



City of Grover Beach

Request for Qualifications

South County (Ramona) Transit Hub and 10th Street Parking Improvement Project

September 17, 2007

The City of Grover Beach is Requesting a Statement of Qualifications for Professional Engineering Services to Complete the Engineering Design and Prepare Bid Documents for this Project.

Scope of Work

The City of Grover Beach consists of 2.25 square miles and is located on the Central Coast of California and is approximately 12 miles south of the City of San Luis Obispo and 90 miles north of Santa Barbara. The City is seeking a qualified engineer or engineering firm to complete the design and bid documents for this project. The project will consist of:

- Constructing an on-street bus transit facility;
- Street improvements to be completed on a two-block area between North 8th Street and North 10th Street within the City of Grover Beach;
- Parking improvements along the west side of North 10th Street between Ramona Avenue and Brighton Avenue and adjacent to Ramona Garden Park; and
- Storm drain lateral along North 9th Street between West Grand Avenue and Ramona Avenue.

The engineer will use the attached conceptual plan (identified as Exhibits A, B, C, and D) as a guide. The project is an implementation activity of the Ramona Specific Plan, adopted by the City Council in 2004.

Funding for the project is a combination of State Transportation Improvement Program funding (\$694,000) and Park Facility Funding (\$87,000). Due to funding constraints, the project will be phased. At a minimum, transit facilities and street improvements (between North 9th and North 10th Streets) and the parking improvements (along the west side of North 10th Street) will be constructed during the first phase. Additional funding is being sought for the latter phase. The City, however, believes it is prudent to design for all facilities noted in the attached conceptual renderings at this time. The Capital Improvement Plan for the City requires that this project be designed with construction on the first phase to be initiated in this fiscal year.

Specifically, the retained consultant will:

- A. Conduct a project review, including meeting with City staff and review of existing and applicable plans and related information.
- B. Perform engineering design, construction plans, and specifications related to the South County Transit Hub and 10th Street Parking Improvement Project.

- C. Submit design information and plans to applicable agencies and the City.
- D. Provide bid processing services including: preparing bid advertisement (City will pay for advertisements), maintaining bidders list, preparing and processing addendums, attending pre-bid meeting(s), attending bid opening, analyzing bids, and preparing recommendation to City Manager and City Council for award.
- E. Preparing contract document package for submittal to Contractor and reviewing Contractor's documents for conformance in conjunction with City staff prior to signature of contract.

The firm retained for the work will be required to work closely with City staff, including the City Manager, City Engineer, and Public Works Superintendent.

Submittal Requirements and Selection Criteria

The City of Grover Beach is inviting firms to present a Statement of Qualification (SOQ) for the above-noted work. The submittal requirements and evaluation process is described below. SOQ documents must be received no later than **5:00 p.m. on Friday, October 26, 2007**.

City of Grover Beach
Attn: City Manager
154 South 8th Street
Grover Beach, CA 93433

Submit five (5) copies of the SOQ, which shall contain the following information:

1. Letter of interest.
2. A written statement of the firm's qualifications, capabilities, and resources, including the identification of any sub-consultants that will make up the project team.
3. Description of each team member (including sub-consultants), which will be assigned to this project, including the role and relevant experience of key team members and their availability.
4. Description of similar projects completed by the firm, including references and letters of recommendation, if available.
5. Description of firm's experience in meeting time schedules for projects.

The SOQ should be concise, focus on the evaluation criteria, and the firm's understanding of the project.

Evaluation Criteria for Statement of Qualifications will be based on the following criteria:

1. Experience of the firm in providing similar services for municipalities.
2. Qualification and availability of staff to perform the work.
3. Experience of the firm in cost estimates versus final award of construction project.
4. References and letters of recommendation.

Evaluation Process

A review committee, consisting of the City Manager, City Engineer, and City Attorney will evaluate all Statement of Qualifications. The committee may choose to interview all or some of the responding firms. Based on the committee's evaluation, the top ranked firm will be asked to develop a contract with the City. The recommendation, along with a contract, will be submitted to the City Council for final review and approval.

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