



SOLANO
COMMUNITY COLLEGE



Statement of Qualifications and Proposal

Date: February 24, 2016

Re: **Solano Community College District
Pavement Assessment Project (Fairfield Campus)
4000 Suisun Valley Road, Fairfield, CA**

Package includes the following items

1. Statement of Qualifications and Proposal (SOQP) for Engineering Services
2. Fairfield Campus Aerial Map (limit of work shown within red lines)

The Solano Community College District (“District”) is soliciting statements of qualifications and proposals for professional services for the Pavement Assessment Project, in Fairfield CA. We would like to have your participation and look forward to receiving your proposal.

There will be a **MANDATORY pre-bid conference held at 2:00pm on March 10, 2016** at the Fairfield Campus, located at 4000 Suisun Valley Road, Building 600 (Denis Honeychurch Board Room 626), Fairfield, CA.

Please email your questions to Jason Yi: jason.yi@solano.edu. All questions must be received on or before 2:00 PM March 14, 2016. **All statement of qualifications and pricing proposals must be received on or before, March 24, 2016 at 2:00 PM.** Interested firms are required to submit the completed SOQP in a sealed envelope identified as “SOQP #16-010 SOLANO COMMUNITY COLLEGE DISTRICT – PAVEMENT ASSESSMENT PROJECT” with the Respondent’s name and address clearly indicated.

All Statements of Qualification/Proposals will be submitted to:

Solano Community College District
Attn: Laura Scott, Bond Purchaser
4000 Suisun Valley Road
Building 600 (Denis Honeychurch Board Room 626)
Fairfield, CA 94534

The following items need to be considered when submitting your proposal (the successful proposer of this project is hereafter referred to as the “consultant”).

A. Proposal and Contract:

Consultant shall sign a standard professional services contract with the District. The sample agreement can be [viewed here](#).

B. Project Description:

The District is seeking a comprehensive assessment of the condition of asphalt concrete paved areas on the 92 acre Fairfield Campus, recommendations regarding rehabilitation and maintenance treatments needed with cost estimates, and development of a ten year pavement rehabilitation and replacement plan with associated costs and budgets.

C. Scope of Work:

1. Conduct a Visual Pavement Assessment -

Subdivide the site asphalt paved areas into distinct areas according to use, size, and location. Photograph and visually assess the areas for defect types and extent; effects of drainage; vehicle use, including impact of trucks and buses; traffic flow; and other factors which may impact pavement performance. Document these findings. Assign a Pavement Condition Index rating for each area, correlated to the type of treatment recommended to maintain or restore each area to a serviceable condition. Provide a timeframe for which the treatment is recommended to be performed in order to prevent further deterioration that would lead to a more costly remedy at a later date. Provide an estimated cost for the recommended treatment of each area in today's dollars (no escalation). Submit a draft to the District for review and comment before proceeding with Task 2. Revise it as needed per District's comments.

2. Develop a Ten-Year Pavement Rehabilitation and Replacement Plan -

Use the collected data to develop a recommended multi-year maintenance and rehabilitation plan to address each paved area at the site. The plan should provide a strategy and a budget to rehabilitate and maintain these surfaces over the next ten years. Prepare this plan in an Excel spreadsheet format. Submit a draft to the District for review and comment before proceeding with Task 3. Revise it as needed per District's comments.

3. Prepare a Comprehensive Report -

Prepare a written report summarizing the whole assessment project, treatment recommendations, and projected budget level costs. Include a narrative describing the general condition of the pavement, the index rating system and the criteria used to determine the recommended treatments, and the criteria used to rank the priority of need (which work should be done first and why). Include the recommended treatments sorted by priority, individual treatment recommendations for each subdivided area and the projected cost, a site plan identifying each subdivided area, and photographs of the pavement conditions in each area. Include documentation prepared in Tasks 1 and 2 above. Submit draft report for District's review. Revise as needed per District's comments.

D. Minimum Qualifications

Firms must meet the minimum requirements:

1. Within the last 10 years has been the lead consultant for a minimum of five (5) similar projects for a public agency.
2. Have sufficient staff and resources to be able to complete contract obligations in a timely manner.
3. Licensed and/or certified professionals as required to provide the services.
4. Have technical competence and capabilities in computer aided drafting, using a system that is compatible with the current AutoCad release.
5. Demonstrated longevity of the firm and demonstrated financial stability.
6. Ability to attend meetings and provide services in a timely manner, as related to distance of firm and sub-consultants from College facilities.
7. The selected Consultant Team must be insured in accordance with the requirements set forth in the College's standard Agreement for Professional Services.

E. Requirements of the Statement of Qualifications and Proposal

Your Statement of Qualifications and Proposal (SOQP) must address each of the following sections in the order listed below. Responses should be concise and should demonstrate Consultant's capability to meet or exceed each minimum qualification listed in section D. Your SOQP submittal should be bound and printed on 8.5" x 11" paper, and not exceed ten (10) double sided pages. Submit one (1) pdf and five (5) hard copies of the complete SOQP. Upon submission, the SOQP and all copies thereof will become the property of the Solano Community College District and will not be returned in total or in part (except item 9 'Example Report', as noted below).

1. Cover Letter/Letter of Interest

Maximum of two (2) pages. Must include name of firm, address, telephone number, and name and email of Principal to contact. Letter must be signed by representative of the firm with authorization to bind the firm by contract.

2. Description of Firm and Key Sub-Consultants

A. Engineering Firm

- History, number of years in business, staff size
- Location of office which will perform the work
- Size of staff, number of licensed engineers in the office which will perform the work

B. Organizational Chart

- Provide an organizational chart showing the College's relationship to your firm and the individuals who will perform the work. Indicate any sub-consultants; indicate whether cost estimating is in-house or a sub-consultant.

C. Sub-Consultants or Sub-consultant Firms, if any:

- For each sub-consultant or sub-consultant firms, provide the following information:
 - Description of the services the individual or firm will be providing
 - History, number of years in business, staff size
 - Location of office which will perform the work
 - Size of staff, number of professionals in the office which will perform the work
 - Description of extent and duration of prior working relationship with your firm (number and types of projects, number of years)

3. Firm Relevant Experience

List a minimum of five (5) and no more than ten (10) relevant projects similar to this paving assessment project, completed within the last 10 years, and include:

- Project name and location
- Project size: acreage or square feet
- Year completed or current status
- Client, contact person, and phone number
- Brief description of the project

You may include photos as you deem appropriate.

4. Staff Qualifications

List the principals, staff and sub-consultants who will perform the work (as shown on your organizational chart) and list their role. Provide qualifications for each person listed by including resumes, which include license type, number of years with current firm, and list related project experience.

5. Project Approach

Using the schedule dates outlined in this SOQP, briefly describe your team’s approach to undertaking the project. Indicate what information you will need from the College and by when, including review comments on draft documents. Time is of the essence and it is highly desired that this work be completed by July 26, 2016.

6. Other

Provide any other information regarding your qualifications that you feel is relevant for consideration for this project. Do not cover topics requested in other parts of this SOQP. Limit this response to one (1) page maximum.

7. Agreement

Include a statement that the terms of the example Agreement for Professional Services Agreement are acceptable. A respondent taking exception to the College’s sample Agreement must provide alternate language for those provisions considered objectionable to the respondent. Please note that any exceptions or changes requested to the Agreement may constitute grounds to reject the proposal.

8. Proposed Fee

Provide a not to exceed fee for the scope of work described; include a back-up breakdown of labor and materials assumptions. Provide a separate listing of hourly billing rates.

9. Example Report

Provide five (5) hard copies of a similar report you have prepared for another client. If requested, submitted copies will be available for you to pick up after award of contract to successful respondent.

E. Schedule:

- Mandatory Pre-Bid Conference: March 10, 2016
- Qualifications and Proposals Due: March 24, 2016
- Contract to Board for Approval: April 20, 2016
- Start of Work/Project Kick-off Meeting: April 25, 2016
- Draft of Task 1 document: May 24, 2016
- Draft of Task 2 Document: June 14, 2016
- Draft of Comprehensive Report: July 8, 2016
- Submittal of Final Report: July 26, 2016



Limit of Work

Snowberry-Way

4000 Suisun Valley Rd

Solano-College Rd

Business-Center-Dr

Oakridge-Dr

Oakwood-Ck

Knoll-Dr

one-Way

U-T-S-N