



CITY OF FORT BRAGG

REQUEST FOR PROPOSALS FOR ON-CALL ENGINEERING & SURVEYING SERVICES

PURPOSE

The City of Fort Bragg is seeking proposals from qualified candidates interested in contracting with the City of Fort Bragg to provide on-call Engineering services including civil, structural, mechanical, environmental, geotechnical, surveying, and technical assistance. The City is seeking to contract with firm(s) or individual(s) that specializes in the management of capital project engineering and civil engineering to assist City staff with technical analysis that arises during the course of the year, which requires subject matter expertise or access to tools or equipment not otherwise available at the staff level.

BACKGROUND

The City of Fort Bragg is located approximately 165 miles north of San Francisco and 188 miles west of Sacramento, with a population of about 7,000. The City employs approximately 70 regular full-time employees in five Departments including Administration, Public Safety, Finance, Community Development, and Public Works. Each Department is led by a Director, who reports to the City Manager and then to the City Council.

The selected Engineering firm(s) or individual(s) will work with the Public Works Department on an as-needed basis, upon request by task order from staff. Task orders may include a variety of projects, which might range from serving as Acting City Engineer or Acting City Surveyor for signing plans and documents, engineering plan check review of proposed private and public developments, review of hydraulic or other engineering design calculations, surveying, or other elements of small design projects that require excellent problem-solving skills. The goal of this contract is to ensure expedited answers from subject matter experts to ensure continuity of government services as well as prompt solutions for unexpected engineering problems. The tasks listed below may not be fully comprehensive of the services required; any commitment to perform a certain task will be communicated and agreed upon by task order.

SCOPE OF WORK

1. Engineering Services:
 - a. Civil Engineering Services: Including but not limited to site development, infrastructure design, and transportation engineering.
 - b. Structural Engineering Services: Including structural analysis, design, and evaluation for buildings and infrastructure projects.

- c. Mechanical, Electrical, and Plumbing (MEP) Engineering Services: Including HVAC design, electrical system design, and plumbing system design.
- d. Environmental Engineering Services: Including environmental assessments, remediation planning, and sustainability consulting.
- e. Geotechnical Engineering Services: Including soil testing, foundation design, and slope stability analysis.

2. Surveying Services:

- a. Land Surveying
- b. Topographic Surveying
- c. Boundary Surveying
- d. Construction Surveying
- e. GIS Mapping and Analysis
- f. Review of and issuance of Certificate of Compliance for Boundary Line/Lot Line Adjustments

3. Responsibilities

- City Responsibilities:
 - a. Provide necessary project information, including project objectives, site details, and specifications.
 - b. Cooperate with the on-call team to facilitate access to project sites.
 - c. Communicate any changes or updates to project requirements promptly.
 - d. Maintain regular communication with the client and consultant to provide updates on project status and discuss any issues or concerns.
 - e. Establish clear channels of communication for urgent matters.
 - f. Coordinate project schedules in accordance with deadlines and milestones.
- Consultant Responsibilities:
 - a. Assign qualified engineers and surveyors to projects as required as acting City Engineer or acting City Surveyor.
 - b. Conduct site visits and assessments as necessary.
 - c. Prepare accurate engineering designs, drawings, and reports.
 - d. Perform surveys using appropriate equipment and techniques.
 - e. Ensure compliance with all relevant regulations and standards.
 - f. Communicate effectively with the client and the City throughout the project lifecycle.
 - g. Prioritize projects based on urgency and client priorities.
 - h. Adhere to industry best practices and standards in all engineering and surveying activities.
 - a. Conduct thorough quality checks on all deliverables to ensure accuracy and completeness

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposers should send a complete digital proposal, collated into one PDF document, two (2) printed copies of the completed proposals, and a cost bid so that it is received by the City no later than 2:00 p.m. on May 30, 2024, to:
City of Fort Bragg
Attention: Diana Sanchez, City Clerk
416 North Franklin Street

Fort Bragg, CA 95437
dsanchez@fortbragg.com

2. Format: The printed proposal should be 8 ½ x 11 inches, printed two-sided on recycled and recyclable paper with removable bindings, bound in a single document, and organized in sections following the order specified under contents.
3. Contents: The proposal shall contain the following information:
 - A. Firm Description
Provide a description of your firm and list relevant information about capabilities, size, rate of services, and length of time in existence.
 - B. Relevant Experience
Describe relevant experience in serving as Acting City Engineer or Acting City Surveyor as well as other specific tasks outlined in the scope of work
 - C. Key Personnel Qualifications
Identify key personnel who would work on the project as assigned, their respective roles, and a synopsis of relevant experience.
 - D. References
List of at least two public agencies for whom similar work has been performed.
 - E. Scope of Work
Provide an explanation of tasks associated with the project, including how you propose to complete each task.
 - F. Budget and Schedule of Charges
Provide a “Not to Exceed” amount and a schedule of charges including list of Personnel Rates, Equipment Charges, Travel Reimbursement Costs, and Job Descriptions for Personnel. Please be aware that prevailing wage rates apply to preconstruction work, such as inspection and land surveying, for public works projects.
 - G. Work Schedule
City shall request Engineering services on an as-needed basis for a two-year term. The selected proposer(s) is expected to respond to City requests within one week of the request confirming availability. Further details on each project schedule will be provided per the Task Order request. Consultants’ Work Schedule, should convey availability and commitment over the proposed two-year time schedule.
 - H. Insurance
The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontracts as set forth in Section 5.0 of Exhibit A which is attached hereto and incorporated by reference herein. Any requests for a reduction in the insurance amount shall be included in the proposal. **The cost of such insurance shall be included in the consultant’s proposal.**
 - I. Consultant Agreement
The City’s standard consultant services agreement is attached as Exhibit A. Please identify if your firm would have any issues with the provisions of the City’s standard consulting services agreement. All requests for amendments to language in the agreement **must** be included in the proposal.

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Capabilities and resources of the firm.
- Qualifications and experience of key individuals.
- Schedule for completion of work. The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the selection process.

Proposals will be reviewed and evaluated by the City of Fort Bragg and a recommendation for award of the contract will be presented to the Fort Bragg City Council.

OTHER CONSIDERATIONS

The City of Fort Bragg reserves the right to reject any and all proposals. This Request for Proposals does not commit the City to award contracts, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

The City of Fort Bragg reserves the right to negotiate with any qualified source or to cancel, in part of or in its entirety, this Request for Proposals, if it is in the best interest of the City to do so. The City may require the selected consultant to participate in negotiations and submit such price, technical or other revisions of the proposal that may result from negotiations.

RFP SCHEDULE

RFP Release	April 23, 2024
Deadline for Written Questions	May 20, 2024
Proposals Due	May 30, 2024
Interviews (as needed)	June 6 th - 7 th 2024
Selection	June 24, 2024

QUESTIONS

Questions should be directed to:

Chantell O’Neal
 Assistant Director; Engineering
 City of Fort Bragg
 416 North Franklin Street
 Fort Bragg, CA 95437
 (707) 961-2823 ext. 133
 Email: coneal@fortbragg.com

ATTACHMENTS

Exhibit A – City’s standard Professional Services Agreement