



REQUEST FOR QUALIFICATIONS

For

“ON-CALL” TRANSPORTATION ENGINEERING SUPPORT SERVICES

For

TRANSPORTATION ENGINEERING DIVISION

STOCKTON, CALIFORNIA

May 5, 2025



**San Joaquin County Department of Public Works
Transportation Engineering Division
1810 East Hazelton Avenue
Stockton, California 95205
(209) 953-7452**

Solicitation #SJCDPW-RFQ-25-03

**COUNTY OF SAN JOAQUIN
DEPARTMENT OF PUBLIC WORKS
REQUEST FOR QUALIFICATIONS
SJCDPW-RFQ-25-03**

ON-CALL TRANSPORTATION ENGINEERING SUPPORT SERVICES

1.0 INTRODUCTION

The San Joaquin County Department of Public Works (SJCDPW) requests statements of qualifications from engineering consulting firms to provide transportation engineering support services. The work will be assigned on an as-needed basis and will consist of a range of services, including but not limited to: preparing a scope of work for an assigned project, collecting and analyzing traffic data, preparing draft and final Traffic Impact Studies, and participating in meetings with County staff associated with various development and improvement projects.

SJCDPW will select an On-Call List of two (2) to three (3) qualified consulting firms to provide these services, and a purchase order will be issued to each selected firm (CONSULTANT) as work is assigned. The On-Call List will remain in effect for two years with an option to extend for two (2) periods of one year each.

2.0 PRELIMINARY SCOPE OF SERVICES

Consultants on the On-Call list for Transportation Engineering Support Services will perform traffic engineering support on an as-needed basis for various projects in San Joaquin County. They may be discrete, short term assignments or may be part of larger development, roadway improvement, or other capital projects. The amount of compensation to the CONSULTANT will be established for each project at the time it is assigned, and payments will be made under a Purchase Order issued by the County.

A CONSULTANT has the option of using subconsultants, but subconsultants must be approved in writing by SJCDPW prior to proceeding. Due to the limited services and the nature of development projects, SJCDPW has established no goals for the participation of Disadvantaged Business Enterprise (DBE) for each Purchase Order. However, in accordance with the law, the CONSULTANT shall not discriminate on the basis of race, color, national origin, or sex in the award or performance of subcontracts.

Whenever possible, SJCDPW will assign on-call firms to specific assignments on a rotating basis. However, SJCDPW may base an assignment on other considerations, including but not limited to the availability of traffic engineering personnel and the CONSULTANT's relevant experience. The scope of work, completion schedule, and duration of each assignment will vary. Some project assignments could involve extended work durations, but typically, a project assignment will be forty (40) to eighty-four (84) working days, excluding County and other agency review periods. Required services and capabilities to be provided by On-Call CONSULTANTS include:

- California Licensed Traffic Engineer
- California Licensed Civil Engineer
- Level of Service based traffic impacts and mitigations, operations, and engineering analyses (Quantitative and qualitative)
- Site reconnaissance/plan analysis
- Preparation of project scope including:
 - Project Understanding
 - Schedule
 - Cost
- Preparation of Traffic Impact Studies per the format specified in the latest revision of the San Joaquin County Traffic Impact Study Guidelines
 - Travel forecasting
 - Traffic counts
 - Safety and Operation Recommendations

- Development Fair Share Determinations
- Preparation of Vehicle Miles Traveled (VMT) Studies using:
 - County developed VMT guidelines and thresholds
 - Office of Planning and Research VMT requirements
- Peer review of County prepared Preliminary Plans for:
 - Roundabout geometrics
 - Traffic Signal design
 - Traffic Signal timing
- Preparation of Grant Applications ○ Development of Project Study Report – Equivalent
 - Development of supporting documentation, such as Project Maps
 - Development of grant narrative

The On-Call traffic engineering firm selected for a specific project assignment shall complete all work required in accordance with Federal, State, and County requirements and obtain agency approvals and permits, as necessary. Development Traffic Impact Studies are to be prepared under the direction of a Registered Traffic Engineer licensed in the State of California and must follow the format specified in the latest version of the San Joaquin County Traffic Impact Study Guidelines (Exhibit A). SJCDPW retains the right to modify these Guidelines as it deems necessary during the two to four-year period of the On-Call List. Any other Traffic Engineering or Transportation related work will be scoped on an as-needed case-by-case basis.

SJCDPW shall furnish access to all information, data, and maps as currently exist in files to assist in carrying out each specific project assignment, to the Consultant, without charge, and SJCDPW shall cooperate in every way possible to carry out of the work without delay. The CONSULTANT will be required to check and investigate existing information and conditions and notify SJCDPW of any deficiencies. The Consultant agrees that SJCDPW's responsibility to provide access to information is limited to data of record in SJCDPW files and in the format as recorded.

3.0 STATEMENT OF QUALIFICATIONS CONTENT REQUIREMENTS

The Statement of Qualifications (SOQ) submission may not exceed twenty-five (25) single-sided standard sized (8 ½" by 11") pages. The page limit does not apply to an optional, one-page table of contents, any folder, or cover. Each page must be numbered. ***The SOQ should not include cost or rate information. County will only request the Schedule of Costs and Fee from firms that are selected to the On Call list.*** Costs for preparing and submitting a response to this RFQ are entirely the responsibility of the Consultant and shall be charged to the County or recovered from the County in any way.

The SOQ content to submit includes a cover letter, a conflict of interest disclosure, and a summary of qualifications and experience; it also includes a schedule of costs and fees as described below:

3.1 Cover Letter:

- A. Summary— Provide a brief summary of the firm's SOQ submission contents, emphasizing qualifications and capabilities of the Consultant and any subconsultants, if appropriate. The summary should indicate an understanding of the traffic engineering services required for performance.
- B. Office Location— Indicate where the work is to be performed. If the work is to be shared among firms or different offices, then identify the locations and the work to be performed in each office. Travel to project sites will be required, but excessive travel time and expenses will be avoided to ensure operating efficiency and responsible cost control. This requirement is more easily met by CONSULTANTS that are capable of responding on site with short notice and that are based within a 75-mile radius of Stockton, California.
- C. Insurance— Provide a brief statement that the current insurance coverage of the consultant and

any subconsultants meets the requirements, as stated below, or that the firm and any subconsultants will be able to obtain the required insurance coverage:

General Liability Insurance on an occurrence-based policy, including contractual liability with a combined single limit in the minimum amount of \$1,000,000.

Automobile Liability Insurance with a combined single limit in the minimum amount of \$1,000,000.

Professional Liability Insurance on an occurrence-based policy with an aggregate limit in the minimum amount of \$1,000,000

Workers' Compensation Insurance as required by law.

- D. Indemnification— Provide a brief statement that the consultant firm and any subconsultants shall be able to comply with the following indemnification requirement:

CONSULTANT shall, at its expense, defend, indemnify and hold harmless the County of San Joaquin and its employees, officers, directors, CONSULTANTS and agents from and against any losses, liabilities, damages, penalties, costs, fees, including without limitation reasonable attorneys' fees, and expenses from any claim or action, including without limitation for bodily injury or death, to the extent caused by or arising from the active and/or passive negligence or willful misconduct of CONSULTANT, its employees, officers, agents or Subconsultants.

CONSULTANT shall hold the COUNTY, its officers and employees, harmless from liability, of any nature or kind on account of use of any copyrighted, or un-copyrighted composition, secret process, patented or un-patented invention articles or appliance furnished or used under this order.

- E. EEO— Provide a brief statement that the consultant firm and any subconsultants shall comply with the applicable Federal, State and local regulations concerning equal employment opportunity.
- F. Debarment— In accordance with the Code of Federal Regulations, Title 49, Part 29, Debarment and Suspension Certification, the Consultant shall certify that the consulting firm is currently not subject to any suspensions, debarments or voluntary exclusions or ineligibility determinations by any Federal agency.
- G. Signature and contact information—

The cover letter shall be signed by the Consultant's Project Manager and an official authorized to negotiate and contractually bind the firm with the County regarding the requested services. The Project Manager shall be the main contact with SJCDPW for technical and contractual issues, and shall be responsible for the direction of day-to-day progress of a specific project assignment. Please provide the telephone number, email, and office location of the Project Manager.

3.2 Conflict of Interest:

The Consultant shall disclose and list any financial, business or other relationships with the County that may have an impact on the outcome of traffic engineering services required for performance. A potential conflict of interest includes, but is not limited to, work related to contracts with other San Joaquin County departments, other counties, other cities, local land developers, current clients and other parties who may have a financial interest in the outcome of the transportation engineering services.

In addition, the Consultant shall provide a brief statement that the consultant firm and any

subconsultants shall be able to comply with the Conflict of Interest Statement as required below:

CONSULTANT covenants that CONSULTANT, its officers, employees or their immediate family, presently has no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONSULTANT further covenants that in the performance of this Agreement no person having any such interest shall be employed or retained by CONSULTANT under this Agreement. CONSULTANT shall not hire COUNTY'S employees to perform any portion of the work or services provided for herein including secretarial, clerical and similar incidental services except upon the written approval of COUNTY. Performance of services under this Agreement by associates or employees of CONSULTANT shall not relieve CONSULTANT from any responsibility under this Agreement.

At the County's discretion, a potential conflict of interest may be waived or factored into final award decisions and/or a modified scope of work.

- 3.3 Indemnification— Provide a brief statement that the CONSULTANT and any sub-consultants shall be able to comply with the following indemnification requirements:

CONTRACTOR shall, at its expense, defend, indemnify and hold harmless the County of San Joaquin and its employees, officers, directors, contractors and agents from and against any losses, liabilities, damages, penalties, costs, fees, including without limitation reasonable attorneys' fees, and expenses from any claim or action, including without limitation for bodily injury or death, to the extent caused by or arising from the active and/or passive negligence or willful misconduct of CONTRACTOR, its employees, officers, agents or Subcontractors.

CONTRACTOR shall hold the County, its officers and employees harmless from liability of any nature or kind on account of use of any copyrighted, or un-copyrighted composition, secret process, patented or un-patented invention articles or appliance furnished or used under this order.

3.4 Qualifications and Experience:

Summarize the qualifications and relevant experience for the consultant firm and any subconsultants. The following items will be included:

- A. A summary of the firm's overall capabilities, history, recent and related experience, and expertise. The proposed relationships among all key personnel and support staff that are expected to provide transportation engineering services should also be identified. Provide information on the firm's experience related to previous transportation engineering work and traffic impact studies for development projects. Provide information on the firm's current workload, facilities, resources, and experience that clearly demonstrate its ability to successfully complete traffic engineering services within the typical working day constraints stated.
- B. A resume for each of the proposed key personnel focusing on relevant experience and the assigned function of each key person. Provide information related to previous transportation engineering work and traffic impact studies for development projects. Similar information is required for each subconsultant utilized, if any, and the approximate percentage of their contribution. The proposal should include a statement describing the firm's commitment of the individuals proposed to perform the requested services.
- C. A list of similar reference projects that the proposed key personnel have completed in the last

three years. The projects listed should be similar or the same as the transportation engineering work and traffic impact studies for development projects that will be required for SJCDPW's on-call transportation engineering support services. The reference list should include:

- Project description and location;
- Description of services provided;
- Budget performance and schedule performance;
- Key personnel involved; and subconsultants employed;
- Client name, contact person, and current telephone number;

(Note: If SJCDPW cannot reach a contact person at the telephone number provided, then the reference will not be considered in the proposal evaluation.)

- D. A description in more technical detail of at least one primary reference project, completed within the last three years. The primary reference project should demonstrate working knowledge and experience regarding the preparation of traffic impact studies according to the format specified in the latest version of the San Joaquin County Traffic Impact Study Guidelines. Describe the approach and methodology used, including any equipment or special software. Identify the specific level of transportation engineering work that was performed, traffic impact studies that were completed for a development project, and the work products that were produced. The description should include a level of detail to differentiate between major and minor work tasks. Describe any supplemental tasks that were deemed necessary or recommended, which enhanced outcome, reduced cost, or expedited delivery.

Indicate where the work was performed. If the work was shared among firms or different offices, identify the office locations and the work that was performed in each office. Identify the project manager's specific responsibilities. List all subconsultants that provided services to the CONSULTANT and describe the role they performed. Identify who performed quality control and provide a percentage of time that was devoted to this function related to work effort and products. Indicate how much staff time other agencies devoted to the completion of the traffic engineering work. Include the names, addresses, and current telephone numbers of the agency and the name of the key representative assigned to the transportation engineering work.

- E. Knowledge of Local Conditions and Concerns: San Joaquin County is comprised of varied municipalities, communities, and a significant unincorporated rural area. Community outreach efforts may require participation by agricultural, retail, development, and manufacturing interests as well as homeowners and other residents. Describe the firm's familiarity with the area based on research, work experience, locale, or other factors.

3.5 Schedule of Costs and Fees:

SJCDPW will only require a schedule of costs and fees from consultants selected to the On-Call List. The Schedule of Costs and Fees should follow the format provided in Exhibit "B". The Schedule of Costs and Fees will include current fee schedules, personnel wage rate sheets and other costs. The firm shall provide specific hourly rates for each class of employee, specialist, and/or subconsultant. Such specific rates of compensation are to include an hourly breakdown, direct salary costs, salary additives, indirect costs, and fixed-fee or profit. Other direct costs should be set forth as independent cost items. The schedule of costs and fees shall include a separate itemization of any additional costs, such as mileage, printing, postage, and other reimbursable expenses.

Please note SJCDPW policy does not allow "cost-plus" or "mark-up" on Purchase Agreements and also note specific projects assignment will establish fixed unit pricing and the not-to-exceed amount for each specific project assignment.

4.0 **SOQ SUBMISSION PROCEDURES AND REQUIREMENTS**

- 4.1 SJCDPW reserves the right to reject any and all SOQs, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of SJCDPW. Nonacceptance of any SOQ will be devoid of any criticism and of any implication that the qualifications or the proposals were deficient.

- 4.2 Costs for developing SOQs are entirely the responsibility of the Consultant and shall not be chargeable in any way to SJCDPW. All materials submitted become the property SJCDPW and may be returned only at SJCDPW's option.
- 4.3 CONSULTANTS have options of submitting their SOQs via Hard copy **OR** through www.BIDEXPRESS.COM, an internet bidding platform. The internet bidding platform requires a vetting process. Costs for developing SOQs are entirely the responsibility of the CONSULTANT and shall not be chargeable in any way to SJCDPW. All materials submitted become the property SJCDPW and may be returned only at SJCDPW's option.

- 4.4 **Hard Copy Submittal: One (1) unbound original and one (1) electronic copy in PDF format on a flash drive of the SOQ, signed by an authorized representative to:**

Nhan Tran
County of San Joaquin
Department of Public Works
1810 East Hazelton Avenue
Stockton, California 95205

Label the envelope or box containing the SOQ in the lower left corner as follows:

On-Call Transportation Engineering Support Services SOQ
Name of Submitting Firm
OPEN BY CONSULTANT SOLICITATIONS STAFF ONLY

The SOQ must be delivered and received by SJCDPW no later than **4:00 p.m. on Thursday, May 29, 2025**. SOQs delivered after this time will be rejected and returned to the proposer unopened.

***CAUTION:** SJCDPW'S lobby is closed to the public on Friday from 12:00 – 5:00 pm.

- 4.5 **BidExpress Submittal:** Firms may also submit at <https://www.bidexpress.com>. One (1) electronic SOQ, electronically signed by an authorized representative, shall be submitted on or before **4:00 pm on Thursday, May 29, 2025**. **CAUTION:** Bid Express is a subscription bid submitting platform. There is a vetting process for submitting proposals on Bid Express. Please contact Bid Express for more information.

5.0 SOQ TECHNICAL QUESTIONS

- 5.1 General questions regarding the selection process may be directed to Nhan Tran, Management Analyst II, at the telephone number (209) 953-7452 or ntran@sigov.org
- 5.2 Technical questions regarding the requested services must be submitted in writing and must be received according to the schedule in Section 6.1 Consultant Selection Schedule. Written questions should be of a technical nature to allow for the clarification of the RFQ. Please direct written questions to Nhan Tran, by email: ntran@sigov.org,
- 5.3 No written technical questions regarding this RFQ will be answered after the designated time. Responses to written questions that warrant a clarification of the RFQ will be posted at <https://www.sigov.org/departments/pwk/rfps-and-rfq> as an addendum. Prospective Consultants are encouraged to register for Solicitation No. SJCDPW-RFQ-25-03 at this web page to receive an emailed Notice of Release of Addendum. Information will be provided to registered Prospective Consultants according to the schedule in Section 6.1 Consultant Selection Schedule.

6.0 CONSULTANT SELECTION PROCESS

- 6.1 Consultant Selection Schedule: SJCDPW will follow the consultant selection schedule listed below, but reserves the right to modify the schedule in any manner necessary to serve the best

interests of SJCDPW:

Release Request for Qualifications.....	Monday, May 5, 2025
Written Questions Submitted	Thursday, May 22, 2022
Release Response to Written Questions	Friday, May 23, 2025
Statement of Qualifications Due.....	Thursday, May 29, 2025, by 4:00 p.m.
Notification/Scheduling Oral Interviews	Tuesday, June 10, 2025
Consultants Oral Interviews	Wednesday, June 18, 2025
Notify Consultants of Ranking.....	Friday, June 20, 2025
Schedule of Costs & Fees from On Call	Wednesday, June 25, 2025
Negotiation Meeting.....	Thursday, June 26, 2025
Conclude Negotiations.....	Thursday, July 3, 2025

- 6.2 Qualifications Evaluation: SJCDPW will review the SOQs for completeness, clarity, and content. Each SOQ will be reviewed to determine if it meets the proposal requirements contained in Section 3.0 "STATEMENT OF QUALIFICATIONS CONTENT REQUIREMENTS." SJCDPW may reject any SOQ if it is conditional, incomplete or contains irregularities. SJCDPW may waive an immaterial deviation or irregularity in a SOQ submittal without amending the RFQ requirements.

SJCDPW will assemble a selection committee which will evaluate those SOQs that meet the qualification and proposal requirements, and will also select candidate firms for oral presentations and interviews. Reference checks will be conducted by SJCDPW staff according to the schedule in Section 6.1 Consultant Selection Schedule. The evaluation of the written qualifications will be based on the criteria shown in Attachment A. The selection committee may consist of members from the Transportation Engineering Division of the Department of Public Works, as well as qualified members of other agencies.

Aside from the evaluation process described herein, consultants or their representatives are strictly prohibited from attempting to influence the outcome of the selection by contacting selection committee members, elected officials, SJCDPW staff, or other individuals and entities involved in the process of selecting the consultant. Any such attempt to influence selection outside of the proscribed process will be grounds for disqualification.

- 6.3 Oral Presentation and Interview Selection Process: An oral presentation and interview will be conducted with the firms that are ranked the four (4) to seven (7) highest based upon written qualifications and references. SJCDPW may choose to increase or decrease the number of firms interviewed. Those firms invited to interviews will be notified of the dates and times of their interviews. SJCDPW anticipates that oral interviews would be arranged according to the schedule on Section 6.1 Consultant Selection Schedule. Firms will also be notified of additional information, if any, to be submitted at the oral presentation and interview. Failure to appear at the oral presentation and interview will be considered non-responsive and the firm will be eliminated from further consideration. Oral presentations and interviews would be evaluated using the criteria shown in Attachment A.
- 6.4 Selection Process: SJCDPW has critical project development time frames that must be met. Preference will be given to the traffic engineering consulting firms that demonstrate the availability of key qualified personnel and a commitment to begin work as soon as possible when needed, and will cover all of the needs and requirements of the proposed specific project assignment. Based upon the evaluation of written Statements of Qualifications reference checks and interview/oral presentation, SJCDPW's selection committee will select four (4) to seven (7) firms to be considered the most qualified to provide traffic engineering services.

Please note, prolonged negotiations with any firm may result in SJCDPW selecting another firm from the On-Call List, regardless of ranking, for a project specific assignment.

Selection of the firms for the On-Call list will be based on qualifications, references, and presentation; the schedule of costs and fees will be used as a starting point for negotiations with the selected firms.

6.5 Specific Project Assignments

SJCDPW will select on-call consulting firms for specific project assignments on a rotating basis. However, SJCDPW may select any firm on the On-Call list based on a range of factors including, but not limited to, the specialized qualifications of key personnel, recent project experience in a specific work area, and the firm's past performance in provided services to SJCDPW.

At the time of specifying a project assignment, SJCDPW will provide the relevant background information to the selected on-call firm. The selected firm will prepare and submit to SJCDPW a specific project assignment scope of work, cost proposal, and schedule. Specific project assignments will establish fixed unit pricing and the not-to-exceed amount for each specific project assignment. At that time, the selected firm will also delineate for SJCDPW any perceived special conditions associated with the specific project assignment. The selected firm's scope of work, cost proposal, and schedule will be used as the starting point for negotiating a specific project assignment Purchase Order. If terms to establish a Purchase Order, acceptable to SJCDPW, cannot be reached in a reasonable period of time, then SJCDPW will cease negotiation with the selected firm and negotiate with another firm from the On-Call list. The compensation discussed with one prospective firm will not be disclosed or discussed with another firm.

This process will be repeated, if necessary, until a specific project assignment Purchase Order, acceptable to SJCDPW, is negotiated. The Purchase Order will not be in force until it is approved and fully executed by San Joaquin County Purchasing and Support Services. The firm shall perform services as requested by SJCDPW, only after receipt of a fully executed Purchase Order and SJCDPW has issued a written "Notice to Proceed" for each specific project assignment.

7.0 **FIRM ON INACTIVE STATUS OR REMOVING A FIRM**

The criteria in Attachment B will be used to place a traffic engineering support firm on inactive status or remove a firm from the "On-Call" List.

Thank you for your interest in serving the people of San Joaquin County.

- Exhibit A: The San Joaquin County Traffic Impact Study Guidelines
- Exhibit B: Schedule of Costs and Fees
- Exhibit C: Boilerplate Purchase Agreement

QUALIFICATIONS EVALUATION WORKSHEET

CONSULTANT _____
 Subconsultants _____

	(a) Weight	(b) Score (0-10)	(a) x (b) Weighted Score
<u>WRITTEN QUALIFICATIONS</u>			
A. Firm's Overall Capabilities as requested in 3.4 A	2.00	_____	_____
B. Key Personnel as requested in 3.3.B.	2.00	_____	_____
C. Similar & Primary Reference Projects in 3.3 C & D	1.00	_____	_____
D. Knowledge of Local Conditions in 3.3 E	1.00	_____	_____
E. Reference Checks	1.00	_____	_____
SUBTOTAL WRITTEN SCORE (70.0 POINTS MAXIMUM)			_____
<u>ORAL PRESENTATION/INTERVIEW</u>			
A. Demonstrated knowledge of required work	1.50	_____	_____
B. Demonstrated course of action to meet goals	0.50	_____	_____
C. Demonstrated sensitivity to local/regional issues	0.50	_____	_____
D. Demonstrated capabilities of firm/subconsultant project team	0.50	_____	_____
SUBTOTAL INTERVIEW SCORE (30.0 POINTS MAXIMUM)			_____
TOTAL SCORE (WRITTEN + ORAL = 100 POINT MAXIMUM)			_____

EVALUATOR _____ DATE _____

FIRM ON INACTIVE STATUS OR REMOVING A FIRM

FIRM ON INACTIVE STATUS:

1. If a traffic engineering support firm loses their technical expertise and does not replace that expertise within two (2) months, then the firm will be put on inactive status. Replacement of technical expertise will require written SJCDPW approval to allow the firm to be reinstated on the "On-Call" List.
2. If a traffic engineering support firm declines a specific project assignment two (2) consecutive times, then the firm will be put on inactive status. A written request from the inactive firm, providing appropriate justification, will be required to seek reinstatement on the "On-Call" List. Written SJCDPW approval will be required to allow the firm to be reinstated on the "On-Call" List.

REMOVING A FIRM:

A firm may be removed from the "On-Call" List for any of the following reasons as determined by SJCDPW:

1. Loss of Technical Expertise - If a firm loses their technical expertise and has not replaced that expert within three (3) months.
2. Declining work - If a firm is put on inactive status two (2) times for declining specific project assignments.
3. Responsiveness and accessibility of the Project Manager - If a Project Manager is non-responsive and inaccessible for more than five (5) working days.
4. Poor quality control - If a firm exhibits poor quality control.
5. Poor work product and/or deliverables - If a firm produces poor work product and/or deliverables.
6. Late work milestone performance and/or late deliverables - If a firm performs work milestones late and/or delivers late work product or deliverables.