



## City of Eureka – Department of Public Works

Request for Qualifications  
For

### Citywide Public Facilities Master Plan

Bid# 2020-07

#### **SOQ Submission Deadline:**

Thursday, January 23, 2020 at 2:00 p.m.

#### **SOQ Submission Instructions:**

1. Submit five (5) hard copy of complete SOQ to:

Eureka Public Works  
531 K Street – Third Floor  
Eureka, CA 95501  
(707) 441-4194

2. Submit one (1) copy of complete SOQ, except Pricing, in PDF format to:  
[dcaisse@ci.eureka.ca.gov](mailto:dcaisse@ci.eureka.ca.gov)

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### 1. SUMMARY

The City of Eureka Department of Public Works, hereinafter collectively referred to as “City,” is requesting Statements of Qualifications (SOQ) from all interested providers for Consultant services.

The term “offeror” as used herein shall refer to providers submitting a SOQ in response to this Request for Qualifications (RFQ). The term “Consultant” or “Provider” is also used to describe the successful offeror(s) in the context of providing services under a contract resulting from this RFQ.

An electronic copy may be downloaded from

<http://cipolist.com/plan/?Eureka/city/10046/plan/3304>

Potential offerors must register with the City in order to be notified of addenda and other notices. To register, please send an email to [dcaisse@ci.eureka.ca.gov](mailto:dcaisse@ci.eureka.ca.gov) indicating “Citywide Public Facilities Master Plan” in the subject field. If you do not receive a reply to this email indicating that you have been registered, please call 707-441-4194.

Each SOQ received in response to this RFQ will be evaluated on the criteria described herein. All responses must be sealed, clearly marked “SOQ – Citywide Public Facilities Master Plan” and must include all elements described in the **SOQ CONTENT AND FORMAT REQUIREMENTS** section of this RFQ. Five bound, signed original SOQ and one copy in PDF format must be submitted as directed on page 1 before the date and time listed in the **CONTRACT SCHEDULE** section of this RFQ. The City will not be responsible for a SOQ delivered to a person or location other than that specified herein, and reliance on the postal service will not excuse a late submission.

Questions or requests for clarification of this Request for Qualifications may be submitted in writing, but must be submitted no later than the date and time listed in the **CONTRACT SCHEDULE**. The City reserves the right to decline to respond to any questions.

Any amendment or addendum to this RFQ is valid only if in writing and issued by the City of Eureka.

### 2. ESTIMATED BUDGET

2.1. This City has a budget range of \$ 100,000 to \$ 125,000

### 3. CONTRACT SCHEDULE

3.1. The following are goals for the RFQ/selection process:

Publish RFQ	Sunday, December 15, 2019
Deadline for Questions	Thursday, January 9, 2020 at 5:00 p.m.

Final Addenda Issued	Thursday, January 16, 2020 at 5:00 p.m.
SOQ Submission Deadline	Thursday, January 23, 2020 at 2:00 p.m.
Interviews with Finalists (tentative)	Week of February 3 <sup>rd</sup> , 2020
Contract Approval (tentative)	Week of February 10 <sup>th</sup> , 2020

- 3.2. Contract schedule/timeline will be from Contract Approval date to the submittal of the “Citywide Public Facilities Master Plan” Final Report.

#### 4. GENERAL CONDITIONS

- 4.1. Prime Responsibility: The selected Consultant will be required to assume full responsibility for all services and activities offered in its/their SOQ(s), whether or not provided directly. Further, the City will consider the selected Consultant(s) to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
- 4.2. Assurance: Any contract awarded under this RFQ must be carried out in full compliance with Title VI and VII of the Civil Rights Act of 1964 as amended, and Section 504 of the Rehabilitation Act of 1973 as amended. The Provider must guarantee that services provided will be performed in compliance with all applicable City, state and federal laws and regulations pertinent to this project. Prior to executing an agreement the Provider will be required to provide evidence substantiating the necessary skill to perform the duties through the submission of references.
- 4.3. The Health Insurance Portability and Accountability Act of 1996 (Public Law 104-199 (HIPAA): Any contract awarded under this RFQ must comply with the requirement of 42 U.S.C. §§ 1171 et seq., Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its subsequent amendments, related to Protected Health Information (PHI), in performing any task or activity related to this Agreement.
- 4.4. Independent Consultant: In performance of the work, duties and obligations assumed by the offeror, it is mutually understood and agreed that the offeror, including any and all of the offeror’s officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of the City.
- 4.5. City of Eureka prohibits discrimination in employment or in the provision of services because of race, color, religion, religious creed, sex, age, marital status, ancestry, national origin, political affiliation, physical disability or medical condition. This clause does not require the hiring of unqualified persons.
- 4.6. Costs will not be considered in evaluating an SOQ. Any pricing information, if provided, must be enclosed in a sealed envelope and labeled “Pricing Information”. Pricing information will not be opened until after the City has selected the most qualified offeror based on the criteria published herein. The City reserves the right to negotiate specific terms, conditions, compensation, and provisions on any contracts that may arise from this solicitation. Should the City fail to reach a contract with the selected offeror; the City will cease negotiations and begin negotiations with the next highest rated offeror from the SOQ evaluation.
- 4.7. City of Eureka reserves the right to:
- Request clarification of any submitted information;
  - Set aside a SOQ for any irregularity including but not limited to missing information;
  - Not enter into any agreement;
  - Not to select any applicant;
  - Amend or cancel this process at any time;
  - Interview applicants prior to award and request additional information during the interview;
  - Negotiate a multi-year contract or a contract with an option to extend the duration;
  - Award more than one contract if it is in the best interest of the City; and/or
  - Issue a similar RFQ in the future.

- 4.8. Qualified offerors must be prepared to enter into the City's standard Contract, a sample of which is attached as Attachment A to this RFQ. Please review the details of Attachment A carefully. By reference, it incorporates many standards, terms and conditions required as part of this RFQ. The City intends to award contracts substantially in the form of the sample agreement to the selected offeror(s). Portions of this RFQ and the offeror's SOQ may be made part of any resultant Contract and incorporated in the Contract. By submitting a SOQ in response to this RFQ, the Offeror certifies that no exceptions are taken to the form of the sample contract presented in Attachment A or to the provisions thereof, unless such exceptions are fully disclosed in Offeror's SOQ. Offerors that take exception to the City's standard terms and conditions do so at the risk that their SOQ may be declared to be nonresponsive and not considered for contract award.
- 4.9. Prior to commencement of services, the Consultant must provide evidence of the following insurance coverages: Worker's Compensation, Commercial General Liability (naming the City of Eureka as additional insured), Comprehensive Business or Commercial Automobile Liability for Owned Automobiles and Non-owned /Hired Automobiles, Errors and Omissions insurance; and Professional Liability or Malpractice Insurance. The Consultant will be required to maintain the required coverages, at its sole cost and expense, throughout the entire term and any subsequent renewal terms of the contract.
- 4.10. Pursuant to the City's Green Procurement and Sustainable Practices Policy, each offeror is requested to use recycled products and sustainable practices whenever possible in preparing its SOQ, including using post-consumer recycled content paper and packaging products, and copying on both sides of the paper.
- 4.11. The City of Eureka encourages its Consultants and sub consultants to use the US. Citizenship and Immigration Services E-Verify system to verify that employees are eligible to work in the United States. Information about the E-Verify system is available at [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify).
- 4.12. Proprietary Information: Trade secrets or similar proprietary data that the prospective contactor does not wish disclosed to other than personnel involved in the proposal evaluation effort or post-award contract administration will be kept confidential to the extent permitted by law as follows. Each page alleged to contain proprietary information shall be identified by the prospective Consultant in boldface text at the top and bottom as "PROPRIETARY." Any section of the proposal that is requested to remain confidential shall also be so marked in boldface text on the title page of that section. Despite what is labeled as confidential, proprietary, or trade secret, the determination as to whether or not certain material is confidential, proprietary or trade secret shall be determined in accordance with applicable law. If a prospective Consultant designates any information in its proposal as proprietary pursuant to this provision, the prospective Consultant must also submit one copy of the proposal from which the proprietary information has been excised. The proprietary material shall be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the content of the proposal as possible.

## 5. BACKGROUND

- 5.1. The City of Eureka is working toward implementing improvements to existing public facilities that best serve the needs of the community. The Citywide Public Facilities Master Plan will serve as a usable "blueprint" to City Council, consultants, and the various City Departments for the future growth and maintenance of the facilities, programs and services.

The Master Plan will be a strategic tool used to guide decision making pertaining to the renovation, development of new, and proof of needed facilities programming. The outcome of this project should identify current capabilities, current needs, and future needs as populations shift and development occurs.

The City has compiled a comprehensive inventory of City owned facilities that will need to be assessed as part of the Citywide Public Facilities Master Plan (See Attachment C). Additional information will be provided regarding the size, location, age, construction type and current staffing levels.

## 6. DESCRIPTION OF SERVICES REQUIRED

The following services have been identified by the City of Eureka as essential needs for the Citywide Public Facilities Master Plan:

### 6.1. Evaluation of Current Conditions

- Provide a general condition assessment of the facilities with regard to the condition of the interior; exterior; roof; mechanical and electrical systems; the potential for the presence of hazardous materials; security; and accessibility compliance (based on site observations and correspondence with the City's facility maintenance staff). The condition summary should include condition levels (i.e. excellent, good, fair, poor, critical, etc.), findings, photos, and other information necessary to generally describe the condition of the facility and provide a planning level estimation of the facility's future maintenance and/or repair needs (which, will be completed as part of a later task in this proposal). In addition to the condition assessment, the Consultant should identify the susceptibility of each facility to tsunamis, earthquakes, sea level rise and/or other natural disasters.

### 6.2. Evaluate Space Standards and Functional Flow

- Provide space standards that are normal and customary for similar functions in other jurisdictions. In the event that normal or customary standards do not apply to a particular City operation, a custom evaluation may be required.
- Complete an existing space usage survey and identify obvious space deficiencies. Compare current conditions to space standards and provide recommendations for operational efficiency. For example, describe benefits to centralizing (or decentralizing) functions based on various services.

### 6.3. Evaluate Future Needs

- Consultant shall work with the City departments through stakeholder meetings and staff surveys to gather information regarding anticipated new development, staffing and space needs.
- Provide staff projections based on anticipated new development. Projections can be based on comparisons of other cities that provide similar services and that are geographically and demographically similar to the City of Eureka and shall consider stakeholder discussion and staff surveys.
- Develop space projections based on staff projections and discussions with City staff. Compare to current conditions.

### 6.4. Alternative Facility Plans

- Evaluate options for accommodating the future needs of the City. At a minimum, two options shall be considered. The first should consider the opportunity to remodel existing facilities to the extent possible. The second option should consider demolition and full reconstruction, or new construction all together for appropriate buildings (i.e. building identified as in poor or critical condition in the assessment). Depending on results of the evaluations described earlier in this scope, consideration should be made to relocate particular departments and repurpose existing facilities, should they meet the future space needs and functional flow. A third option may include recommendations regarding any combination of renovated or new facilities (with explanations as to planning decisions made).

*Note: Any recommendation for department relocation shall include a thorough explanation of the evaluation process.*

### 6.5. Comparative Cost Estimate

- Provide a cost estimate for each alternative facility plan. Cost estimates should include all costs associated with each alternative such as renovation, land acquisition and new construction costs, but should also consider additional factors such as maintenance; inefficiencies (with regard to productivity as well as utility costs), inflation, and any other appropriate factors.

- Separate the portion of new and/or upgraded facility costs associated with existing deficiencies (in regards to current staffing and space standards) from the portion of new and/or upgraded facility costs associated with new development (needed to meet the staffing and space standards as a result of the new development). For those costs associated with new development, estimate the portion associated with each Land Use type and determine impact fee allocations for use in funding facility improvements in the City's Capital Improvement Program.

#### 6.6. Implementation Plan

- Develop a prioritized plan of action which includes issues and challenges, strategies, and an analysis of budget support and funding mechanisms, for the short-term (0 – 5 years), mid-term (5 - 10 years) and long-term (10+ years) goals. The Implementation Plan should include attainable goals along with measurable timelines, policies and standards to support the Master Plan.

#### 6.7. Public Outreach

- Participate in up to two (2) public meetings to present information and gather comments from the public.

### 7. SOQ CONTENT AND FORMAT REQUIREMENTS

Interested offerors shall submit their SOQ as directed on Page 1 of this RFQ. Submit pricing information in a separate sealed envelope with the hard copy submission. Do not email the pricing information.

SOQs shall be delivered no later than the date and time listed in the CONTRACT AWARD SCHEDULE and shall contain at a minimum the following items:

#### 7.1. Cover Sheet (Attachment B)

Provide the full legal name of the Consultant who will execute the contract. Provide all requested information concerning the firm, including: the firm's legal name, type of entity, and Federal Tax ID #.

**7.2. Project Approach** - Describe the approach for techniques, procedures, documents and tools you would use, and the effort, input and/or information you would need from the City. Describe how you would utilize local companies in performing work that will do not be done by the offeror.

#### 7.3. Qualifications of the Offeror

- Organization Chart**—Provide an organization chart of the proposed team, which should show the organizational structure of the team, the scope of services provided by each team member and the names of all key personnel. Include specialty sub-consultants that you would expect to use on this type of project. Also, include a brief description of experience that this team has had working together on previous projects.
- Firm Description**—Provide a complete description for each firm on the Organization Chart including: name, address, telephone and facsimile numbers, and e-mail addresses of the firms; firm history and organization; numbers and types of road designed; and current workload (number and size of projects currently underway) with a description of how the firm would meet the needs of City of Eureka within its existing commitments. If the firm has more than one office, provide a general description of the overall firm with detailed information about the specific office assigned to this project.
- Key Personnel**—Identify key personnel and their backups and each sub-consultant that will be assigned to this project, include project manager, office manager and etc. Include resumes and project experience of each person, with emphasis on experience with completing similar Public Facility Master Plans: responsibilities, years of

experience in total and with current firm, and specific projects.

- d. **Experience**— Describe three (3) similar projects for which the Consultant has successfully provided services. The descriptions should include:
- i. Client name, contact person, address and telephone number
  - ii. Project name and location
  - iii. Project team – consultant and sub-consultants, and licensing information
  - iv. Describe your role and responsibilities for each project – if performed by an individual on your team while under employment to another firm, identify the name of the firm and the individual's dates of employment and job title while at that firm.
- e. **Litigation History**—List all completed, ongoing or pending litigation or arbitration in which the Consultant and the sub-consultants have been involved over the past 10 years including projects other than those listed above. Briefly explain the surrounding events and the outcome. Identify the other parties.

7.4. **Cost Efficiencies** – Describe how the approach proposed by your firm to the project will help to ensure that the City will complete this project within budget.

7.5. **Other**—Provide any other information regarding your qualifications that you feel is appropriate for consideration for this project.

## 8. SELECTION PROCEDURES

After an initial review of each of the proposals for completeness, the offerors submitting the most highly ranked proposals may be invited for interviews prior to final selection to further elaborate on their proposals. The City reserves the right to award a contract without holding interviews, in the event the written proposals provide a clear preference on the basis of the criteria described.

The Consultant(s) selected for this project will be required to accept the City's standard personal services contract and to comply with insurance standards as deemed acceptable to the City's Risk Manager. No agreement with the City of Eureka is in effect until both parties have signed a contract.

The following criteria will be used in evaluating and selecting the prospective Consultant:

- a. Clarity of the proposal submitted and responsiveness to this RFQ.
- b. Project Team Qualifications—relevant qualifications, education and experience of the individuals and firms who will provide the services. The Consultant is expected to have sufficient staff and resources to meet the requirements of the contract, including redundancy of qualified personnel such that key persons can be readily replaced, with City's pre-approval, in the event of illness, employment change or other reason.
- c. Firm Experience and Ability: The successful offeror is expected to have successfully provided a full range of consulting services as described above for at least three (3) Public Facilities Master Plan projects.
- d. Project Control: Quality and performance of previous projects, record of budget and schedule performance, and adequacy of quality assurance and control.
- e. Ability of firm to work with City of Eureka Public Works staff. Ability to listen and consider all options.

- f. Ability to provide a cost effective project.
- g. Any other criteria deemed relevant to the selection committee.
- h. Following matrix will be used to score proposals:

1.	Cover letter outlining the Consultant's interest in Project	5 points
2.	Understanding of the work to be done	25 points
3.	Overall experience with activities similar to the Scope of Services	25 points
4.	Quality of staff for work to be done	15 points
5.	Capability of developing innovation or advanced techniques	15 points
6.	Financial responsibility	15 points
<b>Total</b>		<b>100 Points</b>

**9. INQUIRIES**

Direct all inquiries regarding the SOQ process or SOQ submissions to:

David Caisse – Deputy City Engineer  
City of Eureka Public Works  
531 K Street  
Eureka, CA 95501  
707-441-5230  
[dcaisse@ci.eureka.ca.gov](mailto:dcaisse@ci.eureka.ca.gov)

**ATTACHMENT A:**  
**PROFESSIONAL SERVICES CONTRACT (SAMPLE)**

**ATTACHMENT B: COVER SHEET**

<b>Name of Person, Business or Organization:</b>	
<b>Type of Entity:</b> (e.g. Sole-Proprietorship, Partnership, Corp., Non-Profit, Public Agency)	
<b>Federal Tax ID Number:</b>	
<b>Contact Person – Name</b>	
<b>Contact Person – Address</b>	
<b>Contact Person – Phone Number (s)</b>	
<b>Contact Person – e-mail address</b>	

By signing this **Cover Sheet** I hereby attest: that I have read and understood all the terms listed in the RFQ; have read and understood all terms listed in this Statement of Qualifications; that I am authorized to bind the listed entity into this agreement; and that should this SOQ be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFQ as published by the City of Eureka, including any amendments or addenda thereto except as explicitly noted or revised in my submitted SOQ.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Date

**ATTACHMENT C: CITY OWNED FACILITIES**  
(that will be considered for this Citywide Public Facilities Master Plan)

**Administrative/Corp Yard**

1. City Hall
2. Mechanic Shop
3. Water/Sewer Shop

**Fire/Police/Coast Guard**

4. Fire Station #1
5. Fire Station #3
6. Fire Station #4
7. Fire Training Classroom (Harris Reservoir)
8. Hose Company #6
9. Police Station
10. Prospect St Police Annex
11. Coast Guard Recreation Building

**Utilities**

12. WWTP – Administration/Lab Building
13. WTP – Administration/Control Building

**Airport/Marina**

14. Airport - Humboldt Bay Social Club
15. Airport – Storage Hanger
16. Adorni Facility
17. Warfinger Building
18. EDA Plant (Pacific Choice Seafood and Englund Marine)
19. Fisherman’s Terminal Building

**Zoo**

20. Entry Pavilion Building
21. Education Building
22. Keeper Services
23. Veterinarian Building
24. Office Building

**Other**

25. Cooper Gulch Recreation Building
26. John Ryan Youth Center
27. Municipal Auditorium
28. Humboldt Childcare Council
29. Golf Course Clubhouse
30. Clark Museum
31. Clark Museum Annex
32. Multiple Assistance Center