Business and Professions Code of the State of California.

This requirement may be waived by utilizing licensed City staff upon agreement with the City of San Diego Land Survey Section's Senior Land Surveyor of the Engineering & Capital Projects Department.

- c. Consultant must have "In House" capabilities to provide DGN files in the City of San Diego standard layering format as specified in City of San Diego CADD Standards Manual. City of San Diego CADD Standards may be obtained from the City of San Diego Web Page at: <https://www.sandiego.gov/publicworks/edocref/drawings>.
- d. Photogrammetrist is required to adhere to San Diego County's Standard specifications

for Aerial Surveying and Topographic Mapping and the applicable provisions of the Standard Conditions and Specifications for Aerial Surveys and Topographic Mapping by photogrammetric methods, dated December 1989, unless otherwise denoted in contract.

- e. The general requirements include Aerial mapping and digital ortho photographs for both linear strip mapping and overview/acreage defined areas.
- f. Generally, mapping will be delivered in 1" = 40' scale with 1' contours, flown at a photo scale of not more than 1" = 300', or for 1" = 20' scale mapping, with 0.5' contours, will be flown at a photo scale of not more than 1" = 200'.
- g. The City will furnish horizontal and vertical ground control for either fully controlled models or analytical bridging solutions, but will select the most advantageous method to minimize overall cost. Consultant's preference is to be stated in submittal. The coordination of all Aerial Mapping and Aerial Photography is by Diana Bergen, Associate Land Surveyor at 858-627-3221.
- h. Consultant shall adhere to the standard formats for .DGN and .TIF file deliverables as detailed in appendices to individual project contracts, per Citywide CAD and Mapping file standards.

## **B. LAND SURVEYING**

Consultants shall provide professional Land Surveying services. Consultants may be required to either provide staff to work with City/County field crews, County Office Staff, or provide complete surveying services based on a specific scope of services.

### **County of San Diego Requirements:**

- a. County field survey crews typically work a 10-hour, 4-day work week, Monday through Thursday. Field staff provided by the consultant shall be required to conform to the County schedule.
- b. Field staff must be thoroughly familiar with Tripod Data Systems (TDS) data collection software, total station and GPS static and Real Time Collection.
- c. Field staff must have an LSIT or a minimum two years' experience on a field survey crew.
- d. Office staff must have a minimum of two years' experience using AutoCAD Civil 3D 2014 or newer to process topographic surveys, generate 3D surfaces, alignments, point processing, ACAD reports, volume calculations, etc. Office staff must also have experience with Microsoft Outlook, Word, Excel, and Adobe Acrobat.
- e. Consultants shall provide data in conformance with the County of San Diego CAD standards; all field collected data will be accomplished using Tripod Data System (TDS) software; descriptor codes for data collections are available from the County field survey section.
- f. Consultants shall have Licensed Surveyors on staff or Registered Engineers authorized to practice Land Surveying.
- g. All CAD data shall be provided to the County of San Diego in AutoCAD Civil 3D

2016 format or newer version when required by County, including point files, horizontal and vertical alignment data, profile data, road templates, assemblies with all subassemblies, digital terrain models (dtm), extensible markup language (xml), and all files necessary to thoroughly review all design elements.

- h. All original field notes, calculations, and project summaries will be provided to the County of San Diego.

### **City of San Diego Requirements:**

The City of San Diego possesses a fully-staffed land surveying section within the Construction Management and Field Services Division of Public Works. All land surveying services for the City are performed by this section. Therefore, it is not anticipated that the Consultant Rotation List will be utilized for City land surveying. However, if a need arises, a specific Scope of Services and all requirements will be provided.

### **C. GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

GIS Consultant firms must have experience in creating simple to complex GIS maps using GIS feature classes; leveraging local and shared SANGIS database; manipulating tables attributes and map graphics. The standard GIS software is ESRI ArcGIS version 10. Consultants may be required to provide staff support to work with City, County or Port; provide GIS equipment; GIS mapping services or deliverables based on a specific scope of service.

## **26. WATER/WASTEWATER/STORM WATER ENGINEERING**

**A change from previous Requests for Qualification, the Consultant shall check the boxes A.  B.  on the Statement of Qualifications Questionnaire corresponding to each sub-discipline for which the Consultant wishes to be considered for interview. The consultant shall submit one SOQ with examples of projects in any combination of the two sub-disciplines. The SOQ limit of three (3) project reference summaries and ten (10) additional projects within the SF 330 has not changed. If more than one sub-discipline is chosen each sample project shall be labeled with one of the two Sub-disciplines. The distribution of sample projects shall be decided by the Consultant.**

### **A. FACILITIES**

Consultants should be multi-disciplined and capable of providing civil, mechanical, structural, electrical, and instrumentation and control engineering services for water, wastewater and storm water facilities. Consultants may be called upon to prepare plans, specifications, and cost estimates, and conduct planning studies for water, wastewater and storm water facility upgrades, expansions or new construction. Examples include designing new facilities, such as water distribution systems, sewer systems or odor control systems, siting new facilities, projecting capacities based on land use designations and community plans, developing capital improvement plans and preparing discharge permit applications and basin plan amendments.

**B. PUMP STATIONS**

Consultants shall demonstrate their ability to provide planning and design for water and wastewater pump stations. Duties may include preparation of plans, specifications, and cost estimates for upgrades or new stations. Typical projects may include seismic retrofits for structurally improving walls and roof systems, level sensor upgrades, telemetry system improvements, minor drainage improvements, and improvements to cathodic protection systems.

**END OF APPENDIX II**

**SAMPLE RFO**