



**REQUEST FOR QUALIFICATIONS  
To provide  
Civil Engineering Design Services  
For  
Yerba Buena Slope Repair  
(MP 0.93, 1.94, 2.61, 2.96) Project**

**RESPONSE DUE**

by

**4:00 p.m.**

on

**June 20, 2025**

at

**County of Ventura – Public Works Agency  
Hall of Administration Main Floor  
Attention: Daniel Espinoza,  
800 S. Victoria Avenue, #1620  
Ventura, CA 93009**



FOR THE COUNTY OF VENTURA, PUBLIC WORKS AGENCY  
ROADS & TRANSPORTATION DEPARTMENT

Contents

I. SCHEDULE OF EVENTS ..... 3

II. INTRODUCTION ..... 3

III. PROJECT DESCRIPTION AND PURPOSE..... 3

IV. SCOPE OF WORK..... 3

V. SUBMISSIONS ..... 6

VI. SELECTION CRITERIA..... 7

VII. PAYMENT METHOD ..... 8

Attachments

- Geotechnical Report – Cotton, Shires, and Associates

## I. SCHEDULE OF EVENTS

Issuance of RFQ	May 28, 2025
Closing Date for SOQ	June 20, 2025
Final Selection	June 27, 2025

Statement of Qualifications (SOQ's) should be submitted no later than 4:00 p.m. on June 20, 2025, to the following address:

Via Email: [Daniel.Espinoza@Ventura.org](mailto:Daniel.Espinoza@Ventura.org)

All submittals should be sent by email. Incomplete submittals and/or submittals received after the deadline will not be accepted.

Consultant may submit questions via email to [Daniel.Espinoza@Ventura.org](mailto:Daniel.Espinoza@Ventura.org) no later than June 16, 2025. All inquiries shall be made only through this email address; telephone calls will not be accepted. It is the responsibility of the proposer to monitor the County website for updates prior to the closing date.

## II. INTRODUCTION

Ventura County Public Works Agency Roads & Transportation (PWA-RT) is seeking Statements of Qualifications (SOQ) from qualified firms to provide professional Civil Engineering Design Services for a slope stabilization and road reconstruction project. The services to be provided shall consist of review of the provided Geotechnical Report and design recommendations, preparation of independent design recommendations based on review of Geotechnical Report, utility and right-of-way coordination, and preparation of complete Plans, Specifications, and Estimates.

## III. PROJECT DESCRIPTION AND PURPOSE

The Yerba Buena Slope Repair (MP 0.93, 1.94, 2.61, 2.96) Project consists of roadway and slope repairs at four locations along Yerba Buena Road, including construction of soldier pile walls and road reconstruction necessary to restore complete function to the roadway. The project may also include additional safety and drainage elements, as well as additional slope stabilization (geofabric layering, hydroseeding, etc.) downslope from proposed soldier pile walls to mitigate potential damage from future storm events. The scope of these improvements will be determined by the Geotechnical Report and direction from the Agency. Construction is expected to begin in March of 2026.

## IV. SCOPE OF WORK

The Consultant firm shall provide the professional civil and structural engineering design services necessary to prepare complete construction documents, including complete Plans, Specifications, and Estimates. The complete design must conform to all laws, ordinances, and

codes, including Ventura County Road Standards, Caltrans Standard Plans & Specifications, and the Standard Plans & Specifications of Public Works Construction (Greenbook). All work products shall become the property of the County of Ventura and submitted to the County for review and approval. The Consultant shall submit a minimum of four design submittals for review: 30% Preliminary Design, 60% PS&E, 90% PS&E, and 100% PS&E. At minimum, Consultant scope shall include the following tasks:

### **Project Management & Meetings**

Within 14 days of contract execution, there is a kick-off meeting with Consultant and Agency staff to discuss project goals, scope, schedule, introduce project team, request information, and conduct similar activities. The Consultant shall schedule, attend, and conduct monthly meetings with Agency staff, including additional meetings as follows through the duration of the project: 30% PS&E, 60% PS&E, and 90% PS&E. The Consultant shall prepare and distribute meeting minutes after each meeting. The Consultant shall provide monthly updates regarding progress with current information regarding schedule, completed/upcoming deliverables, encountered or potential problems, and activities for the following month. The Consultant shall attend other meetings as required (e.g. environmental, ROW, utilities).

### **Utility & ROW Coordination**

The consultant shall coordinate with the Agency and utility agencies. Utility (overhead and underground) and ROW information must be included in the project base mapping.

### **Preliminary Design**

Consultant shall review the Geotechnical Report completed by Cotton, Shires, and Associates for the project location(s), and prepare a preliminary design report with independent design recommendations for each of the four project locations. The preliminary design report shall include structural elements, roadway repairs, recommended slope stabilization methods, and safety, drainage, and other ancillary improvements the Consultant recommends for the project. The Consultant shall participate in field investigation and scoping meetings with Agency staff to document and corroborate the design recommendations stated in the project's geotechnical report, and to prepare independent design recommendations and comments.

### **30% Plans, Specifications, and Estimate**

The consultant shall prepare a preliminary design package consisting of 30% concept plans, specifications, and cost estimate. The 30% concept plans shall show the design recommendations identified in the preliminary design report, any ROW and easements needed, and any utilities impacted by the project.

## **Project Plans, Specifications, and Cost Estimates**

The consultant shall prepare complete PS&E for the project. The project plans and specifications shall include all sites, construction, demolition, staging, grading, control, drainage, utility, detail, quantity, cross section, and other plans, specifications, and details as directed by Agency's project manager.

### **60% Plans, Specifications, and Cost Estimate**

Plans shall be prepared in AutoCAD format, on agency-provided borders/template, at an engineered scale no larger than 1 inch = 40 feet.

The consultant shall prepare construction plans and specifications according to Agency design recommendations and accepted design standards. Project construction plans shall include title sheet, vicinity map, location map, legend, general notes, demolition plan, grading plan, construction plan, construction details, quantity sheet(s), cross section plan(s), drainage plans, and any other plan sheets required. Project Special Provisions shall be formatted based on Agency Standard Contract Documents, a sample of which shall be provided by the Agency. Special Provisions shall be prepared in accordance with the Standard Specifications of Public Works Construction (2021 Edition), Caltrans Standard Specifications, Ventura County Standard Provisions, and accepted design standards for the project scope to be completed.

The consultant shall prepare a Construction Cost Estimate for bidding purposes. Contingencies shall be included at the Agency approved percentages.

### **90% Plans, Specifications, and Cost Estimate**

The consultant shall prepare a 90% PS&E package for review by the Agency based on comments and revisions for the 60% submittal. The consultant shall provide response to comments, specifications in word format, independent cost estimate in excel format, and 90% plans in AutoCAD and PDF format.

### **100% Final Plans, Specifications, and Cost Estimate**

The consultant shall prepare the final 100% PS&E package, stamped and signed by a Professional Civil Engineer licensed in the State of California. The final PS&E shall incorporate final comments from the Agency and may be required to incorporate final comments from the Agency's geotechnical engineering consultants.

## **Bidding & Construction Support Services**

Consultant shall provide bidding support to the Agency during the project's construction bidding period including responses to RFI's, preparation of addenda, and preparation of any contract bid document modifications requested during this period by the Agency.

The Agency shall assume construction management and inspection duties during construction. The consultant shall provide the following construction support services to the Agency during the project's construction phase.

1. Review project submittals
2. Respond to contractor and Agency requests for information (RFIs)
3. Assist with inspection during construction on an as-needed basis
4. Assist Agency in preparation for construction change orders
5. Provide project technical consultation to the Agency during construction on an as-needed basis.
6. Support project close-out including preparation of project As-Built plans, final quantities, and other supporting documentation as requested by Agency.

## **V. SUBMISSIONS**

The SOQ must not be more than 20 single sided pages and shall be in PDF 8.5"x11" format, minimum, Arial 12 pt Font & Spacing. The SOQ shall include the following:

1. Transmittal Letter – This letter should outline the firm's ability to provide the experience and scope of services requested. Describe company size, management, and ownership, including name, address, telephone number, years in business, number of employees, primary contact, and ID number. This letter must be signed by an authorized representative of the consulting firm.
2. Statement of Understanding and Qualifications of Firms – Consulting firm shall include a statement describing their understanding of the work to be performed under this contract and how the objectives of the scope of services will be accomplished. Provide a brief description of the firm, including the various types of services offered.
3. Staff Experience - Provide a description of the key personnel who will be involved in this project, their roles, and responsibilities. Provide relevant experience in the preparation of environmental documents, related support materials, and specialized environmental studies on similar past projects. In addition to this summary, provide a brief resume for each describing their education, experience, and qualifications.

4. Communication Plan - Provide a description of your Firm's approach to communicating effectively with County and Caltrans staff, stakeholders, and the public to facilitate successful delivery of assigned tasks.
5. The consultant shall list a minimum of three (3) projects of a similar nature completed in the last 5 years. Services should reflect the Scope of Services section of this RFQ. Please include:
  - Project Description
  - Description of services provided and Key personnel.
  - Client name, contact person, and current phone number.

## VI. SELECTION CRITERIA

The selected Committee, comprised of VCPWA staff, shall evaluate, and score the SOQ's based on the selection criteria listed below:

Evaluation Criteria	Rating (1-10)	Rating Factor	Total Weighted # of Points	Max. Possible
Project Understanding and Approach		x 2.0		20
Quality, Clarity, Responsiveness, & Overall Impression		x 1.0		10
Project Team / Sub-Consultants Qualifications		x 2.5		25
Relevant Experience		x 3.0		30
Past Experiences working with County (list a rating value of 5 if none)		x 1.5		15

**Project Understanding/Approach:** Does the Consultant's understanding of the project requirements conform to the Scope of Services offered? Does the Consultant offer a sensible approach in response to the Scope of Services? Does the Consultant offer an expanded scope for the project (Additional Services) that is justified and reasonable?

**Quality, Clarity, Responsiveness, & Overall Impression:** The overall look of the SOQ is professional, well organized, and easy to follow. The SOQ meets the terms and format required in the RFQ and follows the breakdown of the scope of work in the SOQ.

**Project Team / Sub-Consultant Qualifications:** Is the proposed team composed of members/sub-consultants with expertise and background related to the proposed project? Are appropriate disciplines presented? How much of the work will be handled by the Consultant's in-house staff and how long has that staff has been working for the firm? How many similar projects have the proposed subconsultants worked with the Consultant as a team?

**Relevant Experience:** Has the Consultant completed similar projects in both scope and size of similar type. Does the Consultant understand local issues?

**Past Experiences:** What was the Consultant's experience in working with the County in the past? If they have no experience, please put a mid-point value of 5, and deviate accordingly if there are any negative or positive past experiences.

Upon completion of the SOQ evaluations, the final ranking of the firms will be established. The three highest-scoring firms will be invited to participate in interviews. The selected firm will be asked to submit a written fee proposal and if accepted, invited to enter a contract with VCPWA.

## **VII. PAYMENT METHOD**

The method of payment for this contract shall be "Specific Rates of Compensation". Under this method of payment, the proposed Consultant is paid at an agreed upon and supported fixed hourly rate for each employee working directly on the contract work. These rates shall be negotiated and agreed upon between VCPWA and Consultant and included in the contract. The specific fixed rate includes the proposed Consultant's fee and indirect costs, such as overhead, fringe, and other administrative charges. Rates of Other Direct Costs (ODC) shall be reimbursed using separate itemized unit costs, such as mileage, printing, postage, and other reimbursable expenses.

A schedule of costs and fees shall **NOT** be submitted with the SOQ. Upon selection of the highest-ranking firm, a request for a cost proposal will be issued to the highest-ranking firm.