



**REQUEST FOR QUALIFICATIONS
for
Transportation Engineering Services
For
Guardrail Study (New Locations)**

**RESPONSE DUE
by
2:00 p.m.
on
February 15th, 2023
at
County of Ventura – Public Works Agency
Hall of Administration 3rd Floor
Attention: Gianfranco Laurie,
800 S. Victoria Avenue, #1620
Ventura, CA 93009**



**FOR THE COUNTY OF VENTURA, PUBLIC WORKS AGENCY
TRANSPORTATION DEPARTMENT**

Contents

I. SCHEDULE OF EVENTS	3
II. INTRODUCTION	3
III. PROJECT DESCRIPTION AND PURPOSE	3
IV. SCOPE OF WORK.....	3
V. SUBMITTALS AND INQUIRIES.....	4
VI. SUBMISSIONS	5
VII. SELECTION CRITERIA.....	5
VIII. AGENCY PROVIDED DOCUMENTS.....	6
IX. PAYMENT METHOD	6

I. SCHEDULE OF EVENTS

Issuance of RFQ.....	02-01-2023
Last Date to submit inquiries.....	02-08-2023
Closing Date for SOQ.....	02-15-2023
SOQ's Evaluation Period	
Notification of Final Selections	
Request for Cost Proposal & Contract Negotiation with the highest ranked consultant	

II. INTRODUCTION

Ventura County Public Works Agency (VCPWA) is seeking Statements of Qualifications (SOQ) from qualified and experienced professional engineering firms to provide transportation engineering services for a guardrail study (new locations). The services required shall be to examine traffic documents, review topographic maps, conduct field investigations, develop new guardrail criteria and warrants, prioritize and rank new guardrail locations, draft and final reports with cost estimates outlining recommendations. This study shall be a basis for installing new guardrails countywide. This project is funded locally with Road Fund and no Federal/State grant funding is used.

III. PROJECT DESCRIPTION AND PURPOSE

The study is to determine new guardrail locations for the unincorporated county area. The purpose of this study is to reduce/eliminate possible run-off road departure collision through the installation of guardrails at various locations. Study locations shall be identified by way of the anticipated services provided above.

IV. SCOPE OF WORK

The Scope of Work required includes the preparation of a detailed engineering study. The engineering study must conform to Federal, State, and/or local standards, guidelines, and practice. All work products shall become the property of the County and submitted to the County for review.

❖ Project Management & Meetings

Within 10 days after the contract execution, Consultant and County staff will have a kick-off meeting to discuss the project goals, scope, finalize the schedule, introduce the project team, request information, and conduct other similar activities. The Consultant shall prepare and distribute kick-off meeting minutes, and responsibility matrix after each meeting. The Consultant shall Prepare Monthly Progress reports that shall provide current information regarding the project schedule completed/upcoming deliverables, problems encountered that may affect the schedule, budget of work products and anticipated work items, and identify activities for the following month. The Consultant shall schedule, attend, and conduct at a minimum two additional meetings. The Consultant shall prepare and distribute meeting minutes to all project team members. The schedule must reflect realistic estimates and include a two-week County review period.

❖ Exploration & Field Investigations

The Consultant shall examine traffic documents consisting of traffic volumes, speed surveys, collision reports, safety studies, and citizen complaints. In addition, review the County topographic map utilizing the data above to identify “hot spot” locations for new guardrail study locations. Select up to 10 hot spot locations and perform detailed field investigations. Field investigations shall include but not limited to measuring side slopes, embankment depths, bench/shoulder widths, adjacent landscape/fixtures, etc. Pictures shall be taken, and findings shall be summarized in an excel spreadsheet.

Access to topographic map is <https://vcwatershed.net/publicMaps/data/>. Consultant may contact staff for a copy of the County road network in ArcGIS format to superimpose on topographic map.

❖ Criteria & Warrants

Consultant shall develop criteria and warrants based on the results from Exploration & Field Investigations. Criteria and warrants created shall comprise of reason and logic necessary to substantiate new guardrail locations. A form shall be produced listing the criteria/warrant evaluated with a satisfaction column tabulating Yes or No.

❖ Prioritization & Ranking

Consultant shall generate a sound and reasonable point scoring system to prioritize and rank new guardrail locations. Score factors shall include but not limited to the data described in Exploration & Field Investigations. Priority points shall be in descending order. The prioritization and ranking shall be captured in an excel spreadsheet.

❖ Draft & Final Reports

The Consultant shall prepare draft and final reports with cost estimates for new guardrail locations. Analysis shall consider a rough budget of up to \$250,000 per year for the next five year forecast. Reports shall encompass all work items mentioned above in a single document.

V. SUBMITTALS AND INQUIRIES

Statements of Qualifications (SOQ's) should be submitted no later than 2:00 P.M. on February 14, 2023, to the following address:

County of Ventura – Public Works Agency
Hall of Administration 3rd Floor
Attention: Gianfranco Laurie
800 S. Victoria Avenue, #1620
Ventura, CA 93009

All Submittals should be sent by registered mail, certified mail, overnight mail, hand delivery, or by email. Incomplete submittals and/or submittals received after the deadline will not be

accepted. Consultants may submit questions via email to Gianfranco.Laurie@ventura.org no later than then 2:00 p.m. on February 7, 2023. All inquiries shall be made only through this email address; telephone calls will not be accepted.

VI. SUBMISSIONS

The SOQ must not be more than 15 single sided pages and shall be in spiral bound 8.5"x11" format or may be submitted via email to Gianfranco.Laurie@ventura.org. The SOQ shall include the following:

1. A cover letter signed by an authorized representative of the prospective consulting firm. Cover letter shall include contact information: Name, address, telephone number, and e-mail address.
2. Statement of Understanding – Consulting firm shall include a statement describing their understanding of the work to be performed under this contract and a brief description of the firm including the types of services offered.
3. List of personnel to be made available for these services and a brief resume for each describing their education, experience, and qualifications.
4. Consultant shall list a minimum of two (2) projects of similar nature completed. Please include:
 - Project Description
 - Description of services provided and Key personnel
 - Client name, contact person, and current phone number.

A set of three (3) Copies and one electronic file of the SOQ's shall be submitted for review by the Selection Committee.

VII. SELECTION CRITERIA

The selection committee, comprised of VCPWA staff, will 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 1.5		15
Project Team / Sub-Consultants Qualifications		x 2.0		20
Relevant Experience		x 3.0		30
Past Experiences (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 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 for similar type for other public agencies?

Past Experiences: What is the County's experience in working with the Consultant 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 of the firms will be established. The highest-scoring firm will be invited to submit a written fee proposal and if accepted, invited to enter into a contract with VCPWA. PROPOSAL REQUIREMENTS

VIII. AGENCY PROVIDED DOCUMENTS

Agency shall provide general oversight and liaison between the Consultant.

AGENCY will provide or accomplish the following upon request.

1. ArcGIS County Road Network Layer
2. Citizen Complaints
3. Collision History Reports
4. Average Daily Traffic Counts
5. E&TS spreadsheet
6. Local Road Safety Plan (LRSP)

IX. PAYMENT METHOD

The method of payment for this contract shall be "Itemized Unit Cost or Lump Sum per item". Under this method of payment, the proposed Consultant is paid at an agreed upon and supported fixed rate for each item or unit of the contract work. These rates shall be negotiated and agreed upon between VCPWA and Consultant and included in the contract. The specific rate includes the proposed Consultant's fee and indirect costs, such as overhead, fringe, and other administrative charges. A schedule of costs and fees shall **NOT** be submitted with the SOQ. Upon selection of the highest-ranking firm, a request for cost proposal will be issued to the highest-ranking firm.