County of Ventura
Public Works Agency
Roads & Transportation
MEMORANDUM

ISSUE DATE: October 30, 2024

SUBJECT: REQUEST FOR QUALIFICATIONS TO PROVIDE CONSTRUCTION INSPECTION SERVICES

The Ventura County Public Works Agency, Roads & Transportation department is seeking Statement of Qualification (SOQ) from qualified firms to provide construction inspection services for upcoming locally funded transportation projects.

The work is expected to be as follows:

- 50634 Pavement Resurfacing – Oxnard West & Plain Area
  - Asphalt Concrete Hot Mix (ACHM) with Fiber Reinforcement, Asphalt Rubber Aggregate Membrane (ARAM), AC Base Repair, Cold Milling, AC Dike Repair, AC Swale, Shoulder Backing, Rumble Strips, Concrete Pads, Detectable Warning Surface.
  - Work is expected to occur from Spring of 2025 to Summer of 2025.

SERVICE REQUESTED

The County of Ventura Roads & Transportation Department (AGENCY) is seeking a qualified Consulting Firm to provide Construction Inspection Services during the construction of transportation projects at various locations in the County of Ventura. The successful proposer shall provide an experienced and qualified construction inspector that specializes in roadway capital improvements and Traffic Signal equipment and is familiar in working with public agencies to provide the services included in this Request for Qualifications.

The ideal candidate shall have at a minimum, five years of relative expertise and experience in construction inspection, with two years of recently completed construction projects performed for local agencies. The successful proposer shall demonstrate that they have the resources and capability to provide replacement or additional inspectors if required.

The Consultant’s inspector shall work under an Agency Resident Engineer. Desirable qualifications include having some engineering knowledge and training for roadway construction, proficiency in one or more of the construction trades, a certification as a Public Infrastructure Inspector by the American Public Works Association or other certificates (ICC, ACI, AWS, QSP, Caltrans, etc.). Knowledge of industry safety practices and OSHA safety regulations.

Construction Inspection services shall include but not be limited to the following tasks:

1. Consultant shall provide at least one full-time inspector for daily project coordination, inspect construction operations, inspection of traffic control, maintain public relations, and conduct contractor employee interviews.

2. Become familiar with Plans & Specifications, construction schedule and construction sequences.

3. Attend the Preconstruction Meeting and office meetings when requested.

4. Prepare Daily Inspection Reports, and track materials, labor and equipment on the project.

5. Maintain photographic records of the construction operations.

6. Inspector shall ensure the wage rate information (Posters) is accessible to all employees on the jobsite.

7. Perform field measurements and provide accurate records of all construction quantities for all pay items. Provide monthly calculations to administer progress payments.

8. Ensure that Contractors do not install materials without approved material testing certifications. Report any failed tests and inform the contractor to take appropriate measures to achieve compliance.

9. Monitor construction progress schedule on a regular basis and verify that schedules are on track with project milestones.

10. Notify construction contractor about non-compliance items when discovered.

11. Coordinate the preparation and submittal of as-builts plans to AGENCY upon project completion.

12. Upon project completion, conduct a final inspection with punch list items.

SUBMISSION

The SOQ must not be more than 15 single sided pages and shall be in 8.5”x11” format.

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 email address. A brief description of the firm including the type of services offered.

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 specific personnel to be made available for this specific contract and resume for each describing their education, experience, and qualifications.

EVALUATION CRITERIA

Evaluation Criteria	Rating (1-10)	Rating Factor	Total Weighted # of Points	Max. Possible
Project Understanding and Approach		x 3.0		30
Quality, Clarity, Responsiveness, & Overall Impression		x 2.0		20
Relevant Staff & Experience		x 3.0		30
Relevant Past Project Experiences (list a rating value of 5 if none)		x 2.0		20

SUBMISSION DEADLINE

Statements of Qualifications (SOQ's) should be submitted no later than 3:00 P.M. on Wednesday, November 20, 2024 to the following address:

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

Or via Email: Christopher.Solis@ventura.org
And CC: Sohil.Bhakta@ventura.org

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

Consultants may submit questions via email to Christopher.Solis@ventura.org no later than noon on Wednesday November 13, 2024. All inquiries shall be made only through this email address; telephone calls will not be accepted.