



**REQUEST FOR QUALIFICATIONS
for
Augustin Bernal Community Park Fuels Reduction
Project**

Date Released: March 5, 2024

**Department of Public Works
Engineering, Landscape Architecture Division
City of Pleasanton
P.O. Box 520, 200 Old Bernal Avenue
Pleasanton, CA 94566**

Proposals are due prior to 2 p.m., March 28, 2024

SOQ MAY BE DISQUALIFIED IF PACKAGE DOES NOT INCLUDE ALL REQUESTED DOCUMENTS AND DOES NOT ADHERE TO ALL OF GUIDELINES IN THIS DOCUMENT

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I. INTRODUCTION

The city of Pleasanton (City) is soliciting proposals from environmental consulting firms to prepare the California Environmental Quality Act (CEQA) documentation and treatment descriptions for a fuels management project at Augustin Bernal Community Park.

The City intends to enter into an agreement with the most qualified firm to provide consulting, document preparation, treatment program, and presentation services.

This Request for Qualifications (RFQ) describes the City's objectives and anticipated services, submittal requirements for the consultant's Statement of Qualifications (SOQ) and the consultant selection process.

This RFQ has been posted on the city of Pleasanton's website at the following location: <http://www.cityofpleasantonca.gov/business/bids.asp>. It shall be the Consultant's responsibility to check the city of Pleasanton's website to obtain any addenda that may be issued.

II. BACKGROUND AND OBJECTIVES

The city of Pleasanton is a full-service municipality serving over 82,000 residents located in the eastern San Francisco Bay Area. Pleasanton is approximately 22.4 square miles in size and has a workforce of approximately 500 full-time employees.

The city of Pleasanton manages over 385 developed acres of parkland at 46 sites, city facility landscapes, 1,016 acres of open space, 23 miles of trails, weed abatement, street median maintenance and irrigation, renovation and repair projects, and construction management.

In 2022, after the Canyon Fire, the City identified the need to address fuel build-up at the 237-acre Augustin Bernal Community Park, which is located in a very high fire hazard severity zone on the Pleasanton Ridge on the west side of town. The City applied for and was awarded an approximately \$1 million CALFIRE California Climate Investments Wildfire Prevention Grant to address the fuel build-up in 2023.

The purpose of the fuel management project is to bring this parkland back to a manageable level so when a fire occurs it can be more easily contained without significant damage to adjacent structures and property.

III. SCOPE OF SERVICES

Summary:

This section provides a summary of services envisioned by the City at the outset for successful completion of the general objectives described in this RFQ and in more detail below. The consultant is encouraged to expand, contract, and/or modify these services as they recommend as part of their project approach required by this RFQ.

The scope of work for this project includes the development of a treatment plan and CEQA documentation for approximately 125-acres of fuel management within and adjacent to the Augustin Bernal Community Park. The goal of the proposed treatment is to analyze and influence the existing vegetation to moderate fire behavior and reduce fire intensity in the event of a wildfire. The environmental documentation will be the first phase of this five (5) year fuel management project and will provide the framework for the city to hire the consultant to manage the implementation of the treatment program recommendations and the contractor to perform the fuel management work.

Deliverables:

The deliverables listed below are to be provided to the City according to a timeline agreed upon by City and Consultant. Anticipated time for completion: **ten (10) months** after Consultant receives Notice to Proceed.

Consultant Services:

The environmental documentation services and treatment descriptions shall be professionally written and visually formatted, comprised of appropriate research, citations, statistics, maps, photos, tables, graphs, and original content that reflect the various aspects of the fuel management program.

The consultant services are anticipated to include but not be limited to the following:

- Field Surveys
- CEQA Documentation
- Treatment Descriptions

The work shall comply with the requirements of all of the following without limitation, and shall apply to this RFQ and any subsequent contract as though incorporated herein by reference to:

- Federal laws
- State laws
- Local laws
- Rules and regulations of governing utility districts
- Rules and regulations of other authorities with jurisdiction over the procurement of products

Project Management & Administration for All Tasks:

Project Management

- Clarify tasks and deliverables
- Administer the project
- Ensure conformance with City and State Standards and requirements
- Coordinate with City representatives and other pertinent agencies

Project Meetings

- Meet with City Staff at planning stage
- Plan review meetings with the City

- Council and Commission meetings

Plan coordination and review meetings will address and resolve issues dealing with the technical aspects of the plan, plan standards and procedures, project schedule, along with deliverable format and content.

Outside Agency Coordination:

- Contact and coordinate with the United States Fish and Wildlife Services (USFWS), California Department of Fish and Wildlife (CDFW), and other relevant agencies.

City’s Responsibility:

The City will provide the following information to the successful consultant as needed:

1. GIS data
2. City documents

IV. CONSULTANT PROCUREMENT SCHEDULE

The procurement schedule is tentatively scheduled as follows:

Advertise RFQ:	March 5, 2024
Last date of Questions to be submitted:	March 24, 2024
RFQ Due:	March 28, 2024
RFQ review and evaluation:	April 2024
Invite for Interviews:	April 2024
Oral interviews:	April/May 2024
Scope of Work &	
Cost Negotiation with first ranked consultant:	May 2024
City Council Award:	June 2024
Contract Award and Notice to Proceed:	June/July 2024

V. STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS

A. Format:

The Proposal shall be limited to twenty-five (25) single-sided pages (8-1/2 inches X 11 inches), inclusive of resumes, graphics, forms, pictures, photographs, dividers, front and back covers, cover letter, etc. Type size and margins for text pages should be in accordance with accepted standard formats for desktop publishing and processing and should result in no more than 500 words per page.

The SOQ shall contain the following information in the order listed:

B. Content:

Cover Letter

The cover letter shall include the following information:

- a. Legal name and address of company

- b. Legal form of company
- c. Signed by an individual or individuals authorized to execute legal documents on behalf of the consultant.
- d. Contain a declaration to the effect that the SOQ, including project team, will remain in effect for a minimum of 90 days after the SOQ submittal deadline.
- e. Name, title, email and phone number for the person to contact concerning the submittal.
- f. All addendums received must be acknowledged in the cover letter.

Executive Summary:

Include a 1 to 2-page overview of the entire Statement of Qualifications describing its most important elements.

Consultant Information, Qualifications & Experience:

The city of Pleasanton will only consider submittals from Consultants that demonstrate they have successfully completed comparable contracts and projects. Listed projects must illustrate the quality, type, and past performance of the Consultant. Submittals shall include a detailed description of a minimum of three (3) projects within the past five (5) years which include the following information:

- a. Contracting agency
- b. Contracting agency Project Manager
- c. Contracting agency contact information
- d. Contract amount
- e. Date of contract
- f. Date of completion
- g. Consultant Project Manager and contact information
- h. Project Objective
- i. Project Description
- j. Project Outcome

Organization:

- a. Describe the roles and organization of your proposed team for this project. Indicate the composition of subcontractors and number of project staff, facilities available and experience of your team as it relates to this project.
- b. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.
- c. Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.

- d. Describe the project team's experience working in the industry. The industry may be defined as the City's, other similar local agencies', and the State's policies, practices, design criteria and standards that will be drawn upon to accomplish the project. The Consultant shall describe the involvement it has established for maintaining communication with clients' representatives.
- e. If applicable, indicate how local firms are being utilized to ensure a strong understanding of local laws, ordinances, regulations, policies, requirements and permitting. The City's evaluation of the proposal will consider consultant's entire team. Once proposed, no changes in the team composition will be allowed without prior written approval of the City.
- f. Identify proposed sub-consultants (if any) that will be retained to perform specified items of work listed in the "Scope of Services."

Project Methods:

- a. Provide a general discussion about your workflow. The City would like to see consultant's approach to scoping a project.
- b. Describe project deliverables for each phase of your work.
- c. Describe your cost control and budgeting methodology for this project.

Schedule of Work:

Provide a general discussion about your approach to scheduling a project. Provide an example of a typical schedule that could be expected and the proposing Consultant's services including time for reviews and approvals.

Fee Schedule:

The SOQ shall include a fee schedule. The fee schedule shall list hourly rates for each personnel classification, direct expense rates, and markups.

A not-to-exceed contract limit will be negotiated with the selected firm as the final scope of work is developed and refined. In the event that a not-to-exceed limit for the required services cannot be negotiated with the selected consultant, the City reserves the right to discontinue negotiations and begin negotiations with another consultant.

Professional Services Agreement:

The City's standard Professional Services Agreement can be found at the link included in Attachment C. The consultant shall include a statement indicating that they have reviewed the agreement and will enter into such agreement if selected. If the consultant takes any exceptions to the agreement, they shall indicate these exceptions in this section.

Conflict of Interest and Litigation Statements:

The proposing Consultant shall disclose any financial, business or other relationship with the City that may have an impact upon the outcome of the contract. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract. The proposing Consultant shall disclose

any financial interest or relationship with any construction company that might submit bids on City projects. See the Professional Services Agreement for additional information.

Indicate if the proposing Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

Exceptions to this Request for Qualifications:

The Consultant shall certify that it takes no exception(s) to this RFQ including, but not limited to, the sample City's Design Professional Services Agreement, Attachment C.

C. Submittal:

1. SOQs shall be submitted in Portable Document Format (PDF) to the email addresses listed in this section. The combined PDF file size should not be greater than 20 MB for email transmission. SOQs submitted by mail or by facsimile are not acceptable and will not be considered.

2. SOQs must be received no later than 2:00 p.m., on March 28, 2024.

Submit to the following email addresses:

pleasantoncityclerk@cityofpleasantonca.gov and
mgruber@cityofpleasantonca.gov

Email subject line:

Augustin Bernal Community Park Fuels Reduction SOQ – Consultant Name

3. SOQs and/or modifications to SOQs received after the hour and date specified above will not be considered.

4. Once submitted, SOQs shall not be changed without prior written consent.

5. All SOQs shall be submitted according to the specifications set forth in the RFQ. Failure to adhere to these specifications may be cause for rejection.

VI. PRE-SUBMITTAL ACTIVITIES

All requests for clarification for this RFQ must be made in writing by email by 5 p.m. on March 24. The City cannot respond to verbal questions submitted by telephone or in person. Answers will be posted on the city's website.

Email address: mgruber@cityofpleasantonca.gov

The City reserves the right to revise the RFQ prior to the indicated due date. City may consider extending the due date for submittal of SOQs due to significant revisions.

VII. CONSULTANT SELECTION PROCESS

A. Consultant Selection Committee will be established for this project. The Committee may be composed of City staff that have expertise or experience in the services described herein. Each member of the committee will evaluate each submitted SOQ.

B. The Committee will select a short-list of firms qualified for this Project to participate in an oral interview. The evaluation of the SOQs shall be within the sole judgment and discretion of the Committee. Interviews will be held via a video conference.

C. Based on review of SOQs and oral interviews, the Committee will rank the short-listed consultants. The top-ranked firm will be the Selected Firm.

D. The City reserves the right to make the final consultant ranking and determine the Selected Firm based solely upon evaluation of SOQs and without short-listing firms or conducting oral interviews, should it find it to be in its interest to do so.

E. The City will enter into contract negotiations with the Selected Firm. The negotiations will develop the final scope of work, contract schedule, and project fee. If the City is unable to reach an acceptable agreement with the Selected Firm, the negotiations will be terminated and negotiations with the next ranked firm will be initiated.

F. After negotiating a proposed agreement that is fair and reasonable, the Director of Public Works will recommend to the City Manager the approval of the agreement. Final authority to approve the agreement rests with the City Manager and requires authorization by the City Council.

VIII. EVALUATION CRITERIA

The Evaluation Criteria Summary and their respective weights are as follows:

No.	Written Evaluation Criteria	Weight
1	Qualifications & Experience	25
2	Organization & Approach	15
3	Scope of Services	10
4	Schedule of Work	10
5	Local Presence	5
6	References	10
Subtotal:		75

No.	Interview Evaluation Criteria	Weight
7	Presentation by team	15
8	Q&A Response to panel questions	10
Subtotal:		25
Total:		100

1. Qualifications & Experience (25 points):

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to conduct arborist services.

2. Organization & Approach (15 points):

- a. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward
- b. Roles and Organization of Proposed Team
 - i. Proposes adequate and appropriate disciplines of project team.
 - ii. Some or all of team members have previously worked together on similar project(s).
 - iii. Overall organization of the team is relevant to City of Pleasanton needs.
- c. Project and Management Approach
 - i. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
 - ii. Team successfully addresses Planning and Programming efforts.
 - iii. Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
- d. Roles of Key Individuals on the Team
 - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
 - ii. Key positions required to execute the project team's responsibilities are appropriately staffed.
- e. Working Relationship with city of Pleasanton
 - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
 - ii. Team leadership understands the nature of public sector work and its decision-making process.
 - iii. Proposal responds to needs of city of Pleasanton.

3. Scope of Services (10 points):

- a. Detailed Scope of Services
 - i. Proposed scope of services is appropriate for all phases of the work.
 - ii. Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
- b. Project Deliverables
 - i. Deliverables are appropriate to schedule and scope set forth in above requirements.
- c. Cost Control and Budgeting Methodology
 - i. Proposer has a system or process for managing cost and budget.
 - ii. Evidence of successful budget management for a similar project.

4. Schedule of Work (10 points):

- a. Schedule shows completion of the work within or preferably prior to the city of Pleasanton overall time limits.
- b. The schedule serves as a project timeline, stating all major milestones and required submittals for project management.
- c. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFQ.

5. Local Presence (5 points):

- a. A statement addressing firm's ability to respond quickly to requests to meet on-site.

6. References (10 points):

- a. Provide as reference the name of at least three (3) agencies you currently or have previously consulted for in the past three (3) years.

7. Presentation by Team (15 points):

- a. Team presentation conveying project understanding, communication skills, innovative ideas, critical issues and solutions.

8. Q&A Response to Panel Questions (10 points):

- a. Proposer provides responses to various interview panel questions.

IX. SPECIAL CONDITIONS

A. Reservations

This RFQ does not commit the City to award a contract, to pay any costs incurred in the preparation of a SOQ pursuant to this RFQ, or to procure or contract for work. The City reserves the right to accept or reject any or all SOQs as received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFQ if it is in the best interest of the City to do so.

B. RFQ as a Public Record

All statements submitted in response to this RFQ become the property of the City and thus become public records and, as such, may be subject to public review.

C. Right to Cancel

The City reserves the right to cancel or change, for any or no reason, in part or in its entirety, this RFQ, including but not limited to selection schedule, submittal date, and submittal requirements.

D. Additional Information

The City reserves the right to request additional information and/or clarification from any or all respondents to this RFQ.

E. Public Information

Consultants who wish to release information regarding the consultant selection process, contract award, or data provided by the City at any Public Hearing, must receive prior written approval from the City before disclosing such information to the public.

F. Contract for Professional Services

The selected consultants will be required to sign the Standard Design Professional Services Agreement and all other required certifications and documentation within 15 calendar days of contract negotiations finalization.

G. Conflict of Interest

The City has established a policy concerning potential conflict of interest in program management, design and construction. This policy applies to all proposers and their proposed consultants/sub-consultants. See Standard Professional Services Agreement for additional information.

H. Insurance and Business License Requirements

The City requires consultants doing business with it to obtain insurance and a City business license, as described in the Standard Professional Services Agreement. The required insurance certificates must comply with all requirements of the standards as described in the contract and must be provided

(original copy) within 15 calendar days of contract negotiations finalization and prior to the commencement of any work on the project.

X. ATTACHMENTS

The following reference information is available at the links listed below:

1. Sample Professional Services Agreement
2. California Climate Investments Wildfire Prevention Grant Application

Thank you for your interest in contracting opportunities with the city of Pleasanton.

Sincerely,

A handwritten signature in black ink that reads "Matt Gruber". The signature is written in a cursive, flowing style.

Matt Gruber
Landscape Architect