

REQUEST FOR
STATEMENT OF QUALIFICATIONS
for
ON-CALL
ARCHITECTURAL, ENGINEERING,
PLANNING & OTHER PROFESSIONAL
SERVICES



DELIVER OR MAIL TO: **Nourdin Khayata**, P.E., Interim Public
Works Director/City Engineer
City of Marina
211 Hillcrest Avenue, Marina, CA 93933

STATEMENT OF QUALIFICATIONS PACKAGE
FOR ARCHITECTURAL, ENGINEERING, PLANNING AND OTHER
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INTRODUCTION

The City of Marina is soliciting Statement of Qualifications (SOQs) from qualified consulting teams and individual consultants to provide architectural, engineering, planning, and various other professional services to facilitate the implementation of the City's Capital Improvement Program (CIP) and review of development projects.

SOQs submitted in accordance with this request may be evaluated by a committee to short-list and select the best qualified consultants to provide on-call services to the City. The most qualified firms may be recommended to the City Council for approval of professional services agreements with an initial term of two-years and the option to extend the agreements for up to one additional year.

When CIP projects, development funding agreements, and other municipal initiatives become funded during the term of any agreements resulting from this SOQ, City staff will request a project specific proposal from an appropriate consultant under contract. The proposal will be evaluated and negotiated to mutual satisfaction. A Notice to Proceed will be issued prior to commencement of services.

This package contains all instructions and forms necessary for any interested firm to respond to the City's Request for Statement of Qualifications for architectural, engineering, planning and various other professional services. Firms are advised to carefully review all contents of this package. Only submittals properly completed as instructed in this package will be accepted for evaluation. The City reserves the right to request SOQs for additional Service Areas, and/or project-specific technical proposals (whether or not firms are short-listed via these SOQs), and/or perform interviews with most qualified firms.

The City is seeking qualified teams in the areas of Architecture, Planning Services, and Civil Engineering. Specific sub-consultants are required to be included in the SOQ submittal for the three service areas. SOQs for the remaining service areas can be sole consulting Firms or firms with sub-consultants listed at the submitting firm's discretion. Firms interested in providing one or more of the services identified herein must complete a **separate** SOQ Submittal for **each** Service Area using the information and forms contained in this package. Submittals will be due at the Public Works Department, 211 Hillcrest Avenue, Marina, CA 93933 at **2:00 p.m. on Friday, June 14th, 2024.**

5 hard copies and 1 electronic copy of the submittals shall be delivered or mailed to:

Nourdin Khayata, P.E.
Interim Public Works Director/City Engineer
City of Marina
211 Hillcrest Avenue, Marina, CA 93933

Any questions regarding this solicitation shall be directed to Morad Fakrai by telephone (650) 740-3291 or via e-mail at moradf@csgengr.com by no later than **12:00 noon on Friday June 3rd, 2024.**

SERVICE AREAS, POTENTIAL IMPROVEMENTS AND TASKS

The City is seeking qualified consultants to provide expertise in the Service Areas listed below to assist City staff with various municipal services and initiatives, studies for various proposed developments, as well as the planning and design phases of a variety of CIP Projects as they are funded. The City is seeking qualified teams in the areas of Architecture, Planning Services, and Civil Engineering. Specific sub-consultants are required to be included in the SOQ submittal for the three service areas. SOQs for the remaining service areas can be sole consulting Firms or firms with sub-consultants listed at the submitting firm's discretion. **Firms on SOQ in any Service Area must be the prime consultant for that service.**

NO	SERVICE AREA	REQUIRED SUBCONSULTANTS	POTENTIAL TASKS
1.	Architecture	• Mechanical Engineering • Electrical Engineering • Structural Engineering	• Facility Remodels/Renovations and Tenant Improvements • Building Condition Assessments • Site Selection • Master Planning/Space Planning • Feasibility Studies • Renderings/Models/Displays • Disabled Accessibility Evaluations and Mitigation • Life Cycle Cost Estimates • Peer Review of Building Design by Others • Interior Design/FF&Es • Sustainable/Renewable Energy Solutions • Public Charettes/Community Outreach • Technical Studies, Reports and Presentations • Conceptual/Schematic Design • Design Development • Mechanical/Electrical Systems Assessments • Structural Analysis and Design • Seismic Evaluations • Rehabilitation Strategies • Reporting and Presentations • Final Design Plans, Specifications and Estimates (PS&E) • Public Bidding and Construction Phase Services • On-Call Services
2.	Planning Services	• Environmental Services (Archaeological, Biological, Air Quality, Cultural Resources)	• On-Call Services (Contract Planning, Project Management) • Reporting and Presentations • General Plan Update • Local Coastal Plan Update • Downtown Specific Plan • Zoning Ordinance rewrite • CEQA documents (Initial Studies and EIRs) • Regulatory Agency Permitting • Federal, Tribal, Regional and State Consultations • On-Site Monitoring (during Construction)

NO	SERVICE AREA	REQUIRED SUBCONSULTANTS	POTENTIAL TASKS
3.	Environmental Services		• Project site surveys i.e. archaeological, biological, air-quality, cultural resources • CEQA documents (Initial Studies and EIRs) • Regulatory Agency Permitting • Federal, Tribal, Regional and State Consultations • On-Site Monitoring (during Construction)
4.	Civil Engineering	• Structural Engineering • Surveying, Mapping, and Right-of-Way Engineering • Water Resources (Storm Water/Drainage)	• Project Management • Plan Checking • Design Survey and Geometrics • Pavement Evaluation and Design • Environmental Permitting • Coordination w/Other Agencies & Utilities • Peer Review of PS&Es prepared by Others (Roadways/Traffic/Parks/Drainage/Sewers) • Value Engineering • AutoCAD Services • Preliminary Engineering Studies • Technical Studies & Reports • Alternatives Analysis • Disabled Accessibility Evaluations and Mitigation • Structural Analysis and Design • Seismic Evaluations • Rehabilitation Strategies • Aerial Photography/Base Mapping • Topographic Surveys • Records and Lands Title Research • Plats and Legal Descriptions for Right-of- Way and Easement Acquisitions • Hydrology/Hydraulic Analyses • Final Design PS&Es • Public Bidding and Construction Phase Services • Reporting and Presentations • On-Call Services
5.	Landscape Architecture	• Certified Arborist	• Parks Condition Assessments • Parks/Trails Master Planning • Skate Park Design • Pump Track Design • Playground Equipment Inspections • Feasibility Studies • Cost Estimating • Schematics and Renderings • Reporting and Presentations • Peer Review of PS&Es Prepared by Others • Preliminary Design • Final Design PS&Es • Public Bidding and Construction Phase Services • Reporting and Presentations • On-Call Services

NO	SERVICE AREA	REQUIRED SUBCONSULTANTS	POTENTIAL TASKS
6.	Geotechnical Engineering and Materials Testing	Geologist	- Site Investigations & Peer Reviews - Geologic Investigations - Soils and Asphalt Pavement Borings - Laboratory Testing - Non-destructive Testing - Geotechnical Reports - Pavement Condition Surveys - Pavement Section Design Alternatives - Retaining Wall Design Parameters - Slope Stabilization - Landslide Monitoring - Grading Observations - Multi-Trades Building Inspections and Materials Testing (asphalt, concrete, masonry, steel) - Reporting and Presentations - On-Call Services
7.	Hazardous Materials Testing and Monitoring Services and/or Construction Material Testing / Monitoring		- Hazardous Materials Testing (Asbestos, Molds, and others) - Laboratory Testing - Abatement and Remediation PS&Es - Policies and Procedures - Documentation and Training - Emergency Response - On-Call Services
8.	Traffic Engineering & Transportation		- Traffic Counts - Traffic Studies & Modeling - Engineering Traffic/Speed Surveys - Parking Studies & Management - Signal Warrants - Signal Design - Signage and Striping Plans - Traffic Control and Barricading Plans - Interagency Coordination - Reporting and Presentations - Preliminary Engineering - Final Design PS&Es - Public Bidding and Construction Phase Services - On-Call Services - Staff Augmentation is Intended to Provide Qualified Traffic Engineering Staff on a Temporary, On-Call, As-Needed Basis

9.	Construction Management & Inspection		• Constructability/Bidability Reviews • Value Engineering • Submittal Tracking and Reviews • Construction Management & Controls • Inter-agency and Third-Party Utility Coordination • Construction Inspection • Progress Meetings and Reporting • Public Relations/Outreach • Progress Payments and Grant/Fund Tracking • Change Order Management • Permit Monitoring • SWPPP & Erosion/Sediment Control Monitoring • Claims & Disputes Prevention/Mitigation • Project Closeout • On-Call Services
10.	Airport Engineering		• Project Management • Plan Checking • Design Survey and Geometrics • Pavement Evaluation and Design • Environmental Permitting • Coordination w/Other Agencies & Utilities • Value Engineering • AutoCAD Services • Preliminary Engineering Studies • Technical Studies & Reports • Alternatives Analysis • Rehabilitation Strategies • Final Design PS&Es • Public Bidding and Construction Phase Services • Reporting and Presentations • On-Call Services

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SUBMITTAL INSTRUCTIONS

1. Each firm must submit a separate submittal for each Service Area that they wish to provide services for. **Firms interested in providing services in any Service Area must be the prime consultant for that service.**
2. Each firm must provide five (5) hard copies of each Service Area submittal plus one (1) electronic copy of their SOQ submittal.
3. Every copy must be individually bound.
4. Submittals must follow the organization, order and numbering presented in the Section entitled ***SOQ Order and Page Limits*** found on page 7.
5. All submittals must be typed on the forms provided in this package, except where otherwise instructed in the ***SOQ Order and Page Limits***. Identical forms created with computer word processing programs are acceptable; however, please use the same layout and format as the original. Slight adjustments to the forms, such as margins and paragraph spacing, or removal of the City's logo, are acceptable. These adjustments must not change the wording or numbering of questions, the order of requested information, or increase or decrease the amount of information requested for each page of a form.
6. Typing on forms should be in 10 or 12-point type, using fonts such as Times Roman, Arial or Courier. Tabs or separator sheets, if used, may use larger font sizes.
7. One copy of each form is included in this package.

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SOQ ORDER AND PAGE LIMITS

Each Service Area submittal must conform (order, page limits, and contents) to the following:

- Cover** Must identify the Service Area, the name of firm and the submittal date.
- Letter** Provide a one (1) page cover letter identifying the Service Area and name of firm.
The letter must also include the following:
- a. Whether the firm has an office in the City of Marina;
 - b. Whether a majority of the work will be performed locally;
 - c. The name of a local or regional office representative who can legally execute agreements and amendments with the City of Marina.

Qualifications

- FORM A** General Firm Information: Limit one (1) page.
- FORM B** Tentative Project Team: Limit one (1) page. In addition, provide an Organizational Chart to illustrate your Tentative Project Team with any Subconsultants based on potential tasks most suitable for your firm and team: Limit one (1) page.
- FORM C** Resumes of Key Personnel: Limit one (1) page per each person, up to a maximum of 10 people. Please include only personnel who would likely be available and would directly work on assigned projects. Resumes of subconsultants are to be included in the 10 resume limit.
- FORM D** Example Projects that best illustrate Proposed Team's Qualifications: Limit one (1) page for each project, up to a maximum of four (4) projects.
- FORM E** Key Personnel Participation in Example Projects: Limit one (1) page.
- FORM F** Applicable Specialized Equipment and Resources: Limit one (1) page.
- FORM G** Hourly Rate Sheet: Limit one (1) page plus one page for each subconsultant.
- FORM H** Additional Information: Limit one (1) page.

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FORM A – GENERAL FIRM INFORMATION

1.	Firm's Name:	
2.	Firm's Local Address:	

3. Is your local office the Head Office? ☐ Yes ☐ No Branch Office? ☐ Yes ☐ No
Only Office? ☐ Yes ☐ No

4. Year your firm was established: _____

5. Year your local office was established: _____

6. Primary contacts (Principals) in the local office:

Name	Title	Telephone Number	E-Mail Address

7. List locations of no more than three (3) other offices where work may be performed (if applicable):

Address	Telephone Number	# of Personnel

8. Total employees presently employed:

a) In your local office _____ b) In your firm _____

9. Errors and Omissions Insurance

a) Amount your firm presently carries: \$ _____ per _____

b) Carrier's name and address: _____

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FORM B – TENTATIVE PROJECT TEAM

SERVICE AREA (Select one Service Area from list in SOQ package):

A. Consultant's Key Personnel

Please identify your tentative, key Project Team members, their titles/roles and primary duties:

Name	Title/Role	Primary Duties

B. Subconsultant and Support Services

Please identify up to four (4) key subconsultants or vendors, contact persons, and services they would provide in order to support your Project Team.

Firm Name & Location	Contact Person	Support Services

C. Organizational Chart

Please insert a preliminary Organizational Chart of your tentative Project Team on the next page.

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FORM C – RESUMES OF KEY PERSONNEL

1. Name: _____

2. Role in this Service Area: _____

3. Years of experience – Total: _____ With current firm: _____

4. Education (Degree and Specialization) _____

5. Current Registration/Certification (State & Discipline) _____

6. Other Professional Qualifications (Publications, Organizations, Training, Awards, etc.)

7. Relevant Project – Title & Location (City & State): _____

- Year Completed – Professional Services: _____

- Year Completed – Construction (if applicable): _____

- Brief Description (Scope, size, cost, etc.) and Specific Role: _____

- Performed Relevant Project with Current Firm: Yes ☐ No ☐

8. Relevant Project – Title & Location (City & State): _____

- Year Completed – Professional Services: _____

- Year Completed – Construction (if applicable): _____

- Brief Description (Scope, size, cost, etc.) and Specific Role: _____

- Performed Relevant Project with Current Firm: Yes ☐ No ☐

9. Relevant Project – Title & Location (City & State): _____

- Year Completed – Professional Services: _____

- Year Completed – Construction (if applicable): _____

- Brief Description (Scope, size, cost, etc.) and Specific Role: _____

- Performed Relevant Project with Current Firm: Yes ☐ No ☐

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**FORM D – EXAMPLE PROJECTS THAT BEST ILLUSTRATE
PROPOSED FIRM’S QUALIFICATIONS**

Project Key Number (1 to 4): 1 ☐ 2 ☐ 3 ☐ 4 ☐

1. Title of Example Project: _____

2. Project Location (City and State): _____

3. Year Completed – Professional Services: _____

4. Year Completed – Construction (if applicable): _____

5. Project Owner’s Information:

- Project Owner: _____

- Point of Contact Name: _____

- Point of Contact Telephone Number: _____

- Point of Contact E-Mail Address: _____

6. Brief Description of Project and Relevance to this Service Area (include scope, size, cost, etc.):

7. Subconsultants from FORM B Involved with this Example Project, if any:

Firm Name	Firm Location	Support Service

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FORM E – KEY PERSONNEL PARTICIPATION
IN EXAMPLE PROJECTS

No.	Key Personnel from FORM C	Role	Example Projects from FORM D (Fill in “Example Projects Key” section shown below before completing this table. Place “X” under project key number(s) below for key personnel’s participation in Example Project(s).)			
			1	2	3	4
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Example Projects Key from FORM D

No.	Title of Example Project	No.	Title of Example Project
1.		3.	
2.		4.	

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FORM F – APPLICABLE SPECIALIZED EQUIPMENT AND RESOURCES

List specialized and/or unique equipment, vehicles, software, or other resources your firm possesses that is advantageous or necessary to perform this service and which your firm is willing to commit locally. Equipment may include, but is not limited to: heavy equipment, special purpose or specially-equipped vehicles, equipment, specialized computer programs, reference manuals/codes, laboratory testing equipment, audio visual equipment, tools, supplies or other relevant resources.

1.	Applicable Specialized Equipment and Vehicles
2.	Applicable Specialized Software Programs
3.	Applicable Reference Manuals, Codes and Data
4.	Other Applicable Resources

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FORM G – HOURLY RATE SHEET

No.	Key Personnel from FORM C	Role	Fully Burdened Hourly Rates		
			2016	2017	2018
1.			\$	\$	\$
2.			\$	\$	\$
3.			\$	\$	\$
4.			\$	\$	\$
5.			\$	\$	\$
6.			\$	\$	\$
7.			\$	\$	\$
8.			\$	\$	\$
9.			\$	\$	\$
10.			\$	\$	\$
No.	Other Staff (or Classifications)	Role	Fully Burdened Hourly Rates		
			2016	2017	2018
11.			\$	\$	\$
12.			\$	\$	\$
13.			\$	\$	\$
14.			\$	\$	\$

Your firm's fully burdened hourly rates should include:

Software	Yes ☐	No ☐	Vehicles	Yes ☐	No ☐
Phone / Cell	Yes ☐	No ☐	Printing	Yes ☐	No ☐
Mileage	Yes ☐	No ☐	Postage/Courier	Yes ☐	No ☐

FORM H – ADDITIONAL INFORMATION

Provide any additional information that would further clarify your interest, expertise, and/or capabilities relevant to this Service Area.

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FORM I – NON-DISCRIMINATION CLAUSE AND STATEMENT OF COMPLIANCE

The following language shall be incorporated into any agreement entered between CONSULTANT'S and the CITY. The signature of the authorized representative for the firm submitting a statement of qualifications acknowledges that the firm has reviewed the Non-Discrimination Clauses and Statements of Compliance and consents to inclusion in all contracts related to on-call professional services with the CITY.

- A. The CONSULTANT's signature affixed herein and dated shall constitute a certification under penalty of perjury under the laws of the State of California that the CONSULTANT has, unless exempt, complied with the nondiscrimination program requirements of Gov. Code §12990 and 2 CCR § 8103.

- B. During the performance of this AGREEMENT, CONSULTANT and its subconsultants shall not deny the AGREEMENT's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. CONSULTANT and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

- C. CONSULTANT and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 et seq.), the applicable regulations promulgated there under (2 CCR §11000 et seq.), the provisions of Gov. Code §§11135-11139.5, and the regulations or standards adopted by LOCAL AGENCY to implement such article. The applicable regulations of the Fair Employment and Housing Commission implementing Gov. Code §12990 (a-f), set forth 2 CCR §§8100-8504, are incorporated into this AGREEMENT by reference and made a part hereof as if set forth in full.

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- D. CONSULTANT shall permit access by representatives of the Department of Fair Employment and Housing and the LOCAL AGENCY upon reasonable notice at any time during the normal business hours, but in no case less than twenty-four (24) hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or LOCAL AGENCY shall require to ascertain compliance with this clause.
- E. CONSULTANT and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.
- F. CONSULTANT shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this AGREEMENT.

Signature of Authorized Representative: _____

Printed Name: _____

Title of Signer: _____

Date Signed: _____