



**REQUEST FOR QUALIFICATIONS
FOR
PLANNING, ECONOMIC, AND
BUILDING AND SAFETY
CONSULTING SERVICES**

Community Development Department
Debbie Chamberlain
Director

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Qualifications Submittals:

4:00 p.m., December 21, 2018

City of San Ramon
Community Development Department
Planning Services Division
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San Ramon, CA 94583

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I. INTRODUCTION

The City of San Ramon, hereinafter (“CITY”) is inviting Planning, Economic, and Building & Safety firms (CONSULTANTS) to submit a response to the Request of Qualifications (RFQ) for services to support the following:

- Processing of various development applications and/or specific plans;
- Complete the preparation and processing of environmental documents required for compliance with the California Environmental Quality Act (CEQA);
- Planning Services related activities (i.e. counter staffing);
- Economic related activities; and/or
- Building and Safety related activities

Any firm who would like to submit qualifications for such services shall submit their qualification package following the instructions and format outlined with this Request for Qualifications (RFQ). The CITY shall competitively solicit RFQs and the most qualified and responsible CONSULTANT(S) will be selected to remain “on-call” and available to the Community Development Department for three (3) years to provide services on an “as needed” basis as determined by the CITY for potential upcoming CITY projects. The actual contract values and the amount of work may vary depending on the CONSULTANT’S qualifications and the amount of work needed by the CITY.

CONSULTANTS currently qualified on the “on-call” list must reapply if they wish to remain on the CITY’S “on-call” list after December 31, 2018. All current service agreements/contracts will be honored through their effective date.

No qualification submittal shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears, or is in default to the CITY upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the CITY or has failed to faithfully perform any previous contract with the CITY.

The CITY reserves the right to:

- A. Claim all responses received to the RFQ as CITY property;
- B. Refuse to award a contract or to pay any cost incurred in the preparation of the RFQ;
- C. Evaluate each RFQ and to accept or reject any or all RFQs received as a result of the evaluation process;
- D. Modify, suspend or terminate, at its sole discretion, any and all aspects of the RFQ process to obtain further information from any and all CONSULTANT teams and to waive any defects as to form or content of the RFQ or any responses by any CONSULTANT teams;

- E. Require a CONSULTANT to submit technical information or other revisions to the CONSULTANT'S qualifications as a result of negotiations; and
- F. Make all RFQ responses (except financial and proprietary information) a matter of public record and be regarded by the CITY as public records. The CITY shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a request under the Public Records Act.

The Fair Political Practices Act and/or California Government Code Section 1090, among other statutes and regulations may prohibit the CITY from contracting with a CONSULTANT if the CONSULTANT or an employee, officer or director of the CONSULTANT'S firm, or any immediate family or preceding, or any subconsultant, is serving as a public official, elected official, employee, board or commission member of the CITY who will award or influence the awarding of a contract or otherwise participate in the making of a contract.

II. BACKGROUND ABOUT SAN RAMON

San Ramon was incorporated in July 1983 and chartered in 1997. The CITY operates under a Council-Manager form of government with over 200 employees. The CITY provides a full range of services typically associated with a municipality, including police, public services, community development (planning, building & safety, and code enforcement), engineering, and parks. In addition, the CITY also operates two libraries, numerous park and recreation facilities including two aquatic centers and a performing arts theater and two community centers. The CITY is located in southern Contra Costa County, surrounded by the communities of Danville and Dublin, as well as the unincorporated lands in both Alameda and Contra Costa Counties. The CITY'S location along the Interstate 680 corridor links it to other parts of the San Ramon Valley, Central Contra Costa County to the north, and San Jose to the south. This location, combined with the proximity of the intersection between Interstates 680 and 580, as well as being home to Bishop Ranch Business Park, makes San Ramon an integral part of the Bay Area economy. The expected build-out population is approximately 96,000 in 2035.

III. GENERAL INFORMATION

All sections of the RFQ package are integral to the desired scope of services and shall take into account the comprehensive nature of the work.

A. Submittal Requirements

If you are interested in responding to this RFQ, please prepare your qualification following the same sequence below and in **tabbed format** as follows:

Table of Contents (preceding tab no. 1)

1. **Cover Letter:** Name of Firm, Location of office, Include all contact information, Description of relevant work, and Principal responsible for future projects with the City. The letter must be signed by the individual authorized to negotiate the final contract with the City. The cover letter should identify and describe any distinguishing features or capabilities that make your firm a superior choice to perform the work.

2. **Statement of Understanding:** During the three (3) year term, an “on-call” CONSULTANT(S) awarded a contract for a task-by-task/project service will be required to provide a copy of a Certificate of Insurance that complies with the CITY’S insurance requirements or equivalent evidence that the CITY insurance requirements will be satisfied.

Provide a written Statement of Understanding acknowledging the certificate of insurance provisions, conflicts of interest provisions, and business registration provisions are understood and agreed to. (See Section VI – Legislative Policies/Administrative Requirements for additional information)

3. **Statement of Qualifications:** Reference related work history in the requested Scope of Services which best illustrate the firm’s qualifications for this work. Provide the firm’s background, vision, size of firm, and years in business.

Include a statement that the firm(s) has sufficient staff resources and capability to perform the work contained within this Request for Qualification on an “on-call”, “as needed” basis for three (3) years.

4. **Key Personnel Qualifications:** List all key or primary personnel who will be assigned to the City. Include Name, Title, resumes, and current hourly rates. Include any relevant qualifications, professional registrations or qualifying certificates within the State of California, experience and education, and their services to be provided for the services provided. Include a history of similar projects performed by each project team member.

6. **Planning/Development and Economic Project Consultants:** Provide a listing of the project applications (i.e. development applications, environmental review documents, economic studies, etc.) the firm has completed in the last three (3) years. Please provide the following information for each project:

- a. Project Title
- b. Client/Contact Person/Phone Number/Project Location
- c. Project Budget/Project Timeline
- d. Brief project description

7. **Fee Schedule:** Provide a fee schedule for the prime CONSULTANT and any listed subconsultant which indicates a list of staff hourly rates for all categories of employees that will be involved in the services provided. Hourly rates shall be inclusive of base salary, fringe benefits, overhead, profit, and any other operational expenses. The schedule shall also include all flat rate fees with a description of how they are determined, where applicable.

8. **Termination/Default History:** List of contracts/agreements terminated for convenience or default within the past 3 years, if any.

9. **Litigation:** List any litigation that now affects or may affect in the firm’s future ability to perform, if any.

B. Public Records

The Public Records Act governs all records and documents received by the CITY. Public records are open to inspection at all times during regular work hours. Except with respect to public records exempt from disclosure by express provisions of the law, the CITY shall make the records promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee, if applicable.

IV. SCOPE OF SERVICES

A. Description

The CITY is seeking to develop a list of qualified “on-call” CONSULTANT(S) to provide planning, economic, and building and safety review support to support processing of various development applications and/or specific plans or to complete the preparation and processing of environmental documents required for compliance with the California Environmental Quality Act (CEQA), or building and safety related activities. The list of projects may include, but is not limited to:

Planning/Development Related:

- Project Management for Specific Plan applications and/or Development Project applications
- Attend public meetings and participate in presentations to the Planning Commission, City Council, Parks Commission, the public, and others as needed
- Parking and/or Traffic Circulation Studies
- Transportation Level of Service Compliance Studies and/or Peer Review
- Preparation of Specific Plans and Specific Plan Amendments
- Initial Studies/Environmental assessments
- Special Studies (e.g. biological, noise, etc.)
- Green House Gas (GHG)/Air Quality Analysis
- Environmental Impact Reports (EIRs), Negative Declarations, and/or other appropriate documents
- Mitigation Monitoring and Reporting Plans
- CEQA Notices and appropriate mailing lists
- Zoning Compliance and Permits
- Counter Staffing Services
- Civil Engineer for Development application review

Economic Related:

- Preparation of Fiscal Impact Analysis Reports
- Annexation of Development Projects into the City of San Ramon Communities Finance District (CFD)
- Preparation of Market Analysis
- Fee Nexus Studies

Building & Safety Services Related:

- Building and Safety Services in-house staffing for office coverage and perform plan checks related to California Building, Residential, Electrical, Plumbing, Mechanical, Green Building Standards and Energy Codes (including Residential Fire Sprinklers and Disabled Access requirements)
- Third Party Plan Check for California Building, Residential, Electrical, Plumbing, Mechanical Green Building Standards and Energy Codes (including Residential Fire Sprinklers and Disabled Access requirements)
- Contract Building Inspection Services (combination) short or long term assignments
- Code Enforcement - (San Ramon Municipal Code, California Health and Safety Code and San Ramon Zoning regulations)
- Certified Access Specialist (CASp) availability

The selected CONSULTANT(S) will be on an “on-call”, “as needed” basis for a three (3) year term. The ultimate scope of the services and a list of deliverables will be determined when such services are requested on a task-by-task/project level basis. A separate fee proposal will be required for each task/project requested. CONSULTANT(S) need not be capable of providing all of the listed services to receive a contract. State clearly the portion of the Scope of Services that the CONSULTANT intends to provide.

It is anticipated during the three (3) year term that the CITY may award a contract to an “on-call” CONSULTANT(S) who has/have best met requested task-by-task/project level qualifications and with whom the CITY has successfully completed negotiations regarding billing rates and fees. The actual contract values and the amount of work may vary depending on the CONSULTANT’S qualifications and the amount of work needed by the CITY.

B. “On-call” Period

CONSULTANT(S) are expected to perform the “on-call”, “as needed” services as described in the Scope of Services for three (3) years to begin on January 1, 2019 and shall be completed by January 1, 2023, unless extended.

V. SOLICITATION

A. Outreach

Noticing and advertising for this RFQ will be placed by the CITY, as the CITY deems appropriate.

VI. LEGISLATIVE POLICIES/ADMINISTRATIVE REQUIREMENTS

The CITY requires compliance with the following legislative policies, Insurance Requirements and Certification, Conflict of Interest (Form 700), W-9, and an active San Ramon Business License. These requirements must be completed to award a public service contract.

A. Insurance Requirements

The CONSULTANT awarded a contract will be required to hold and maintain through the duration of the executed contract commercial general liability insurance, auto liability insurance, and worker's compensation coverage, for a minimum \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Some professionals (architects, etc.) will need to carry Error and Omissions insurance. The insurance policy must be provided by a company registered within the State of California rated in the "A" category or better by A.M. Best. The insurance policy must list the City of San Ramon, its officers, officials, employees, agents, and volunteers as additionally insured.

B. Conflict of Interest

The CONSULTANT awarded a contract shall comply with the adopted CITY Resolution related to the Conflict of Interest Code, as amended from time to time, and will file all required disclosure statements.

C. Business Registration

It shall be the responsibility of the CONSULTANT to maintain all licenses, permits and certifications as required by federal, state and local laws, regulations, codes or ordinances for the performance of the contract. The CONSULTANT shall provide copies of any required documents in effect prior to the contract approval. The CONSULTANT shall maintain all licenses, permits and certifications during the term of the contract. Should any license, permit or certification expire, be cancelled, suspended or revoked before the expiration of the contract, the CONSULTANT must, within 72 hours, provide written notice to the CITY of such action. In the event any license, permit or certification is not in effect any time during the term of the contract, the contract will be considered canceled effective with the date the action occurred with the document.

The CONSULTANT shall insure that its business registration fee is paid and current during the term of this contract. In the event the business license fee becomes due during the term of the contract, the CONSULTANT must advise the CITY in writing thirty (30) days prior to the expiration of the Business Registration. If the fee is not paid within thirty (30) days, the CITY will withhold payment of invoices until the CONSULTANT obtains and submits a valid Business Registration.

VII. EVALUATION PROCESS

The qualification submittals will be evaluated by CITY staff based upon established selection criteria. CITY staff may choose to weight any of the criteria as appropriate.

A. Selection Criteria

The basis of selection of prospective CONSULTANT(S) include:

- Thoroughness of the submitted qualifications;
- Professional excellence, experience related to similar projects;
- Demonstrated competence of team personnel, education and experience of the project manager and other key personnel, staffing capability, current work load, performance record on similar projects;
- If a joint venture, the track record of team personnel's experience working together on similar projects;
- Costs of providing the consulting services;
- Review of references;
- Capability to respond to CITY requests to start and complete the work in a timely manner;
- Ability to meet CITY insurance and contract requirements;
- CITY retains the right to request a formal interview to determine the "on-call" list.

VIII. "ON-CALL" LIST

CONSULTANTS currently qualified on the "on-call" list must reapply if they wish to remain on the CITY'S "on-call" list after December 31, 2018. All current service agreements/contracts will be honored through their effective date.

It is anticipated that a new "on-call" list for each consulting services will be awarded to the CONSULTANT(S) who has/have best met the qualifications outlined in this RFQ for a three (3) year term. One (1) or more CONSULTANT(S) may be selected for the "On-call" list. The selection of any RFQ does not imply acceptance by the CITY for future services or all terms of the future Proposals.

During the three (3) year term, the CITY may award a contract to an "on-call" CONSULTANT(S) who has/have best met the requested task-by-task/project level qualifications and with whom the CITY has successfully completed negotiations regarding billing rates and fees. The actual contract values and the amount of work may vary depending on the CONSULTANT'S qualifications and the amount of work needed by the CITY.

IX. QUALIFICATION SUBMISSION

To submit qualifications, please send **two (2) copies** of your qualifications submittal package. The transmittal letter accompanying the submittal must be from an officer or employee having the authority to bind the CONSULTANT by signature. Submittals must be received at the following address by **4:00 p.m., Friday, December 21, 2018**. No late submittals or postmarks will be accepted:

Attn: Ryan Driscoll
City of San Ramon
Planning Services Division
2401 Crow Canyon Road
San Ramon, CA 94583

Send or deliver qualification submittals in a large envelope and labeled:

**Request for Qualifications For:
Planning, Economic, and Building & Safety Services Consulting Services**