



PO Box 702, 33 South Main Street Colfax, CA 95713
(530) 346-2313 (530) 346-6214 Fax

www.colfax-ca.gov
info@colfax-ca.gov

REQUEST FOR QUALIFICATIONS CITY OF COLFAX, CALIFORNIA

NOTICE IS HEREBY GIVEN that the City of Colfax is soliciting qualifications for Materials and Compaction Testing (MCT) services related to the **Community Development Block Grant (CDBG) Road Rehabilitation Project** in the City of Colfax, California. Interested firm / individuals (“Proposer(s)”) may pick-up a copy of the Request for Qualifications (“RFQ”) from the City of Colfax Purchasing Department, at 33 Main Street, Colfax, California 95713, or may download it from the City’s website at <https://colfax-ca.gov> and at <https://cplist.com>. The RFQ provides specific information about the scope of services, templates and checklists for submission requirements, and evaluation criteria and selection procedures. The City of Colfax is committed to offering accessible and equitable procurement, should a proposer need assistance in accessing available information about this opportunity please contact the city at the information provided below.

QUALIFICATION SUBMITTAL DEADLINE: Proposers shall submit the completed and executed **qualifications** *in at least one of the following formats: 1) unbound paper copy, 2) electronic file via email, or 3) USB drive.* The **Qualifications** must be received by City Hall by no later than Thursday, April 11, 2024 at 3:00 pm (“Submission Deadline”), to the following address: City Hall, at 33 South Main Street, Colfax, California 95713. Qualifications will only be accepted in a format listed above. No late bids will be accepted.

DESCRIPTION OF SERVICES: The services to be performed shall include, but not be limited to materials and compaction testing to complete the following work: Adjusting utilities to grade, replacing concrete curb & gutter and sidewalk, roadway excavation, placing hot mix asphalt concrete (AC) and aggregate base, placing AC dike, and installing storm drainage.

The City desires the services of a qualified MCT firm to provide materials and compaction testing of the daily activities to ensure the improvements are completed in accordance with the plans, specifications, and standards. The individual will primarily report to the city designated Construction Management & Inspection (CM&I) firm and secondarily to the City Engineer.

The MCT firm is expected to identify and utilize best of class methods, procedures and tools needed to fulfill the requirement of the role. It is anticipated this will at least include construction inspection based on the construction schedule and need, maintenance of inspection logs, and coordination with contractor and construction manager.

Bid specifications include 80 working days to complete the work.

QUALIFICATIONS:

The proposal must include sufficient information regarding qualifications and determine that the respondent is qualified and has relevant experience. The proposal should include the following information:

1. Name, address and brief description of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one-page narrative as to firm’s interest, particular abilities and qualifications related to this project.
4. Describe other projects completed by this firm and key personnel pertinent to this project.

Include reference contact information.

5. Provide examples of knowledge, expertise and/or experience with other related work.
6. Firm's proximity to the work area, if relevant.
7. Additional information as required by the owner.
8. Authorization - The response must be signed by an individual authorized to bind the firm and shall contain a statement to the effect that the response is valid for at least 90 days.

EVALUATION CRITERIA: Evaluation criteria for the selection of the firm shall be based on the following:

1. Proposer's documented capacity to perform required services = 10 points max.
2. Evaluation of assigned personnel = 10 points max.
3. Related Experience = 10 points max.
4. Proposer's proven experience with budget control = 10 points max.
5. Demonstrated knowledge of local community and experience developing trust-based relationships = 10 points max.
6. Analysis of narrative statement = 10 points max.
7. Reference checks = 10 points max.
8. Demonstrated experience centering equitable processes and outcomes in service provision = 10 points max.
9. Certified MBE, WBE, Section 3, Small Business = 10 points max.
10. Cost Comparison = 10 points max.

The City reserves the right to cancel this solicitation, reject any or all submissions, with or without cause, to waive technical errors and informalities, and to accept any qualifications from a proposer which is qualified and best serves the interests of or represents the best value to the City.

FEDERALLY ASSISTED PROJECT:

This project is a federally assisted in whole or in part with Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development, Catalog of Federal Domestic Assistance Number 14.218.

Contractors shall be required to document their status as a Minority Business Enterprise (MBE), a Women-Owned Business Enterprise (WBE), or a non-MBE or WBE firm. The City of Colfax CDBG Program encourages the participation of MBE and WBE businesses to the greatest extent feasible on CDBG-funded projects in accordance with Executive Order 11625 and Executive Order 12138.

DEBARRED CONTRACTORS: The regulations at 2 CFR Part 180 restrict awards, subawards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in federal assisted program, project, or activities. Contractors that have been debarred and are listed on the federal Systems for Awards Management found at SAM.gov, will not be eligible to participate.

CONFLICT OF INTEREST: In the procurement of supplies, equipment, construction, and services by sub-recipients, the conflict-of-interest provisions in (State LCA, 2 CFR 200.317 and 318, and 24 CFR 570.611), respectively, shall apply. No employee, officer or agent of the sub-recipient shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

LABOR REGULATIONS: The Contractor shall comply with all applicable requirements of the California Labor Code and the City of Colfax Municipal Code, if applicable.

PROJECT ADMINISTRATION: All questions relative to this RFQ prior to submitting bids shall be prepared in writing and transmitted to the attention of City of Colfax, City Hall, 33 South Main Street, Colfax, California 95713, or via email to: engineering@colfax-ca.gov. No inquiries will be accepted less than five (5) business days prior to the RFQ opening date as this would not allow time to respond to all submitters of the RFQ. No phone inquiries will be accepted.

The City may or may not negotiate the fee schedule with one or more offers. The City reserves the right to reject any and/ or all responses. The City of Colfax is an Equal Opportunity Employer. The contract is tentatively scheduled to be awarded by the City of Colfax on April 16, 2024.

City of Colfax

Carl Moore, PE
City Engineer

Published by: cplist.com, various vendor/plan rooms
Date: March 30, 2024