



City of Hughson
7018 Pine Street/PO Box 9
Hughson, CA 95326
Phone: (209) 883-4054
Fax: (209) 883-2638

REQUEST FOR STATEMENT OF QUALIFICATIONS

SOQ NO. 2022-001

STATEMENT OF QUALIFICATIONS FOR: Contract City Engineering Services

QUALIFICATIONS MUST BE RECEIVED NO LATER THAN
5:00 P.M.

September 8, 2022

DELIVER TO:
CITY OF HUGHSON
7018 PINE STREET
HUGHSON CA 95326

MAIL TO:
CITY OF HUGHSON
PO BOX 9 ATTN: ASHTON GOSE
HUGHSON CA 95326

NAME AND ADDRESS OF VENDOR SUBMITTING STATEMENT OF QUALIFICATIONS:

VENDOR NAME: _____

ADDRESS: _____

PHONE: _____

REQUEST FOR STATEMENTS OF QUALIFICATIONS

The City of Hughson is seeking vendors to submit a statement of qualifications to provide professional contract City engineering services. The City is seeking an engineering firm with resources, expertise, experience, and knowledge to provide a full range of municipal engineering services.

DISADVANTAGED/MINORITY BUSINESS ENTERPRISES

Disadvantaged business enterprises are encouraged to submit proposals. City of Hughson, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation, issued pursuant to such act, hereby notifies all bidders and proposers that it will affirmatively ensure that in regard to any contract or procurement entered into pursuant to this solicitation, minority business enterprises will be afforded full opportunity to submit bids and proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for an award.

STATEMENT OF QUALIFICATION - SUBMITTAL REQUIREMENTS

As a minimum, the submittal should include the following:

1. Resumes of the vendors principals indicating experience and background with Federal, State and/or Local Government Agencies. Including, but not limited to the following:
 - Project Management and Administration
 - Federal and State Funded Project Programming and Application Development
 - Utilities Master Planning – Specifically expertise and experience public water, wastewater and storm drain systems projects
 - Subdivision and Land Development Review
 - Caltrans Requirements – Specifically expertise with public road improvement projects
 - Plan Checking &
 - Environmental Documents
2. Resumes of personnel that would be assigned to the Project.
3. Length of time in business.
4. List of previous and/or current clients with similar operations demonstrating the vendor's experience to perform the work requested. Please include the name and telephone number of a contact person for each client as well as a specific description of the services provided directly by the vendor making the submission.
5. A brief suggested scope of work including, but not limited to, a detailed list of tasks which the vendor might undertake to accomplish the objectives of the Project.

SELECTION PROCESS

A short list of vendors will be selected, by an evaluation committee, from the Statements of Qualifications received. The City of Hughson is not committing to the number of vendors to be listed on the short list. Vendors on the short list will be requested to provide a detailed proposal, and from the proposals a selected number of vendors may be chosen to participate in an interview process. The Evaluation Committee that reviews the Statements of Qualifications will also review the detailed proposals and participate in the interviews. The firm(s) that is/are judged to be the most qualified and that most adequately responds to the City's Request for Statement of Qualifications and interview, will be selected for negotiation of a contract. If an agreement cannot be reached in negotiations, the City of Hughson will begin negotiations with the vendor(s) that is/are judged to be the next most qualified.

SUBMITTAL DEADLINE

Please submit four (4) copies of your firm's Statement of Qualifications no later than 5:00 p.m. PST on **September 8, 2022** to the following address:

City of Hughson
7018 Pine Street
Hughson, CA 95326

If mail delivery is used, the proposer should mail the Statement of Qualifications early enough to provide for arrival by 5:00 p.m. PST **September 8, 2022**. Vendors use mail or courier services at his/her own risk. The City of Hughson will not be liable or responsible for any late delivery of Statements of Qualifications. Statements of Qualifications received after the date and time specified will not be considered and will be returned to the contractor unopened.

MAILING ADDRESS: City of Hughson
PO Box 9
Hughson, CA 95326

TENTATIVE SCHEDULE FOR CONSULTANT SELECTION

Release Request for Statement of Qualifications	August 8, 2022
Statement of Qualifications Deadline	September 8, 2022
Evaluation Process and/or Interviews – Contract Negotiations	By September 22, 2022
Hughson City Council Approval of Contract	October 24, 2022

*The City reserves the right to modify this timeline at any time.

INQUIRIES

Questions, in written form, regarding Request for Statement of Qualifications procedures should be referred to Ashton Gose, Deputy City Clerk for the City of Hughson.

Phone: (209) 883-4054
Fax: (209) 883-2638
Email: agose@hughson.org
Website: www.hughson.org

Project Description

PROJECT OBJECTIVE

To provide contract engineering services and to act as an extension of the City of Hughson staff, to assist with the delivery of municipal services for residents, businesses, governmental agencies and other uses within and around the City of Hughson.

PROJECT SCOPE

The selected firm shall fulfill the duties of City Engineer on behalf of, and in coordination with, the City of Hughson on an as-needed basis. The firm shall have the resources and understanding of infrastructure systems to provide a full range of municipal engineering services. In addition, it is anticipated that the City may utilize the selected firm to provide other municipal engineering services on a project-by-project basis under separate Task Orders. It is desired that the selected firm or team utilize a single individual who will serve as the City Engineer and sole point of contact regarding any and all engineering and/or contractual matters.

The vendor will provide contract City Engineering services to the City of Hughson ("City") to include, but not limited to, the following:

- Formulate a Pre-Development meeting process and format.
- Participate in Pre-Development meetings.
- Review correspondences from state and federal permitting agencies that require responses or action from the City Engineer or public works staff.
- Review planning and environmental documents, development applications and subdivision plans.
- Review development plans for on-site and off-site improvements; review grading plans, hydrology and hydraulic studies, and drainage plans.
- Direct the installation of public improvements in subdivisions and other developments and provides supervision of subdivision and development reviews to ensure compliance with the Subdivision Map Act, the Professional Engineers Act, and the professional Land Surveyors' Act.
- Confer and consult with administrative staff on problems related to the design and construction of public works systems and the interpretation and enforcement of construction specifications.
- Serve as the Traffic Engineer responsible for the development, implementation, and operation of the City's transportation network, to include traffic signal systems and traffic control plans and traffic studies.
- Review and evaluate for propriety engineering plans, specifications, engineering reports, cost estimates, contract documents, and proposed ordinances submitted by City staff and consulting engineers; Approve, with signature and PE seal, plans, specifications, studies, and reports, as required by state law and City's Municipal Code.
- Review, as QSD/QSP, Erosion & Sediment Control Plans (ESCPs) and Storm Water Pollution prevention Plan (SWPPPs), ensure City's compliance with Phase II MS4 NPDES General Permit as issued by the State Water Board, and provide supervision over City's construction inspector in their activities to enforce MS4 requirements.
- Serve as technical advisor to the City Manager, City Council, and Department Heads on public works engineering matters; conduct special studies and assignments; develop comprehensive recommendations for management consideration.
- Make presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.

- Assist City staff in processing paperwork with the Stanislaus Council of Governments (StanCOG) and Caltrans Local Assistance/District 10 regarding state and federal funding programs such as CMAQ, RSTP, ATP and others. StanCOG is the Metropolitan Planning Organization (MPO) for the Stanislaus region as designated by the federal government, the Regional Transportation Planning Agency (RTPA) as designated by the State of California, and the Local Transportation Authority (LTA)
- Assist City staff in updates or preparation of the City's master plans, the capital improvement program and other planning and engineering documents; as well as provide expert advice to staff and the City Council regarding construction projects, maintenance needs and other related matters.
- Prepare plans, specifications and estimates for the City's capital improvement program.
- Provide bid administration (including bid advertisement support), construction management and inspection services to the City as needed.
- Provide project planning, feasibility, and alternatives analysis, environmental and design.
- Provide plan review and approval of all proposed development projects within the City. This shall include reviewing conditions of approval for entitlements (tentative maps, site plan, etc.) and reviewing and approving all encroachment permits, parcel maps, final maps, improvement plans, etc.
- Provide as needed, financial analysis, formation of assessment districts, special zones of benefit, impact fees and other similar financial analysis.
- Attend City Council meetings, Planning Commission meetings, technical meetings and special workshops as needed or directed.
- Answer questions; provides information to the public; recommend corrective actions; investigate, report, document and resolve complaints.
- Build and maintain respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provide effective conflict resolution, as needed.
- Model appropriate professional management conduct; maintain appropriate confidentiality of sensitive information; comply with and supports City policies and procedures, labor laws, and MOU provisions.
- Attend assigned meetings and training, interact with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Provide other City engineering functions as mutually agreed upon in writing.

The services described above will be provided as may be requested by the City and on an as needed basis as directed by the Community Development Director and approved by the City Manager. Services will be defined, scheduled, and authorized using Task Orders and will be billed monthly on a time and materials basis (per negotiated rate schedule). There will be no monthly retainer fee for services. The firm may periodically contract for the services of sub-consultants and/or specialty services upon written consent of the City or as required to meet state and federal funding requirements.