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November 6, 2026

REQUEST FOR QUALIFICATIONS- SJCDPW-RFQ-26-03

SUBJECT: ON-CALL CONSTRUCTION MANAGEMENT SUPPORT SERVICES- ADDENDUM No. 1

Addendum No. 1 provides changes to Section 1.0- INTRODUCTION. Information shown on the enclosed form is essential for consultants responding to SJCDPW-RFQ-26-03.

Please verify that you have considered contents of the Addendum No. 1 by signing and including the enclosed form with your submittal due no later than 12:00 PM on Friday, November 13, 2026.

Sincerely,

Natisha Plummer

Business Services Manager

Attachment

COUNTY OF SAN JOAQUIN
DEPARTMENT OF PUBLIC WORKS
REQUEST FOR QUALIFICATIONS
SJCDPW-RFQ-26-03

ON-CALL CONSTRUCTION MANAGEMENT SUPPORT SERVICES

1.0 INTRODUCTION

The San Joaquin County Department of Public Works (SJCDPW) is soliciting qualifications from construction management (CM) firms. These firms are sought to provide professional and technical services for construction administration and project inspection on an as-needed basis for various projects in San Joaquin County.

The scope of professional services may include, but is not limited to, roadway resurfacing, reconstruction, rehabilitation, and widening; sidewalk installation and replacement; and waterline installation and/or rehabilitation projects. Services may also encompass bridge-related projects, including substructure and superstructure repairs and rehabilitation, as well as guardrail and barrier rail replacement.

Professional services may include, but are not limited to, the following: resident engineering services (California-licensed preferred), construction inspection, construction document and constructability/project plan reviews, public outreach, arborist services, biological and environmental services, including monitoring, surveying, including 3D modeling of topographic surveys, and construction staking.

SJCDPW intends to establish a list of up to four (4) CM consulting firms. Each selected (CONSULTANT) will be retained to provide CM services on an "on-call" basis, and a Purchase Agreement will be executed with each CONSULTANT. Selection to the On-Call List does not guarantee any minimum number or dollar value of assignments.

The aggregate value of assignments authorized for any individual CONSULTANT shall not exceed $200,000 per fiscal year. Fixed unit pricing and the not-to-exceed amount will be established for each assignment. The method of payment for each assignment will be based on actual cost plus a fixed fee. The method of procurement for CONSULTANTS will be an open and competitive process and will document and support the justification for the selection. **The "on-call" list will be in effect for a two-year period with the option of SJCDPW to extend the period for one additional year.** ~~The COUNTY reserves the option to extend this Agreement for two (2) additional one (1) year periods ("option term").~~ The CONTRACTOR shall be notified in writing of the County's intent to exercise the option to extend the Agreement term at least 30 days prior to the expiration of the Agreement.

A CONSULTANT has the option of using subconsultants, but subconsultants must be approved in writing by SJCDPW prior to proceeding. Disadvantaged Business Enterprise goals will be established after the on-call consultants are selected but prior to any task order being issued. 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.

SJCDPW's Consultant Procurement staff will facilitate the consultant selection process for SJCDPW. SJCDPW's Field Engineering Division will direct specific project assignments, provide project management, and authorize payments to the CONSULTANT. All work will be performed and work product will be prepared in accordance with County of San Joaquin standards as well as applicable Local, State, and Federal requirements.

2.0 PRELIMINARY SCOPE OF SERVICES

The scope of actual work and required completion schedules will vary with each specific project assignment. The duration of each assignment will vary depending on the complexity of the individual project, but construction management and inspection support services for a specific project assignment will typically be fifteen (15) to sixty (60) working days. More complex specific project assignments could involve extended work durations.

The selected CM firm shall perform construction administration and inspection services during the period of construction as required for each assigned specific project. These services may encompass review of construction documents for constructability, serving as the SJCDPW's representative to the construction contractor and the public concerning activities at the construction site, interpretation of the requirements of the construction contract documents, assessing the acceptability of the contractor's work, construction staking/surveying, managing the construction project and evaluating contractor claims. A comprehensive scope of work, cost proposal, and schedule will be developed for each specific assignment.

2.1 Typical Project:

A typical project may include, but is not limited to, the following tasks:

A. Constructability Review - Review construction documents (plans and specifications) for construction viability and conformance with environmental and permitting documents.

B. Documentation of Preconstruction Conditions - Document preconstruction conditions using photographs, written notes, and video.

C. Meetings - Prepare for and conduct meetings between the contractor, SJCDPW staff, and other agencies related to the assigned specific project. Meetings to be anticipated include the preconstruction meeting and periodic meetings with the contractor, SJCDPW, and related regulatory agencies. The CM firm will be required to coordinate meeting activities and prepare and distribute agendas, as well as take and distribute minutes for all meetings. The firm will also be expected to meet with affected property owners and other stakeholders as necessary during the periods of construction.

D. Schedule Reviews - Review contractor's construction schedule (including baseline and updates) and track delays or acceleration based on actual contractor operations.

E. Construction Staking/Surveying - Provide staking/surveying services, under the supervision of a California-licensed Land Surveyor, as required in contract special provisions and/or as required to construct the assigned specific project. This may include right-of-way and topographic surveying, including 3D topographic scans. It may also include the creation of 3D models (based on topographic survey data) of project sites.

F. Arboricultural Assessment - Provide comprehensive evaluations of the health, structural integrity, and overall condition of a tree or trees within a project area, with a qualified arborist providing recommendations for any necessary actions or treatments.

G. Cost Control - Implement necessary measures for an effective system of cost control to track change orders, extra work requests, claims, progress payments, etc. Prepare necessary documents for progress payments and contract change orders and related activities for review and processing by SJCDPW. Monitor, collect, and process the contractor's and subcontractor's certified payrolls and manpower utilization reports. Maintain cost accounting records (progress payments, contract change order status, etc.) in accordance with SJCDPW's Field Engineering Division procedures. Quantity calculations and supporting documentation shall be in a format approved by SJCDPW's Field Engineer.

H. Submittals and Clarifications - Process and issue clarifications and interpretations of contract documents related to requests for information. Coordinate and process submittals between the contractor, design consultant, SJCDPW, and other agencies, as required. Establish and maintain project files for delivery to SJCDPW after the construction is complete. Organization of the files shall be per California Department of Transportation (Caltrans) standard procedures.

I. Contract Modifications/Change Orders/Claims - Evaluate and prepare recommendations for all contract modifications, change orders, and claims.

J. Field Inspection - Field inspectors are to observe the contractor's construction work on a daily basis. Inspect all constructed facilities and/or construction activities, observe all tests required to be performed by the contractor or referenced in the contract documents, and enforce the requirements of applicable construction contract documents. Provide daily inspection reports and diaries of contractor's construction activities in accordance with Caltrans procedures. Prepare weekly statement of working days. Compare notes with the contractor's representative at the end of each business day to confirm work that is accomplished and confirm quantities. Document special situations by photograph or video. Document and address defective work with the contractor until it is repaired to SJCDPW's satisfaction and in accordance with the applicable construction contract documents.

K. Construction Monitoring - Prepare a punch list and monitor the contractor's progress in completing the punch list items. Monitor mitigation requirements of various permits and specification requirements as they apply to the project.

L. Environmental/Biological Services - Provide monitoring/reporting services to ensure compliance with permitting requirements.

M. Labor Compliance - Provide labor compliance review services for a variety of projects.

N. Material Testing - The County has an established on-call material tester; however, it may request the on-call construction management firm to employ its own material tester or coordinate with one of the County's on-call material testers for a particular project. The CM firm will manage/monitor all field and laboratory testing of soils, backfill, asphalt, concrete, and other testing required by the applicable contract documents and/or established testing standards. The CM firm will also review the results of tests and work with the contractor to resolve deficiencies.

O. Public Outreach – Develop and distribute informational materials, including flyers, brochures, news releases, and exhibits. Establish project hotline numbers, emails, and a project website. Additionally, organize/facilitate public meetings, which may require providing and setting up public speaking equipment.

P. Final Completion and Acceptance - Once all work is satisfactorily complete, deliver a statement to SJCDPW indicating that, to the best of its knowledge and belief, after diligent investigation including satisfaction of its other obligations under the Purchase Agreement, the project has been completed in accordance with the construction contract documents and recommends acceptance. SJDPW retains final acceptance authority.

Q. Other Tasks - As part of the inspections and construction administration activities, the construction management firm shall include the tasks listed below as part of the overall project activities.

1. Monitor the contractor's coordination with various utility companies.
2. Inspect traffic control and erosion control measures as often as necessary to ensure activities meet approved plans.
3. Track and resolve community and citizen complaints as directed by SJCDPW's Field Engineer.
4. Notify SJCDPW's Field Engineer of any potential errors or omissions that are found on the plans and specifications during construction.
5. Monitor compliance and enforce the requirements of the California Labor Code as they pertain to the project. The detailed description of the Labor Code requirements is described in Section 7 of the State of California's Standard Specifications. The CM firm shall review the certified payrolls submitted by the contractor for full conformance with Section 7 of the State of California's Standard Specifications.

R. Project Closeout - Maintain a record of "as-built" drawings and monitor the contractor's progress in sufficient detail to reconstruct, if necessary, the as-built history of the project. Closeout items will be submitted to SJCDPW's Field Engineer or designee.

Registration as a professional engineer in the State of California is desirable, but not mandatory, for the resident engineer. The "On-Call" CM firm selected for a specific project assignment shall be prepared to complete all work required in accordance with Federal, State, and County requirements and obtain agency approvals and permits, as necessary.

SJCDPW shall furnish access to existing construction contract documents, information, data, and maps to assist in carrying out each specific project assignment to the CM firm, without charge, and SJCDPW

shall cooperate in every way possible in the carrying out of the work without undue delay. The CM firm will be required to check and investigate existing information and conditions and notify SJCDPW of any deficiencies that are discovered. The CM firm 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.

2.2 Use of Subconsultants:

A CONSULTANT may use subconsultants that are approved in writing by SJCDPW prior to proceeding. Goals for the requested services have not been established for the participation of Disadvantaged Business Enterprises (DBEs) or Under-utilized Disadvantaged Enterprises (UDBEs). However, the CONSULTANT shall be familiar with and comply with all applicable federal, state, and local requirements regarding DBE/UDBE participation when such requirements are applicable to a specific project, funding source, or work task.

DBE/UDBE participation requirements or goals may be established for specific projects or work tasks when mandated by the applicable funding source, regulatory requirements, or project-specific conditions. When applicable, SJCDPW will identify such requirements prior to the issuance of the applicable task order or authorization to proceed. It is the policy of SJCDPW that DBEs and UDBEs shall be encouraged and afforded the maximum opportunity to participate in the performance of contracts and projects when required or supported by applicable funding or regulatory requirements.

When DBE/UDBE requirements apply, the CONSULTANT shall comply with the applicable provisions of Part 26, Title 49, Code of Federal Regulations (CFR), entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs," as amended, as well as any other applicable requirements established by the funding agency or project. The CONSULTANT shall not discriminate in the award or performance of subcontracts on the basis of race, color, national origin, or sex.

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. Costs for preparing and submitting a response to this RFQ are entirely the responsibility of the CONSULTANT and shall not 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 reference projects, a description of experience in the immediate area, and a schedule of costs and fees as described below:

3.1 Cover Letter:

A. Summary— Provide a 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 services requested.

B. Office Location— Indicate the office location from which the work is to be carried out. If the work is to be shared among firms or different offices, 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 Limits

1.	BI & PD combined/per occurrence	$1,000,000
	/Aggregate	$1,000,000
2.	Personal Injury/Aggregate	$2,000,000

3. Automobile Liability/per occurrence
CONSULTANT agrees to defend, hold harmless and indemnify the County of San Joaquin (COUNTY) for any and all liabilities associated with the use of any automobiles in relation to tasks associated with this Agreement.

Professional Liability

1.	Professional Liability/as appropriately relates to services rendered. Coverage may include medical malpractice and/or errors and omissions.	$1,000,000

Workers' Compensation and Employer's Liability Statutory requirement

Indemnification— The CONSULTANT shall provide a brief statement confirming that the CONSULTANT and its subconsultants acknowledge and agree to comply with the following indemnification requirements. For purposes of these requirements, the CONSULTANT is referred to as the "CONSULTANT/CONTRACTOR," and its subconsultants are referred to as "subconsultants/subcontractors."

CONSULTANT/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 CONSULTANT/CONTRACTOR, its employees, officers, agents or subconsultants/subcontractors.

CONSULTANT/CONTRACTOR shall hold the County of San Joaquin, 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 and any subconsultants shall comply with the applicable Federal, State and local regulations concerning equal employment opportunities.

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 the requested services required for performance. A potential conflict of interest includes, but is not limited to, work related to contracts with other 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 requested services.

In addition, the CONSULTANT shall provide a brief statement confirming that the CONSULTANT and its subconsultants agree to comply with the Conflict-of-Interest Statement as required below. For purposes of these requirements, the CONSULTANT is referred to as the "CONSULTANT/CONTRACTOR," and its subconsultants shall be referred to as "subconsultants/subcontractors."

A. CONSULTANT/CONTRACTOR shall disclose any financial, business, or other relationship with COUNTY that may have an impact upon the outcome of this contract, or any ensuing COUNTY construction project. CONSULTANT shall also list current clients who may have a financial interest in the outcome of this contract, or any ensuing COUNTY construction project, which will follow.

B. CONSULTANT/CONTRACTOR hereby certifies that it does not now have, nor shall it acquire, any financial or business interest that would conflict with the performance of services under this contract.

C. CONSULTANT/CONTRACTOR hereby certifies that neither CONSULTANT/CONTRACTOR, nor any firm affiliated with CONSULTANT/CONTRACTOR will bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract. An affiliated firm is one which is subject to the control of the same persons through joint-ownership, or otherwise.

D. Except for subconsultants/subcontractors whose services are limited to providing surveying information, no subconsultant/subcontractor who has provided design services in connection with this contract shall be eligible to bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract.

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. Any waiver shall be subject to applicable law and the COUNTY's approval.

3.3 Qualifications and Experience:

CONSULTANT shall identify the services it will perform using its own personnel and the services it proposes to perform through subconsultants. The CONSULTANT shall describe the qualifications, availability, and anticipated role of each proposed subconsultant.

Summarize the qualifications and relevant experience for the CONSULTANT 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 summary should identify the proposed relationships among all key personnel and support staff that will provide the CM design and related CM services. Provide information on the firm's experience related to the requested services. Provide information on the firm's current workload, facilities, resources, and experience that clearly demonstrates its ability to successfully complete the requested services within the typical time 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 the requested services. 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 on-call 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 requested 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 on-call reference project, completed within the last three years. The primary reference project should demonstrate working knowledge and experience regarding the requested services. Describe the approach and methodology used, including any equipment or special software. Identify the specific level of work that was

performed, services that were completed for a project, and the work products that were produced. Describe any supplemental tasks that were deemed necessary or recommended, which enhanced outcome, reduced cost, or expedited delivery.

Indicate where the work was performed. 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. Include the names, addresses, and current telephone numbers of the agency and the name of the key representative assigned to the primary reference project.

E. A description of project experience and knowledge of the immediate area of San Joaquin County.

3.4 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 Cost and Fees shall also be required for all proposed subconsultants in the required format.

The Schedule of Costs and Fees will include current fee schedules, personnel wage rate sheets and other costs. The firm must 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.

The Schedule of Costs and Fees shall also include Consultant's Certification of Financial Management System and Contract Cost. These financial statements should include representation from the Consultant's management that the amounts are current, accurate and are prepared in compliance with regulations that apply to specific circumstances as specified in the AASHTO Uniform Accounting & Auditing Guide.

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. Rejection of any SOQ will be devoid of any criticism and of any implication that the qualifications or the proposals were deficient.

4.2 CONSULTANTS have the option of submitting their SOQs via Hard copy **OR** through www.bidexpress.com, an internet bidding platform, but not both. 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 **HARD COPY SUBMITTAL**:
CONSULTANTS are required to deliver **One (1) copy and one (1) digital copy in a USB flash drive** of the Statement of Qualifications, signed by an authorized representative to:

Public Works Contract Administrator
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 CM Services SOQ
Name of Submitting Firm
OPEN BY CONSULTANT PROCUREMENT STAFF DIVISION ONLY

The SOQ must be delivered and received by SJCDPW no later than **12:00 p.m.* on Friday, November 13, 2026.** SOQs delivered after this time will be rejected and returned to the proposer unopened.
****CAUTION:*** SJDPW'S lobby is closed to the public on Friday from 12:00 – 5:00 pm.

OR

4.4 **BID EXPRESS SUBMITTAL:**

Firm may also submit proposals at https://www.bidexpress.com. One (1) electronic proposal, electronically signed by an authorized representative, shall be submitted on or before **12:00 p.m. on Friday, November 13, 2026**. There is a vetting process for submitting on Bid Express for first time users.

5.0 SOQ TECHNICAL QUESTIONS

5.1 General questions regarding the selection process may be submitted to PWContracts@sjgov.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 PWContracts@sjgov.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://sjgov.org/department/pwk/rfps-and-rfqs as an addendum. Prospective Consultants are encouraged to register 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, October 19, 2026
Written Questions Submitted	Thursday, November 5, 2026, by 4:00 p.m.
Release Response to Written Questions	Friday, November 6, 2026
Statement of Qualifications Due	**Friday, November 13, 2026, by 12:00 p.m.**
Notification/Scheduling Oral Interviews	Thursday, December 10, 2026
Consultants Oral Interviews	Thursday, December 17, 2026
Notify Consultants of Ranking	Friday, December 18, 2026
Schedule of Costs & Fees from On-Call	Wednesday, January 6, 2027
Negotiation Meeting	Wednesday, January 13, 2027
Conclude Negotiations	Friday, January 22, 2027

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 following divisions within the Department of Public Works as well as members from outside 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 attempt to influence selection outside of the prescribed process will be ground for disqualification.

6.3 Oral Presentation and Interview Selection Process: An oral presentation and interview will be conducted with the six (6) or seven (7) highest ranked firms 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 will be arranged according to the schedule in 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 will 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 construction management 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, and reference checks. The evaluation for the written qualifications will be based on the criteria shown in Attachment "A". **SJCDPW's selection committee will select up to four (4) firms considered the best qualified to provide on-call construction management services.**

The selected consultants with the highest scores will submit the Schedule of Costs and Fees after the final scores have been tabulated and firms have been ranked for the On-Call List. SJCDPW will use the Schedule of Costs and Fees as a starting point to negotiate individual consultant services Purchase Agreements with each selected CONSULTANT. SJDPW's standard boilerplate Independent Consultant Agreement is shown in EXHIBIT "A".

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

6.5 Specific Project Assignments

At the time of specifying a project assignment, SJCDPW will provide the relevant background information including DBE goal information (if applicable) to all CONSULTANTS on the On-Call List. All CONSULTANTS on the On-Call List will prepare and submit to SJCDPW a specific project assignment scope of work, cost proposal, and schedule. At that time, SJCDPW will select a CONSULTANT for project assignments 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, cost to the project assignment, and the firm's past performance in provided services to SJCDPW. Fixed unit pricing and the not-to-exceed amount will be established for each specific project assignment.

At that time, the selected CONSULTANT will also delineate for SJCDPW any perceived special conditions associated with the specific project assignment. The selected CONSULTANT's scope of work, cost proposal, and schedule will be used as the starting point for negotiating a specific project assignment Task Order. If terms to establish a Task Order, acceptable to SJCDPW, cannot be reached in a reasonable period of time, then SJCDPW will cease negotiation with the selected CONSULTANT and negotiate with another CONSULTANT from the On-Call list. The compensation discussed with one prospective CONSULTANT will not be disclosed or discussed with another CONSULTANT.

This process will be repeated, if necessary, until a specific project assignment Task Order, acceptable to SJCDPW, is negotiated. The selected CONSULTANT 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 task order.

7.0 FIRM ON INACTIVE STATUS OR REMOVING A FIRM

The criteria in Attachment B will be used to place an CM services firm on inactive status or remove it from the “On-Call” List.

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

ATTACHMENTS & EXHIBITS

Attachment A: QUALIFICATIONS EVALUATION WORKSHEET
Attachment B: FIRM ON INACTIVE STATUS OR REMOVING A FIRM
Exhibit “A”: BOILERPLATE PURCHASE AGREEMENT
Exhibit “B”: SCHEDULE OF COSTS & FEES / CONSULTANT’S CERTIFICATION OF FINANCIAL MANAGEMENT SYSTEM AND CONTRACT COST

Attachment A

QUALIFICATIONS EVALUATION WORKSHEET

CONSULTANT _____
Subconsultants _____
_____
_____

	a) Weight	(b) Score (0-10)	(a) x (b) Weighted Score
WRITTEN QUALIFICATIONS			
A. Firm's Overall Capabilities as requested in 3.3 A	1.50	_____	_____
B. Key Personnel as requested in 3.3.B.	1.00	_____	_____
C. Reference Projects as requested in 3.3.C & D.	1.00	_____	_____
D. Reference Checks	1.00	_____	_____
E. Local/regional knowledge and experience as requested in 3.3 E.	1.50	_____	_____
SUBTOTAL WRITTEN SCORE (60.0 POINTS MAXIMUM)			_____
ORAL PRESENTATION/INTERVIEW			
A. Demonstrated knowledge of required work	1.50	_____	_____
B. Demonstrated sensitivity to local/regional issues	1.50	_____	_____
C. Demonstrated capabilities of firm/subconsultant project team	1.00	_____	_____
SUBTOTAL INTERVIEW SCORE (40.0 POINTS MAXIMUM)			_____
TOTAL SCORE (WRITTEN + ORAL = 100 POINT MAXIMUM)			_____

EVALUATOR _____ DATE _____

Attachment B

FIRM ON INACTIVE STATUS OR REMOVING A FIRM

FIRM ON INACTIVE STATUS:

1. If a consultant 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 consultant 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 consultant 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 consultant loses their technical expertise and has not replaced that expert within three (3) months.

2. Declining work - If a consultant 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 consultant exhibits poor quality control.

5. Poor work product and/or deliverables - If a consultant produces poor work product and/or deliverables.

6. Late work milestone performance and/or late deliverables - If a consultant performs work milestones late and/or delivers late work product or deliverables.