



April 9, 2015

NOTICE FOR CONSULTING SERVICES

THE CITY OF FRESNO IS INVITING CONSULTANTS TO SUBMIT
"STATEMENTS OF QUALIFICATIONS" FOR

**ENGINEERING SERVICES FOR CAPITAL IMPROVEMENT PROJECT AT THE FOLLOWING
LOCATION:**

**FRESNO SANITARY LANDFILL SUPERFUND SITE PHASE 3 GROUNDWATER
REMEDIAL ACTION**

I. Introduction

The City of Fresno Public Works Department is requesting Statements of Qualifications (SOQ) from qualified engineering firms to provide ongoing engineering services related to Groundwater Remedial Action at the Fresno Sanitary Landfill Superfund Site (FSL).

The FSL was owned and operated by the City as a Class III municipal landfill from 1935 until 1987. Based on the presence of volatile organic compounds (VOCs) in the groundwater and soil gas in the vicinity of the landfill, the FSL was placed on the National Priorities List (NPL) in October 1989. The City has proceeded through the Superfund process with oversight by the U.S. Environmental Protection Agency (EPA), including planning and implementing a Remedial Investigation; developing Feasibility Studies to address landfill closure (Operable Unit 1 or OU-1) and groundwater remediation (OU-2); developing remedial designs under both OU-1 and OU-2; and performing ongoing operations and maintenance of the remediation systems.

The groundwater remedial action at the FSL has been implemented in multiple phases. During 2014, the City initiated operation of the Phase 2 Enhancements Groundwater Remedial Action. The City believes that a new groundwater extraction well may be needed in their efforts to achieve hydraulic control of the groundwater VOC plume downgradient of the landfill. The work described in this SOQ consists of the Phase 3 Groundwater Remedial Action.

II. Project Description

This project work shall consist of the following major tasks:

- I. Plan and implement a supplemental remedial investigation that will serve as the basis for locating and designing a new groundwater extraction well and groundwater monitoring wells.
- II. Prepare plans and specifications for a new groundwater extraction well and groundwater monitoring wells and provide bid period and construction period services.
- III. Prepare plans and specifications for integration of the new groundwater extraction well into the existing groundwater collection and treatment system and provide bid period and construction period services.
- IV. Prepare required reports for submittal to EPA.

III. Scope of Services

Services will include preparation of necessary plans, specifications, estimates, and conducting necessary utility coordination for these projects. The utility coordination includes, but is not limited to, submitting necessary applications and resolving potential utility conflicts. In general:

- Participate in coordination meetings with City staff.
- Prepare and maintain design and construction schedule.
- Prepare utility notification letters to various utilities and agencies.
- Conduct site investigation in order to prepare construction documents.
- Prepare and submit utility search.
- Process City provided topographic survey information.
Take the lead on utility relocations including preparing and submitting necessary documents to different agencies.
- Prepare construction plans, technical specifications, and construction cost estimates at each phase of work identified in the consultant agreement.
- Submitting construction documents for review to City offices, utilities/agencies, and obtaining final signatures on construction documents.
- As part of the bidding phase, attend the pre-bid conference, prepare addenda and clarifications if necessary, and attend bid opening.
- As part of the construction phase and general construction contract administration, attend the pre-construction conference, review shop drawings and other contractor submittals, provide clarification of construction documents during construction, review and provide technical information for construction contract change order requests if necessary, and perform as many as two site visits during construction.
- Prepare as-built drawing records.

IV. SOQ Requirements

If your firm is interested in this project, please submit four (4) copies of your Statement of Qualifications that includes the following:

- Cover letter
- Overview of the firm and any proposed sub-consultants
- Summary of the company's experience, scope of work and performance on similar projects completed in the last five years including references
- Resumes of the Project Manager and key staff involved in the day to day operation of the project including education, relevant past project experience, and description of their assignment on this project
- Work plan identifying the major tasks to be completed by the Consultant team, approach to the work and key issues for this project
- Schedule for project completion including the major tasks identified in the work plan
- Listing of client references associated with completed project

AT THIS TIME ESTIMATED CONSULTANT FEE SHALL NOT BE INCLUDED IN THE SUBMITTAL PACKAGE.

The SOQ should be precise and not exceed twenty-five (25) pages. The twenty- five (25) pages include cover letter and table of contents.

V. Schedule:

The tentative schedule for hiring and engaging the Consultant is as follows:

- **SOQ's submitted to City – by 4:00 pm on April 24, 2015.**
- Consultant Interviews – week of May 11, 2015.
- Selection of a Consultant for the Project – week of May 18, 2015.
- Proposal from Consultant – week of June 1, 2015.
- Approval of Consultant Agreement by Director – week of June 15, 2015.

VI. Consultant Selection

Consultant selection for award of a contract shall be in accordance with City's consultant selection policy, qualitative analysis and Consultant Evaluation form. The City reserves the right to make the selection of a consultant based on any or all factors of value, whether quantitatively identifiable or not, including, but not limited to, the anticipated initiative and ability of the consultant to perform the services set forth herein.

The initial screening of the Consultant's SOQ shall be based on categories as identified in the Consultant Evaluation Form. Consultants who scored the highest will be short listed and invited to the interview. The number of Consultants that will be invited to the interview will be dependent on the number of statement of qualification received by the City. At a minimum, three (3) consultants will be invited to the interview process. In the interview, the consultant's presentation will be scored on the categories identified in the Consultant Evaluation Form. The final selection shall be based on Consultant interview and presentation.

This solicitation for SOQ does not commit the City of Fresno to enter into a contract or to pay any costs incurred in the preparation of the SOQ. The City of Fresno reserves the right to accept or reject any SOQ's, and to negotiate with any qualified consultant, or to cancel in part or in its entirety this solicitation for SOQ's.

Professional Liability Insurance

Professional liability insurance (errors and omissions) with limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, and commercial general liability of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate will be required for this project. The City's standard contract will be used, which includes; a conflict of interest statement, and completion of a statement of economic interest. Copies of the City's Standard Contract, Local Preference, and Consultant Selection Policies are available on request. Any contract exceeding \$50,000 shall be subject to the approval of the City Council in accordance with Fresno Municipal Code.

Regulated Communication in City Procurement Process Ordinance

The Regulated Communications in City Procurement Process Ordinance (Article 6, Chapter 4 of the Fresno Municipal Code) became effective April 29, 2004. With certain specified exceptions, the Ordinance provides that no Respondent, Bidder, Proposer (as the case may be) shall initiate, engage in, or continue any communication to or with any City elected official concerning or touching upon any matter which is the subject of this competitive procurement process.

Any Respondent, Bidder, Proposer or elected official (as the case may be) who initiates, engages in, continues in, or receives any regulated communication shall file the written disclosure required by the Regulated Communications in City Procurement Process Ordinance.

Any Respondent, Bidder, or Proposer violating the Regulated Communications in City Procurement Process Ordinance may be disqualified from participating in this procurement process and/or determined to be non-responsible. Additionally, the City may set aside the award of a contract, prior to its execution, to a party found to have violated the Ordinance.

Note: The full text of Fresno Municipal Code Chapter 4, Article 6 may be obtained at the City Clerk's office and may be viewed on the City's website at <http://www.fresno.gov>, reference from there the "Government" heading, "City Clerk," and then click on "Fresno Municipal Code" in the middle of the page. Or view the Fresno Municipal Code directly at <http://library.municode.com/index.aspx?clientId-14478&stateId=5&stateName=California>.

Debarment

A Proposer who has been determined by the Council to be non-responsible may be debarred from bidding or proposing upon or being awarded any contract with the City or City of Fresno Redevelopment Agency, or from being a subcontractor or supplier at any tier upon such contract, in accordance with the procedures in Resolution 2003-130 adopted by Council on April 29, 2003. The initial period of any such debarment shall not be less than one year or more than three years. A Proposer may request a hearing, in accordance with Resolution 2003-130, upon receipt of a notice of proposed debarment from the City Manager or his/her designee. A copy of the Resolution may be obtained from the City Clerk's Office, 2600 Fresno Street, Fresno, California 93721.

VII. Request for Information

All request for information (RFI) and questions regarding this project shall be in writing via email or FAX to the Project Manager identified in this SOQ. There is to be **NO** phone calls to the City for additional information or clarification. The City shall reply to questions or RFI that the City deem necessary for the preparation of the Consultant's SOQ. Response to RFI and questions shall be done via email and posted on the City's Bidonline. The email list that shall be utilized for distribution of the response shall be Public Works Master Consultant List. The City does not guarantee the email list is complete and accurate. It is the responsibility of the Consultant to ensure proper email address is on record. Failure to abide by this provision shall deem that Consultant non-responsive and the SOQ will not be considered.

If your firm is interested in the consulting services for this project, please submit four (4) copies of your SOQ by 4:00 P.M. on April 24, 2015, to:

Jim Polsgrove
Project Manager
City of Fresno-Department of Public Works
2600 Fresno Street, 4th Floor, Room 4016
Fresno, CA 93721

**The City will be utilizing a Standard City Consultant Agreement with no modification.
The City will NOT entertain any modification of the agreement.**

Copies of the City's Standard Contract and Consultant Selection Policies are available upon request.

Should you have any questions or require additional information, the procedure outlined in Request for Information shall be followed. The request for information shall be sent to Jim Polsgrove at James.Polsgrove@fresno.gov or FAX to 559-488-1045.

The City of Fresno hereby notifies all Consultants that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era.

Sincerely,

Randy Bell
Interim Capital Project Manager

Attachments: Consultant SOQ scoring
Consultant Interview Evaluation Sheet
Consultant Agreement Boilerplate

STATEMENT OF QUALIFICATIONS EVALUATION

PROJECT: Fresno Sanitary Landfill Superfund Site Phase 3 Groundwater Remedial Action.

NOTICE FOR CONSULTING SERVICES: 4/9/2015

RFQ-SOQ DUE DATE: 4/24/2015 @ 4:00 PM

INTERVIEW: N/A (Single Qualified Bidder)

The City of Fresno invited professional consultants to submit "Statement of Qualifications" for Fresno Sanitary Landfill Superfund Site Phase 3 Groundwater Remedial Action. This project consists in the preparation of plans, specifications, estimates and coordination of efforts for the design and construction oversight of extraction and monitoring wells at the Fresno Sanitary Landfill (FSL). The Phase 3 project is the final project of the Groundwater Remedial Action with a scope that is dependent on the final Phase 2 report acceptance by US EPA.

One (1) consultant responded submitting a package that was evaluated to ensure bid specifications were met:

1. CDM Smith, Inc.

CDM Smith, Inc. was selected for the project. CDM Smith, Inc. has worked on the FSL Groundwater Remedial Action since 1989. EPA indicated that the FSL is coming into the last phase of remedial actions. CDM Smith's was the consultant for each of the previous phases. The City has the goal to delist the FSL within the next 7 years. CDM Smith, Inc.'s knowledge of the FSL, its day-to-day operations and challenges and the upcoming projects needed for the delisting of the site made them an appropriate choice for this Groundwater Remedial Action project.