

REQUEST FOR STATEMENT OF QUALIFICATIONS

#201920-01

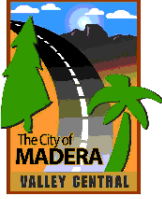
**City of Madera
Single-Family Residential
Rehabilitation/Reconstruction
Professional Estimation Services**

Issue Date: July 3, 2019

Statement of Qualifications (5 copies) must be received at the Purchasing-Central Supply Office on or before 3:00 p.m., Thursday, August 1, 2019. Late submittals may be returned unopened.

**Mail Proposals to: Rosa Hernandez
Procurement Services Manager
1030 S. Gateway Drive
Madera, CA 93637**

**Mark Envelope: STATEMENT OF QUALIFICATION
Single-Family Residential
Rehabilitation/Reconstruction
Professional Estimation Services**



REQUEST FOR QUALIFICATIONS

Single-Family Residential Rehabilitation/Reconstruction Professional Estimation Services



RFQ #201920-01

July 3, 2019

INTRODUCTION

The City of Madera is seeking Statements of Qualifications (SOQ) from interested firms to prepare estimates for the rehabilitation/ reconstruction or placement of a manufactured home on the site of a single-family dwelling.

BACKGROUND

The Grants Department administers HOME funds for its owner-occupied, single-family, residential rehabilitation program. This program provides zero interest, deferred payment loans to eligible owner-occupants of single-family dwellings for the repair of health, safety and ADA improvements.

PROJECT DESCRIPTION

The general services to be provided from the consultant are outlined below. The project is a 960 square foot, two bedroom, one bath, approximately 71 year-old dwelling. The estimate(s) shall include the following:

1. Repair/reconstruction or placement of a manufactured home on the site of a single-family dwelling.
2. Water and sewer connections. Sewer service connection to include a cleanout per City standards.
3. Construction of garage, carport, porch, patio or other structures attached to the home.
4. Incorporate the following required structural setbacks:
 - Front Yard: 15 feet to living space, 20 feet to garage/carport
 - Interior Side Yard: 5 feet
 - Rear Yard: 10 feet where no windows face rear
5. Incorporate all required open space standards in MMC §10-3.509 (R; Minimum Open Space).
6. An estimate for a detailed landscaping plan prepared by a licensed landscape architect consistent with the requirements of the State of California's Model Water Efficient Landscape Ordinance (MWELO), and shall include:
 - Landscaped areas provided with permanent automatic irrigation systems.

- A detailed planting list for landscaping, with the number, size, spacing (where applicable) and species of all plantings shall be included as part of the approved landscaping plan.
7. At least one (1) covered parking space on the site at all times. If a carport is proposed, it shall be constructed of wood material or better quality. If a garage is proposed, it shall be constructed and painted to match the approved exterior material of the manufactured house.
 8. The reconstructed dwelling shall not be constructed of TI-II siding. The exterior material shall be of stucco quality or better and shall be approved by the City of Madera Planning Department.
 9. Proposed driveway approach constructed per current City and ADA standards.
 10. Construction of sidewalk, curb and gutter in its ultimate location along the entire parcel frontage per City standards. An unimpeded ADA path of travel shall be maintained at all times.
 11. All required fees for completion of the project shall be included in the estimate. Fees due may include, but shall not be limited to the following: encroachment permit processing and improvement inspection fees, and improvements within the City right-of-way fees for an Encroachment Permit from the Engineering Division.
 12. Incorporate noise study mitigations.

PROJECT SITE

The City has identified the dwelling and expects to confirm the specific location no later than the time a notice to proceed is issued to the estimator selected to perform the professional estimation services for the project.

ATTACHMENTS

City's Standard Consultant Agreement (Attachment A)

Additional Rehabilitation/Reconstruction for
Placement of Manufactured Home Certifications (Attachment B)

STATEMENT OF QUALIFICATIONS REQUIREMENTS

I. Statement Outline

To be considered responsive to this Request for Statement of Qualifications (SOQ), your submittal shall specifically include the following SOQ Outline:

- A. Cover letter signed by a duly authorized person.
- B. Overview of the Estimator/Firm and proposed sub-consultants (if any).
- C. Summary description of similar projects completed by the Estimator/Firm and sub-consultants completed in the last five (5) years.
- D. Resumes for the project manager and key staff including education, relevant past project experience and description of their assignment on this project.
- E. Work Plan listing the proposed tasks along with a brief description of the tasks.
- F. Milestone Project Schedule for estimation, landscaping plan and noise study with mitigations.
- G. Listing of client references.

II. Statement of Qualifications Submittal

Five (5) copies of the sealed proposals should be submitted no later than 3:00 p.m. Thursday, July 1 to:

Rosa Hernandez
Procurement Services Manager
1030 South Gateway Drive
Madera, CA 93637

III. Other Requirements

- A. A copy of the City's standard Agreement for Consulting Services is attached as Attachment A for information purposes only. The contract requires liability insurance as indicated in the sample agreement.
- B. Consultant shall secure the appropriate Business License from the City of Madera. Business license information may be obtained by calling (559) 551-5408.

IV. Scope of Services

- A. Define project scope.
- B. Prepare site assessment report.

- C. Prepare estimation for residential rehabilitation/reconstruction, noise study with mitigations and architectural landscaping plan.
- D. Prepare rehabilitation/reconstruction or placement of a manufactured home scenarios and site improvement options.

V. Selection Process

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. It is the intent of this solicitation to select a qualified consultant who will provide the City quality professional consulting services at the best value and to complete the proposed project in a timely fashion,. The City will conduct an evaluation of all Statements of Qualifications submitted by respondents. The panel’s criteria in its evaluation of the SOQs includes (not necessarily in this order): experience with related projects, educational background related to discipline, quality of past experience with related projects, quality of past performance on similar projects, adequate staffing to perform work and references.

The selection committee will use the following criteria to evaluate the SOQs:

Criteria	Points
Similar project experience	30
Related personnel experience	20
Work plan	30
Schedule	10
References	10
Total	100

From the SOQs submitted, a selection panel may select the firm best able to meet the needs of this project, or may create a “short list” of several firms to meet with a panel to discuss the project and the firm’s qualifications. The consultant deemed most qualified by the selection panel will be required to prepare a detailed scope of services and a milestone schedule bar chart for the project.

VI. Fee Determination

The final compensation amount for professional estimating services will be negotiated with the selected consultant. The selected consultant and the City shall mutually develop the final scope of services to be provided prior to consultant preparing the final detailed compensation proposal. In the event negotiations fail with this firm, the City will terminate the negotiations and commence negotiations with the next ranked firm. This process shall continue until an agreement is reached on a fair and equitable fee. This solicitation for SOQs does not commit

the City to enter into a contract or to pay any costs incurred in the preparation of the SOQ. The City reserves the right to accept or reject any SOQs and to negotiate with any qualified consultant, or to cancel in part or in its entirety this solicitation for SOQs.

VII. Project Information

All requests for information and questions regarding this project shall be in writing via email or fax. There are to be NO phone calls to the City for additional information or clarification. Any calls or deviation from the specifications in this SOQ shall be proper reason for rejection of an SOQ. Should there be any questions or requests for additional information, send your request to Rosa Hernandez, rhernandez@madera.gov or fax (559) 661-0760 by Monday, July 22, 2019. The City shall respond to questions or requests for information that the City deems necessary for the preparation of the Consultant's SOQ. Responses shall be posted on the Purchasing page of the City's website, www.madera.gov/purchasing under Bid Announcements & Results. It is the responsibility of the Consultant to monitor this webpage for updates prior to submittal of the Consultant's SOQ.