



2007-2010  
Request  
For  
Qualifications

Three-Year Professional Services

For

County of Santa Barbara  
Public Works Department

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# Executive Summary

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## Overview

The County of Santa Barbara, Public Works Department asks for Request for Qualifications. You will find (12) twelve major areas of services in which we may require your company's expertise. Public Works encourages companies with "business centers" that align with our services categories to apply for those categories.

Public Works does **NOT ENCOURAGE** teaming of prime consultant's or prime consultant with sub-consultants. However, if a sub-consultant's is proposed, you as the prime consultant will have to obtain pre-approval from the Service Group Category point of contract staff.

By submitting your Statement of Qualifications your company agrees not to solicit Public Works employees as potential employees. Doing so will be grounds for automatic rejection of your Statement of Qualifications. If the Department discovers your company violated this provision after the selection process has been completed and your company was awarded an agreement, that agreement could be terminated.

The Public Works Department has scheduled two (2) conference meetings to give companies that are planning to submit a Statement of Qualifications the opportunity to ask questions regarding this process. These meetings have been scheduled for:

**South County - JUNE 20, 2007 FROM 2:30PM TO 4:00PM**  
**County Board of Supervisors Conference Room - 105 E. Anapamu Street - 4<sup>th</sup> Floor**  
**Santa Barbara California**

**North County - JUNE 21, 2007 FROM 2:30PM TO 4:00PM**  
**County Board of Supervisors Hearing Room - 511 E. Lakeside Parkway**  
**Santa Maria California**

**SUBMISSION DEADLINE: JULY 27, 2007 - by 5:00PM**

Your companies Statement of Qualifications packets are to be submitted to:

**County of Santa Barbara**  
**Public Works Department**  
**123 East Anapamu St**  
**Santa Barbara CA 93101**  
**Attn: Public Works Contract Coordinators**  
**Label Envelope: "Three-year Professional Services, Statement of Qualifications"**

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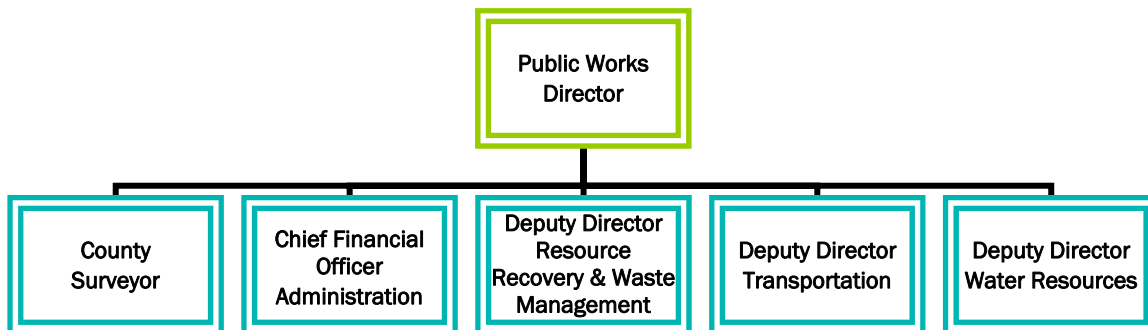
## Public Works Department

### Management

Along with the Public Works Director, five (5) executives manage the Public Works Department. This team is responsible for managing an \$80 million dollar annual budget, funded by several sources; property taxes, state sales taxes, gasoline taxes, benefit assessment fees, solid waste tipping fees and development fees.

There are five (5) divisions with approximately 338 employees within the Public Works Department. The five (5) divisions are organized as shown below.

### Public Works Organizational Chart



### Contractor Coordination

All questions or inquiries regarding this document or the selection process are to be directed to either:

Ms. Lynn Hogan, Accountant (805) 568-3128  
Ms. Eva Arredondo, Departmental Analyst (805) 568-3002  
Santa Barbara County Public Works Department  
123 East Anapamu Street  
Santa Barbara California 93101  
Fax: (805) 568-3019  
E-mail: shogan@cosbpw.net  
earredo@cosbpw.net

Throughout this document Ms. Hogan and Ms. Arredondo will be referred as the Contract Coordinators.

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## Summary of Three-Year Services Program

### Procurement of Consultant Services

Federal, State and Local laws and regulations require that the Public Works Department contract via an open, publicly advertised and fair process. This policy is intended to streamline the process, while assuring a fair, competitive contracting environment. Public Works will solicit once every three years to all interested companies desiring to work with the Department in order to reduce the cost and staff time for both the company and Public Works.

### DBE–Disadvantaged Business Enterprise Program

The County of Santa Barbara is a recipient of federal financial assistance from the U.S. Department of Transportation (DOT) and as such must comply with all elements of Title 49; Part 26 of the CFR entitled “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.” It is the policy of the County of Santa Barbara to ensure that DBE’s as defined in Part 26, have an equal opportunity to receive and participate in DOT assisted contracts.

The Public Works Director has been designated as the DBE Liaison Officer. In that capacity, the Public Works Director is responsible for implementing all aspects of the Caltrans DBE Program and to comply with all the prescribed responsibilities detailed in the plan.

**For additional assistance on the DBE, please contact Gena Valentine-Felix, Public Works – Transportation Departmental Assistant at (805) 568-3064.**

### Three Year Consultants (estimated aggregate fees of less than \$100,000)

The Department publishes a Master Request for Qualifications (MRFQ) for professional services. Every three years the MRFQ package is available to all existing consultants within the Public Works database, who respond to ads in trade publications associations and local newspapers. Only those meeting the minimum qualifications will be on the pre-qualified list.

## **Major Projects (estimated single fees of \$100.000 or greater)**

### **Specialized Services**

At times project requirements will dictate the need for a highly specialized service, or group of services which are not currently or usually available within Public Works or the MSA consultant list. In these cases, a focused RFQ would be drafted with the special requirements and issued to companies (in and outside of Santa Barbara County) for which specialized services are needed.

### **Sole Source Consulting**

With exclusive licensing arrangements, patented products, State or Federal prerogatives, one consultant may provide the kind of expertise required for the project. Proposals can be obtained directly from these types of consultants with proper backup materials to support such a request. Such requests should have attached a summary review of existing resources stating that no such expertise is available within existing Departmental resources, or the pre-qualifying list.

### **Construction Support Services**

This Policy covers construction support services, such as construction inspection, construction management, construction estimating and similar services. It is important to keep in mind that this does not apply to the procurement of construction services as it relates to actual construction, since those services are covered within the California Public Contracts Code.

### **Emergency Consulting**

The procedures for emergency consulting are the same as for routine consulting contracts, with the exception that no notice need be given. The Department can authorize work to begin absent a written contract and protracted negotiations; as long as a general price is agreed upon before the work begins. Written documents would follow.

### **Enrollment Period**

This enrollment period covers October 2007 to September 2010. The next open enrollment will begin in May 2010. Companies sending a Letter of Interest before the open enrollment period will be entered into the database, and will automatically receive the next Request for Qualifications.

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## Submittal Review Phases

**General:** All Statement of Qualifications (SOQ) received by the deadline will be reviewed in the following manner. **Please make sure you call one of the Contract Coordinators, if you have any questions regarding these phases.**

### First Phase

This phase will consist of checking for compliance to our requested format. If you have submitted **an SOQ that does not meet the required format, it will not be reviewed.** The following items will be checked:

1. Signed Insurance Statement
2. Insurance Limits Meet specifications
3. Valid Professional Licenses
4. Current Federal Form 330. This form can be located at:  
[http://www.aia.org/adv\\_proc\\_guide\\_2005\\_form330](http://www.aia.org/adv_proc_guide_2005_form330)

### Second Phase

All Submittals that comply with the requested format will be placed into service groups based on the consultant's identification of which service groups they are applying. Each review group will consist of Public Works employees with expertise in the Service Groups identified within this MRFQ. Only the top six (6) companies from each Service Group Category will be selected, if selection is for a sub-category only three (3) companies will be selected.

### Third Phase

The third phase will be to execute an MSA with selected companies.

# Qualifications Process

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## Overview

**Introduction:** In January of 1990, the California legislature passed Government Code Sections 4526-4529, the mini-Brooks Act. The mini-Brooks Act mandates the selection of professional service based on qualifications and professional competence.

Qualification Based Selection (QBS) is a very flexible method of selecting professional services for Public Works projects. It provides a means for Public Works to tailor its project requirements with your qualifications, giving Public Works the ability to insure that the public receives the best available professional for the project while saving taxpayer's money through a fair and equitable selection process.

By submitting a Statement of Qualifications, your company agrees to the review process outlined herein and the decisions resulting from this review process. Making a submission in no way insures your company will work on Public Works projects. All documents made part of your submission will become the property of Santa Barbara County, unless you deem otherwise. All decisions of the review committees are final.

**Basic Scope of Work:** The services anticipated in this MRFQ are general in nature and not project specific. With the operational diversity of Public Works, there are many different regulations and requirements to fulfill. Each company is expected to fully understand and implement the various requirements of each discipline with minimal assistance from Public Works. The request for project proposals will be specific in nature and ongoing during the two-year period after this qualification process.

**Similar Project Types:** The selected company must have demonstrated the ability to provide quality professional services on time and within project budgets, with minimal supervision. Duties would be those consistent with the project types conceived within the Service Groupings. Those tasks might encompass any combination of the following: project planning, cost control, project scheduling, administration, processing projects through all required reviews, obtaining required approvals and permits, all phases of design, preparation of plans, specifications and estimates, coordination with other agencies County or otherwise, construction contract award, management, inspection, and the coordination of sub consultants.

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## Pre-Qualifications

**General:** The purpose of pre-qualifying service providers is that it saves time and money; to help in this effort, the County has adopted a Three-Year professional services policy. In order for the County to determine if your company qualifies, you must complete and return your Statement of Qualifications in the format and timeframe desired. **If you have ANY questions, please call the Contract Coordinators.**

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## Requirements

Please complete and submit the following:

Check if completed    Requirement

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1.            Provide 1 hard copy and 1 digital PDF file of your Statement of Qualifications to the Contract Coordinators.
  
2.            Identify which Service Group Categories your company will be seeking to apply for. You may apply to as many categories as desired. Your company **MUST** be the prime consultant in each of the categories.
  
3.            Identify your travel time from your offices to both of the Public Works two locations:  
  
                 1) 123 East Anapamu Street, Santa Barbara, CA. and  
                 2) 620 West Foster Road, Santa Maria, CA.  
  
                 0-2 Hours, 2-4 Hours, 4-6 Hours, 6 Hours plus.
  
4.            List of current and past projects similar to those anticipated by this Request for Qualifications. Your client list must include, project name, owner(s), name and telephone number, your primary contact person, contract amount and whether the contract was completed on time and within budget. Indicate on this list, for which your company is the prime contract.
  
5.            Identify your Program Manager (prime contact) and other key staff. Include your “internet” or “e-mail” address if applicable. Identify key staff your company plans to use in each service group category. Your key staff could be the same for each service group, as long as they hold valid qualifications in those disciplines. Identify where Manager (prime contact) and key staff offices are located, and the response time to reach our offices from their primary office. Refer above to requirement 3 when determining response time to/from Public Works two locations.

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## Requirements - Continued

Please complete and submit the following (continued):

Check if completed    Requirement

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6.            Identify the office location of each program manager and key office staff.
7.        If you have a Work Quality Assurance plan provide a copy of your plan with examples of how it works and past performance.
8.            Complete the “Statement Certifying Insurance Coverage” certifying that the required insurance coverage will be obtained by your company and that this coverage is required prior to signing the Master Service Agreement (MSA). **If you fail to provide this statement, you will not make it past the first round.**
9.            Indicate that you understand the quality expectation of Public Works. Indicate any cost saving strategies that have worked for you and other public agency clients that could work for Public Works.
10.           Complete Federal Form 330. This form can be located at:  
[http://www.aia.org/adv\\_proc\\_guide\\_2005\\_form330](http://www.aia.org/adv_proc_guide_2005_form330)

**Proposals for Individual Projects:** The requirements for Proposal Submission will vary depending on the Service Group Category. The individual project Request for Proposals will provide for clearer guidelines on this issue. These focused RFP’s will be issued at project time.

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## Disqualification

**General:** It is not the goal of the Public Works Department to disqualify any company. However, in order to manage this program, we need to set minimum requirements, and it is in successful completion of those requirements that your company becomes “pre-qualified”.

In the event that your company is disqualified at any stage of this process, you will receive a detailed review of why your Statement of Qualifications was rejected. We do this in an effort to help you in future submittals, and would appreciate your feedback as well.

If your submittal was rejected, this will not prohibit you from resubmitting at the next open enrollment. Your company will automatically receive notice of the next open enrollment period. Feel free to contact one of the Contract Coordinators if you have any questions or need assistance.

**Submittal Review Report:** If for some reason your Statement of Qualifications is returned to you, we will provide a Submittal Review Report, which will help you understand why your submittal was returned.

This is an important step in helping each of us better serve our clients. In addition, we would like to know your thoughts on the Three-Year Professional Services Selection Program, and where we might improve our service.

Any comments are welcome, and may be sent to Anna Brown, Office Assistant Sr.,(805-568-3000) at the same address your Statement of Qualifications was mailed to.

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## Submittal Format Requirements

**General:** Your SOQ is required to follow the format described herein or it will be rejected. Any document that does not comply with the format will not be reviewed. The Contract Coordinators will review the general section while the technical evaluator's review Service Group Category Submittals.

### Required Format:

#### I. Executive Summary

- A. Company's history

#### II. Executive & Project Management

- A. Executive Management
- B. Project Management
- C. Accounting
- D. Experience with other agencies
- E. Insurance
- F. Conflicts of Interests, if any, with other clients or County staff.
- G. Federal Form 330

#### III. Key Staff (if general in nature)

- A. Organizational chart showing the executive that your team will be accountable, what work they will perform, and a summary of each person with their qualifications and the primary office that they will work out of.

#### IV. Similar Projects

- A. Size, Scope and Contacts

#### V. Service Groups

- A. Indicate the service group(s) in tabbed sections.
- B. Indicate any special knowledge or requirements the service group may ask for.
- C. Summary of each person with qualifications, if different from general key staff.
- D. Organization chart showing how your team will work and what executive they are accountable to.

#### VI. General Technical Approach to Projects

- A. Be general at this stage, but convey enough information so we can feel confident that **YOU** understand the area of service and what it requires.

# Master Services Agreement

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## Overview

The Master Services Agreement (MSA) will allow for individual project Addendum. The top ranked and qualifying companies will be invited to execute an MSA with a maximum dollar cap of \$100,000 per MSA. As projects come on-line, and require use of external resources, a Three-Year consultant will be selected and requested to submit a focused project proposal. At this point the project specific Addendum can be written and executed and the project is underway: saving time and money for both the County and private sector Consultant.

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## Agreement Structure

**General:** The form of the Master Service Agreement echoes many service contracts. The basic provisions cover who is responsible for the various work products, compensation arrangement for authorizing extra work not included in original scope, terms of the agreement, conflicts of interest, ownership of data, record keeping and audits, insurance, etc., are all included within the MSA.

**Unique Provisions:** We have built-in several provisions in response to our internal review, public review and comments on our practices by others, which you will be required to agree with in order to qualify. They are as follows:

**Key Staff Changes:** You are required to provide us who will be your representative during the term of the agreement and is vested with the ability to make changes in the agreement and assist the Contract Coordinator, as needed.

**Professional Liability Insurance:** The County of Santa Barbara, Department of General Services-Risk Management has an existing policy regarding professional liability insurance coverage. The following chart has been approved by the Santa Barbara County Board of Supervisors and General Services-Risk Management and should be used to determine coverage for both your company and any subcontractors you use. Work that does not lead directly to construction may be exempted on a case-by-case basis.

Minimum Coverage	Project Limits (construction value)
\$250,000	\$0 to \$500,000
\$500,000	\$500,000 to \$1,000,000
\$1,000,000	\$1,000,000 and up

Companies that are selected under the MSA will be required to submit their Professional Liability Insurance three weeks after receiving their notification letter or your company will forfeit their contract under the MSA.

## Service Group Categories (SGC)

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### Overview

The Public Works Department through its operating divisions, produces a wide variety of work, manages a wide variety of programs, projects and planning efforts. Work requests are derived from many sources: the public, other divisions, other county departments and non-county agencies. Some projects are generated out of a maintenance need while others are new improvements.

The following Service Group Categories (SGC) should serve as a general guide. Reply to as many SGC's as your company can qualify to provide. Each service group category has a point of contact that you may contact for any questions on the service group you are planning to submit your RFQ to. The point of contact (POC) staff name and phone have been listed.

- SGC.1: Roadway & Structures Engineering and**  
**Subcategory 1.1: Hydraulics**  
POC: Sarah Craig – 805-568-3060  
**Subcategory 1.2: Pavement**  
POC: Bobby Fernandez – 805-739-8770
  
- SGC.2: Transportation Planning & Traffic Engineering**  
POC: Gary Smart -805-568-3308
  
- SGC.3: Water Resources Engineering & Water Quality**  
POC: Rob Almy – 805-568-3542
  
- SGC.4: Flood Control Engineering**  
POC: Jon Frye – 805-568-3444
  
- SGC.5: Resource Recovery and Waste Management Planning & Diversion Programs**  
POC: Leslie Wells – 805-882-3611
  
- SGC.6: Resource Recovery and Waste Management Engineering**  
**Subcategory 6.1 - Solid Waste Facilities Design and Permitting Support**  
**Subcategory 6.2 - Landfill Gas System Design and Management**  
**Subcategory 6.3 - Small Project Engineering Support**  
POC: Imelda Cragin – 805-882-3613
  
- SGC.7: Construction Services**  
POC: Eric Pearson – 805-681-5686
  
- SGC.8: Hazardous Material Assessment**  
POC: Mark Zuber – 805-882-3619

## **Service Group Categories – Continued**

**SGC.9: Environmental Services-Biological Field Surveys**  
**Subcategory 9.1 - Environmental Document Preparation**  
**Subcategory 9.2 - Biological Services**  
POC: Charles Elbert – 805-568-3123

**SGC.10: Surveying and Real Property Services**  
POC: Michael Emmons – 805-568-3020

**SGC.11: Geotechnical Engineering**  
POC: Chris Doolittle – 805-739-8777

**SGC.12: Media Services**  
POC: Kevin Donnelly – 805-568-3265

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## Three-Year Services Categories

### SGC.1: Roadway & Structures Engineering

#### General

1. Project Coordination, your company will assist Public Works as required to fulfill requirements set forth by appropriate authorities and funding agencies having an interest in the project.
2. Your company shall abide by all applicable guidelines regarding funding (i.e., auditing requirements and payroll affidavits).

#### Minutes and Reports

1. Your company will be required to take, produce and keep minutes of all project meetings. This includes meetings via telephone.
2. Your company will be required to furnish one (1) copy of these minutes to the project engineer within one week of meetings, and to each meeting attendee.
3. Your company will be required to produce a monthly project status report, which is to be submitted to the project engineer. A report format will be assigned at the time of project assignment, but should include at least the following:
  - Project Description
  - Updated Schedule
  - Updated spent Costs vs. remaining Budget
  - Action Items

#### Typical Tasks

**Road Engineering:** Typical road engineering tasks encompass a wide range of activities and multiple specialties. Road Engineering could be any combination of the following: roadway design, structures design, drainage systems design, utility identification and relocation, project budgeting and finally project scheduling. Your company's technical and administrative approach should be consistent with appropriate county, State, and Federal standards.

**Structures Engineering:** Your Company may be involved in the development of projects with various types of structures including but not limited to bridges, culverts and earth retaining structures. Your company must be familiar and demonstrate experience in current County, State, and Federal specifications and procedures and when to apply each. Your company may also be asked to perform an independent check of structure plans developed by Santa Barbara County staff. An Independent Design Check must consist of at least complete calculations with computer analysis to assure proposed layout, details, structure capacity, and constructability all conform to current County, State and Federal design standards as well as the recommendations in the Foundation Report, the Project Report, the Environmental document as well as any other relative design standards.

### **Subcategory 1.1 - Hydraulics**

Your company is required to have knowledge and skill in performing hydraulic, hydrologic, or sediment transport analyses and modeling for the design and maintenance of bridges, culverts, and roadways. Work might involve preparation of the following documents or reports in accordance with the Caltrans Local Assistance Procedures Manual: Bridge Design Hydraulic Study Bridge Location, Hydraulic Study, Floodplain Evaluation Report Summary, Location Hydraulic Study Form, Preliminary Hydrologic/Hydraulic Review Summary, and related studies. Typical references for this work would include FHWA Hydraulic Engineering Circular 18, Circular 20, Circular 23, and California Bank and Shore Protection Rock Slope Protection Design.

### **Subcategory 1.2 - Pavement**

Your company must have the knowledge and experience to perform roadway asphalt pavement structural section evaluation, and provide design recommendations for proper application of surface treatment and for surface rehabilitation methods. These methods may include fog seal, microsurfacing, scrub seal, or asphalt concrete overlay and material testing. Consultant is to submit written reports and recommendations to Public Works staff.

## SGC.2: Transportation Planning & Traffic Engineering

### General

Your company should indicate that you hold the experience required to provide services in this area, that your company understands the requirements in traffic modeling as set forth in the Federal Clean Air Act Amendment of 1990, the California Clean Air Act of 1988, the Environmental Protection Agency and the California Air Resources Board. Indicate your company's experience in transportation planning using the Caltrans and County design manuals, as well as other related references.

We anticipate our project load to vary with degree and intensity. These projects could be a result of a proposed development project under permit review by the County of Santa Barbara, Planning and Development Department. In many cases, our project load is generated through Public Works projects requiring traffic-engineering services. In these cases, we have staff available to handle the work, but there are times where our internal resources peak and staff is not available requiring the services of your company. When external services are required to meet project specific deadlines, you will receive a focused project RFP. The focus project RFP will outline all the requirements of the project.

You will be required to coordinate your work with other agencies. Please indicate in your Statement of Qualifications your experience with examples of that experience. Such other agencies could be, Santa Barbara County Associations of Governments (SBCAG), Planning & Development Department, Road Construction, Local City's and others, in the following areas.

**Transportation Planning:** Your Company will assist the Public Works-Transportation Division in the following areas:

**Community Traffic Models:** Recommend an appropriate transportation simulation model to produce ten to twenty year forecast reflective of specific land use designations and their effect on the existing and proposed transportation system of the focus project planning area. Be responsible for coordinating with SBCAG to identify external trip making characteristics, including external-external trips, external-internal trips and internal-external trips relevant to the planning area under study.

Develop a Traffic Analysis Zone system that effectively simulates traffic loading from various land uses onto the network in the planning area under study. You will be responsible to meet with SBCAG early in the process to insure compliance with their requirements.

Prepare an appropriate roadway network for the planning area under study as outlined in the focus project RFP. The network should be appropriately classified by type such as Primary 1, Primary 2, Secondary 1, and Secondary 2. The same classification scheme should be used for all study areas within the county. Upon successful data assembly, develop trip generation rates by trip type. The model should then be calibrated within reasonable parameters. The results and documentation of the model calibration shall be presented to the Public Works-Transportation Division for approval.

**Model Application:** The model will be used to determine the effectiveness of the study area's transportation system. The model will be used to generate or update the planning area's Transportation Improvement Plan.

Evaluate various roadway configurations in the study area to determine which would be the most effective in terms of accommodating large-scale development (either residential or commercial). The evaluation should include conclusions and recommendations.

Conduct detailed analysis of future roadway extensions; determine the regional effect of at-grade intersections, a full access diamond interchange and other traffic handling solutions. This analysis should include recommendations and conclusions.

## Traffic Engineering

**Traffic Control Design:** Your Company will need to demonstrate qualifications in any of the following areas:

- Traffic Signal Planning and Design
- Bike Lane Planning and Design
- Intersection/Interchange Planning, Signal & Pavement Marking
- Pedestrian Movement Planning
- Traffic Movement/Volume Planning, Analysis and Recommendations
- Traffic Control Planning and Design
- Roadway Alignment Analysis, Planning and Design

**Signage & Pavement Delineation Plans:** Demonstrate how your company understands the Caltrans Traffic and Highway Capacity Manuals, as they related to the signage and delineation of the roadway.

## SGC.3: Water Resources Engineering

Your company may be requested to provide a variety of Water Resource Services including but not limited to:

1. Preparation of hydrologic reports/investigations and identify issues.
2. Recommendation of water supply options.
3. Will be required to interpret and summarize, and/or study hydrologic and hydrogeologic data.
4. Provide technical support as directed by the Department.
5. Technical, field, and professional support on issues pertaining to water quality, water conservation, and storm water runoff programs.

## SGC.4: Flood Control Engineering

The selected consultant(s) may be requested to provide a variety of Water Resources Engineering Services including but not limited to any Engineering Services related to drainage and Flood Control, and as directed by the Department.

**Watershed Studies:** General Watershed Studies including various hydrologic and hydraulic computations using generally accepted engineering methods (including HEC-1, HEC-2, SBUH, and other District Programs) to determine the predicted flow, capacity of existing and proposed hydraulic structures and watercourses, evaluate improvements as directed (Master Drainage Plans), and determine deficiencies of a system given the capacity desired by the Department.

**Floodway Studies:** Flood Insurance Rate Map, Studies and Floodway Studies including evaluation of existing Federal Emergency Management Agency maps, preparing studies to obtain Letter of Map Amendments, Conditional Letter of Map Revisions (CLOMR's), Floodway revisions, evaluate Floodway encroachments, and other tasks related to the maintenance and revision of FEMA Flood maps.

**Flood Control and Drainage Engineering:** General Engineering for Flood Control and Drainage work including preparation of construction drawings in AUTOCAD<sup>®</sup>™ (or District approved alternative) and specifications for various drainage and Flood Control improvements (including storm drains, channels, basins, etc.), cost estimates for various project alternatives, evaluation of various alternatives for flood control maintenance activities, Cost-Benefit analysis for various flood control capital Improvements or maintenance Activities, and review development plans for adequacy and conformance with Flood Control Standards.

**Design and Construction Inspection:** Engineering design and construction inspection of emergency projects resulting from a flood, fire, or other disaster requiring timely response to safeguard the public.

## SGC.5: Resource Recovery and Waste Management Planning & Diversion Programs

**Planning:** Proper management of solid waste in an integrated manner involves many interrelated facets. In the area of Resource Recovery and Waste Management Planning activities, evaluation and design of an integrated system of collection, processing, diversion and disposal of wastes; and the preparation of mandated planning documents, represent the bulk of work that may be required of your company by Public Works.

Our staff have already completed most of this work, and may require help in keeping it up-to-date, and implementing the program requirements. General areas of work could include any of the following:

1. Preparation of State mandated planning documents.  
Countywide Integrated Waste Management Plan
2. Preparation of updates to mandated documents.  
Source Reduction and Recycling Element (SRRE)  
Household Hazardous Waste Element (HHWE)
3. Preparation of Annual Reports to State Agencies.
4. Waste Generation Studies.
5. Technical Assistance as required on solid waste policy, legislation and programs.
6. Facility Procurement Consulting (SCIDF)
7. Focused RFQ/RFP Development (SCIDF)
8. Economic Feasibility Studies (SCIDF)
9. Facility Financing Studies (SCIDF)

**Diversion Programs:** Resource Recovery and Waste Management Diversion Programs are aimed at diverting materials currently sent to landfills.

These programs are mandated by State requirements within the California Integrated Waste Management Act of 1989 (AB 939). The Act requires all political sub-divisions of California, to reduce their solid waste-stream by 25% by 1995 and by 50% by the year 2000.

Most programs aimed at achieving these mandates have already been implemented, and are now ongoing; however, these programs may still require expertise to maintain compliance with ever changing laws and regulations.

The educational, marketing and public relations efforts by the Resource Recovery and Waste Management group require help from time to time.

There are, however, a few projects still to be planned, designed and implemented. They are as follows:

1. Community Workshops (recycling, composting, source reduction, etc.)
2. Media Planning.
3. Graphic Arts and Photography Services.
4. Public Information Campaign Development.
  - Mass Mailings/Printing Services
  - Ad Campaigns/Casting Services/Promotional Materials
5. Technical assistance on economic development of recycled materials
6. Technical assistance if required by staff.

**Environmental Services:** Typical tasks associated with environmental services are found within SGC.9: Environmental Services

## **SGC.6: Resource Recovery and Waste Management Engineering**

**General:** Your Company will be required to be knowledgeable in all areas of engineering associated with Resource Recovery and Waste Management facilities which includes active and closed landfills, transfer stations, recycling facilities and waste water treatment plants.

In addition, your company should be able to provide assistance with the environmental review of Resource Recovery and Waste Management projects. Engineering projects could include, and are not limited to any or the following:

- Civil Engineering
- Geotechnical Engineering;
- Structural Engineering;
- Drainage;
- Construction Services;
- Hydrogeology;
- Environmental, and
- The design of Resource Recovery and Waste Management facilities.

### **Resource Recovery and Waste Management Engineering Subcategories**

Interested companies should specifically state your qualifications and expertise for any or all of the three Subcategories listed as follows:

#### **Subcategory 6.1 - Solid Waste Facilities Design and Permitting Support**

Typical tasks associated with landfills, transfer stations, and recycling facilities projects may include any of the following:

1. Preparation of regulatory-required documents, such as Joint Technical Documents, Report of Site Information, preliminary or final closure and post closure maintenance plans.
2. Preparation of engineering drawings for landfill expansions, landfill closures, transfer stations and for recycling facilities.
3. Coordination with regulatory agencies (e.g. RWQCB, CIWMB, LEA, APCD).
4. Review and comment on correspondence received from RWQCB, CIWMB, LEA & APCD.

### **Subcategory 6.1 - Solid Waste Facilities Design and Permitting Support-Continued**

5. Review and comment on landfill, transfer station and recycling facility projects prepared by Public Works Department Staff.
6. Provide independent review and comment on projects prepared for the Public Works Department by Consulting Companies.
7. Provide hydro-geological services for the location, design and construction of groundwater monitoring, production, injection and/or dewatering wells.
8. Provide Engineering support for the siting of new solid waste facilities (e.g. landfill, transfer station, recycling facility, etc.).

### **Subcategory 6.2 - Landfill Gas System Design and Management**

Typical tasks associated with Landfill Gas Design and Management projects may include any of the following:

1. Development of landfill gas system design concepts for active, new and/or closed landfills.
2. Preparation of engineering drawings for landfill gas collection systems, landfill gas cogeneration equipment and/or landfill gas destruction equipment.
3. Assist with troubleshooting landfill gas collection, cogeneration and destruction device issues that may develop.
4. Provide guidance on landfill gas sampling, landfill gas migration and landfill gas system maintenance.
5. Coordination with Regulatory Agencies regarding landfill gas permitting issues (e.g. APCD, LEA, CIWMB, RWQCB)
6. Review and comment on correspondence received from Regulatory Agencies such as the APCD, LEA, CIWMB, RWQCB on landfill gas issues.
7. Review and comment on landfill gas projects prepared by Public Works Department staff.
8. Provide independent review and comment on projects prepared for the Public Works Department by consulting companies with landfill gas expertise.

### **Subcategory 6.3 - Small Project Engineering Support**

Typical tasks associated with Small Project Engineering Support may include any of the following:

1. Provide engineering design and plans for various maintenance and repair projects (e.g. roadway improvements, landfill winter road, drainage improvements).
2. Provide contract administration for various maintenance and repair projects.
3. Prepare engineering deliverables such as grading plans, structural evaluation, and hydraulic calculations.

### **Subcategory 6.3 - Landfill Gas System Design and Management-Continued**

4. Provide engineering computer drafting assistance (e.g. AutoCAD).
5. Coordinate with Regulatory Agencies for approval of plans, submission of calculations and compliance with regulatory requirements.
6. Prepare plans and specifications for construction bid packages.
7. Provide contract inspection for various maintenance and repair projects.
8. Review and comment on maintenance and repair projects prepared by Public Works Department staff.

**Geotechnical Engineering:** Typical tasks associated with geotechnical engineering are found within SGC.11: Geotechnical Engineering.

**Environmental Services:** Tasks associated environmental services are found within SGC.9: Environmental Services.

**Construction Services:** Typical tasks associated construction services are found within SGC.7: Construction Services.

## SGC.7: Construction Services

**General:** The effort of construction will require the orchestrated movement of many people. Design engineering, construction plans and specifications, and well planned construction sequence are needed during the construction phase.

It is important to continue the flow of work in an organized thorough fashion. Public Works projects require the processing of many paper trails; contracts, payment invoices, reports, meeting minutes, change orders, etc.

The following areas of administrative support for construction activities, indicates of the types of service that are needed within Public Works. Please provide your company's qualifications as it relates to the following.

**Construction Management:** Construction management varies depending upon project scope and schedule. The function of construction manager entails the accurate management of activities on the project site at any given time. The project Construction Manager (CM) works closely with Public Works to insure the project is executed as planned.

The Records that are kept by the CM become part of the permanent record of Public Works. If the project is a large one or the funding source requires it, the CM will be full time on the project site. In other cases, a portion of time will be spent on-site, with typical tasks as follows:

1. Manage & monitor work progress and schedule.
2. Manage & monitor record and report contract compliance.
3. Manage & monitor record and report daily activities, such as equipment used, personnel on site, work being done, weather conditions, etc.
4. Manage & monitor record and report construction related safety issues and violations.
5. Manage & monitor record and report construction delays, their cause and remedies.
6. Coordinate efforts with Contract Administration.

**Construction Administration:** Construction Administration is a complex set of tasks requiring a high level of skill and attention by your company. Because most projects move very quickly once under construction; your company must not only observe progress in the field but also be responsive to the continuing flow of inquiries, submittals, and request for changes and payments that characterize daily construction activity.

Our projects, of any size or complexity can involve a great deal of paperwork, many meetings, and frequent travel to the project site. In some cases this travel may also include trips to places where construction products are being processed, stored, fabricated or manufactured for the project.

Your company will be responsible to manage any of the following tasks:

1. Assist in the Bid & Award Phase to insure continuity during construction.
2. Arrange pre-construction meetings.
3. Coordination of contractors.
4. Insure compliance with applicable laws.
5. Receive, review, route and manage contractor submittals.
6. Review, understand and implement Agency Policy affecting the project.
7. Provide construction field observation and materials testing and certification.
8. Assist with project mobilization efforts as needed.
9. Review, comment and process payment requests.
6. Other assignments as required by specific project requirements.
7. Prepare and issue project Change Orders.
8. Analyze, process and resolve Contract Claims.
9. Review Plans and specifications for constructability

**Construction Estimating:** Project cost estimating is a key task in the overall project delivery process. Accurate, timely and detailed cost estimates help provide needed funding information to those who decide whether a project is initiated or not. Your company needs to demonstrate to Public Works that you hold the needed skills to provide estimating services. Many of our projects are funded from State or Federal sources. Indicate that your company has worked with these types of funding sources and provide examples where possible.

**Construction Inspection:** The Construction inspector will be required to be a registered Civil Engineer in the State of California. Your company must demonstrate experience with Caltrans, County, California State Department of Fish & Game and other related inspection procedures and guidelines. Projects requiring inspection during construction would consist of any of the following:

1. Technical inspection of roadway construction.
2. Technical inspection of creek maintenance activities.
3. Geotechnical sampling and reporting.
4. Materials testing, sampling, reporting and certification.

## SGC.8: Hazardous Wastes Assessment

**General:** The timely, accurate and effective identification of materials known to be of a hazardous nature is important to ascertain during the beginning stages of any project. Professional services to provide this kind of expertise are needed by the county

Your company will need to demonstrate qualifications in the area of assessment, planning and design as it relates to the identification and removal of hazardous wastes. Upon completion of a specific assessment document, makes it possible for Public Works to issue a Request for Proposals focused on its remediation.

It is important for your company to demonstrate your understanding of all relevant laws, codes, guidelines and requirements of governing agencies having jurisdiction over the hazardous wastes. Other agencies within the County of Santa Barbara have jurisdiction over the activities related to removal of hazardous wastes.

It will be the responsibility of your company to find, obtain, understand and implement the requirements of these agencies.

**Environmental Site Assessment:** As part of any engineering improvement project, hazardous wastes may be encountered. It is impossible at this point to determine the complexity, degree of involvement, type of work or effort required to effectively plan for the remediation of these wastes.

The scope and nature of this type of work will be defined at the time projects are assigned, with sufficient detail for your company to adequately respond.

Types of assessment/planning efforts could involve any of the following tasks:

1. above Ground Investigations.
2. Subsurface Investigations.
3. Site Assessment Plans.
4. Site Remediation, And Subsequent Reporting.
5. Feasibility Study Reports/Technical work plans
6. Remediation Action Plans.
7. Agency Review Processing, Permitting And Notifications.
8. Meeting Attendance, Meeting Reports.
9. Project Estimating, Budgeting, Contract Administration.
10. Project Scheduling.
11. Site Specific Health and Safety Plans.

Typical event encounters would be underground tanks, ACM's, spills in the road right-of-way, discovery due to excavations, and similar situations.

**Environmental Remediation:** At times our projects require environmental remediation prior to when an improvement project starts. Your companies will need to demonstrate expertise in the following areas:

1. Groundwater investigations soil gas investigation and modeling.
2. RCRA Facility Investigations.
3. Risk Assessment.
4. Remedial Design, Feasibility Studies & Technology Screening.
5. Containment Design.
6. Field QA/QC.
7. CERCLA RI/FS/RD
8. Waste Minimization.
9. Permit Application Processing.
10. Compliance Audits.
11. Similar tasks not defined here.
12. Apply for and receiving site closer, no further action letters (NFA).

## SGC.9: Environmental Services

**General:** A qualitative description of tasks included in the scope of work for environmental review and technical support services for the Public Works Department is provided below. It would be impossible, at this juncture, to accurately estimate the level of environmental and technical support services anticipated over the proposed term of this request. For this reason, your Statement of Qualifications should indicate in a general nature of your company's qualifications to provide such services.

This Request for Qualifications, solicits consultants with expertise in two environmental subcategories. Interested companies should identify your qualifications and expertise for either or both the categories.

### SGC.9.1: Environmental Document Preparation and Permitting

Typical tasks for their subcategory would include preparation of environmental documents, preparation of technical studies for environmental issue areas, and preparation of application packages to other regulatory and permitting agencies as discussed below.

#### 1. CEQA Expertise

Describe your company's experience with specific applications of CEQA. Indicate documents your company has prepared for similar projects within Santa Barbara County. This summary should include the following: 1) a brief description of the projects, 2) type of CEQA document prepared.

#### 2. NEPA Expertise

Describe your company's experience with specific applications of NEPA. Indicate documents your company has prepared for similar projects within Santa Barbara County. This summary should include the following: 1) a brief description of the projects, 2) type of NEPA document prepared.

The types of CEQA and NEPA documents you may be asked to prepare include:

**Initial Study/Environmental Assessments:** Unless a project is determined to be exempt for CEQA/NEPA review, we will prepare an initial study at the time of project launch as required by County, state and Federal guidelines.

The initial Study will identify potentially significant, adverse impacts of a proposed project. Discuss ways to mitigate the significant impacts identified, identify applicable County policies and determine the type of subsequent environmental review required, whether that be an Environmental Impact Report (EIR) or Negative Declaration. The Department will determine whether County staff or an MSA consultant will prepare the initial study.

**Negative Declarations/FONSI:** If the project requires a Negative Declaration /FONSI, and it is determined that an MSA consultant will do the work, a focused Request for Proposals will be issued. This focused proposal, will detail the scope of work, including costs and time estimates. The Initial Study will be the one document the consultant is to use to provide a responsive proposal

**Environmental Impact Reports/Statements:** If the project requires an Environmental Impact Report (EIR), and it is determined that an MSA consultant will do the work, a focused Request for Proposals will be issued. This focused proposal, will detail the scope of work, including costs and time estimates. The Initial study will be one document the consultant is to use to provide a responsive proposal.

### 3. Issue Area Analysis

If we determine that the environmental document is to be prepared with County staff, we will determine if your company could help with technical support in issue area analysis. Issue area expertise to be provided by you, under an MSA could include, but not be limited to the following:

1. Geology
2. Hydrology
3. Biology
4. Historical/Cultural Resources
5. Air Quality
6. Traffic Agriculture/Land Use
7. Aesthetics
8. Noise
9. Systems Safety/Risk Assessment.

If your company holds other areas of expertise, please indicate those as well. If we do the work without Stagg as indicted above, and we need your company's expertise on issue analysis, we will send you a focused RFP, with our Initial Study for your review in preparation on your proposal. If selected you will prepare technical issue area analysis as identified in the focused proposal and Notice to Proceed. You will further be required to prepare this analysis to satisfy the requirements of county Thresholds Guidelines and CEQA, including any legislative changes. It will be your responsibility to obtain, maintain and otherwise make yourself aware of the CEQA changes and requirements. We will no be held responsible for your failure to do so.

### 4. Permitting

If the project requires permits from other agencies you may be asked to assist in the preparation of application packages and acquisition of permits from the agencies listed below. Please describe you experience working with these agencies.

**State Fish & Game Expertise:** Describe your company's experience acquiring streambed alteration agreements from the State of California Department of Fish & Game. Provide examples of your coordination in the form of permit applications, letters or related documents that give us an idea of your qualifications to acquire permits in this area.

**Regional Water Quality Control Board Expertise:** Describe your company's experience helping agencies comply with state stormwater pollution regulations and acquiring 401 Water Quality Certifications. Provide examples of your coordination in the form of permit applications, letters or related documents that give us an idea of your qualifications to acquire permits in this area.

**U.S. Fish and Wildlife Service Expertise:** Describe your company's experience with the U.S. Fish and Wildlife Service. Provide examples of your coordination in the form of biological assessments, Habitat conservation plans, letters or related documents that give us an idea of your qualifications to acquire permits in this area

**Army Corps of Engineers:** Describe your company's experience obtaining Army Corps nationwide, regional, and/or individual permits. Provide examples of your coordination in the form of permit applications, letters or related documents that give us an idea of your qualifications in this area.

**Other Regulatory Agencies:** Please describe your company's experience working with and obtaining permits from the California Coastal Commission, Santa Barbara County Planning and Development, Santa Barbara Air Pollution Control District, and NOAA Fisheries.

## 5. Sub Consultants

If you plan to use sub consultants(s) provide the required information and indicate what section(s) of the work they will perform and how the county insurance requirements will be handled.

## 6. Resource Recovery and Waste Management Facilities

The County operates Tajiguas landfill, several transfer stations, a wastewater treatment plant and maintains several closed landfills. The county may require assistance with the preparation of environmental documents for these types of facilities. Companies wishing to be eligible to prepare documents for these types of facilities must submit a sample Environmental Impact Report (EIR) for a landfill-permitting project (only submit one copy).

## Subcategory 9.2: Biological Services

Typical tasks associated with this subcategory include:

1. Field surveys for biological resources (flora and fauna);
2. Biological assessments;
3. Mitigation plan development and implementation;
4. Mitigation monitoring;
5. Wetlands delineations using Army Corps of Engineers and USFWS methodologies;
6. Endangered and threatened species surveys, mitigation plan development and monitoring, and Section 7 and 10 consultations.

Please describe your company's experiences undertaking these biological tasks and specifically identify staff qualified to complete tasks 5 and 6.

## SGC.10: Surveying and Real Property

Surveying is the science of determining the dimensions and shape (or three-dimensional characteristics) of the earth's surface by means of measuring lines and angles, and applying the principles of mathematics. Field surveying locates, establishes, or retraces property lines, performs geodetic or cadastral surveying and determines information shown on any map or document prepared in connection with the above activities. Field surveying can involve staking out the lines and grades needed for construction of improvements for Public Works or other County Departments. Office surveying activities include review of subdivision maps, records of surveys, corner records and certificates of compliance for compliance with state law and local ordinances.

Public Works has a complete Survey Division. When project delivery requirements exceed the Surveyor Division's ability to respond, your company will be asked to help. The work requested could involve any of the following tasks:

**Land Surveying:** Land surveys or *boundary surveys* are the function of locating the property boundaries or right of way of project sites. In addition to on-site fieldwork, historical research may be required to establish ownership, title and easement restrictions as well as other constraints placed on the real property. This type of work may also be referred to as *property surveys*, *boundary surveys*, or *cadastral surveys*.

**Topographical Surveying:** This type of surveying entails locating objects and measuring the relief, three-dimensional variations of the earth's surface and/or other topographical features. Detailed information is obtained pertaining to the elevations as well as to the locations of man-made features or improvements and natural features. Topographical maps are prepared to document the survey. This type survey is also referred to as a *preliminary survey*.

**Route Surveying:** Route surveying involves the determination of the relief and locations of natural and artificial objects along a proposed route for an improvement. Additionally, this may include the staking of the proposed improvements including clearing, rough grade, and finish grade stakes (See construction staking below).

**Control Surveying:** Control surveys, are those made to establish the horizontal and vertical positions of various points. The points are selected so that they form a net over the project site under consideration so as to provide a convenient method to tie planned improvement placement to these points. Methods used will involve the use of GPS, CORS sites, and differing datums (NAD27, NAD83, NGVD29, or NAVD88).

**Construction Surveying:** Construction surveying provides the basis for proper placement of improvements. This type of surveying is needed at all stages of the construction process in an effort to insure that the final product meets all the design requirements for placement, elevation and alignment. Hydrographic Surveying pertains to bodies of water, streams, and/or marshes. Shorelines are charted, shapes of area beneath the waters surface are determined and other related information needed relative to navigation, flood control, and water resource management is obtained.

**Aerial Surveying:** Aerial surveying is used in conjunction with limited land surveying efforts. Products that may be required include digital Roth-photography, compilation of contours or physical features, digital terrain models, and various photographic products (Oblique's, etc.). This area also includes newer technologies such as the use of airborne GPS, LIDAR, and reflective or absorption technology (radar, infrared, etc.).

**Subdivision Map Checking:** Primarily centered around office activities, this area includes subdivision map review, review of lot line adjustments or voluntary mergers, and review of certificates of compliance for compliance with State Law and local ordinances.

**Real Property Services:** The County Surveyor's Office provides real property services to each of the three operational Divisions within Public Works. These services include negotiating all aspects of acquiring and disposing of County property interests. Interests could include easements, fee property, temporary entry permits, licenses or leases. Along with traditional services, this section could include any functions performed by a licensed appraiser including condemnation proceedings (MAI certification for higher level activities).

## SGC.11: Geotechnical Engineering

**General:** The proper design of civil engineering projects requires the evaluation of subsurface conditions, possible geologic hazards, and gives recommendations for foundation designs at proposed project sites. When projects require earthen or rock fill materials, a determination must be made as to the suitability of materials to receive fill, and an evaluation of possible source material for the construction. On projects where excavation of existing materials are to be made, an evaluation of the stability of the remaining materials and the soil strength properties must be made, and if necessary, the mitigation of instabilities will need to be evaluated.

The evaluation of geotechnical properties shall typically involve the review of existing information, field exploration, recommendations for laboratory analytical testing of materials, geologic and geotechnical evaluation, geotechnical recommendation and preparation of geotechnical reports. These items will be utilized for the design and construction of roadways, foundations and other structures

**Soils Investigations:** The goal of a subsurface exploration program is to provide the Project Engineer with an evaluation of the subsurface conditions to be expected at the project site during construction. This process is integral to the successful design of a structure that will be safe during its service life, taking into account the daily loading as well as loads and wear exerted on the structure during geologic or climatic events. Potential geologic conditions should be discovered during this phase, which will be further investigated in the remaining phases of the design.

Companies selected to take part in the MSA program shall be ready to provide any of the following services or complete tasks as requested by the Project Engineer. This list is not intended to be exhaustive, but rather should be a guide to the tasks that would typically be asked of a consultant selected under this sub group category for Geotechnical Engineering.

### Subsurface Exploration and Investigation

1. Reconnaissance Investigations.
2. Soil Borings and Sampling.
3. Geophysical Explorations.
4. Groundwater Investigations.
5. Rock Coring and Classification
6. Core Penetration

### Soil Classification and Laboratory Testing

1. Classifications of soil and rock by the Unified Soil Classification System
2. Evaluation of Soil Properties, including Shear Strength, Angle of Internal Friction, Expansion Potential, Compressibility, and Corrosion Potential

**Foundation Design Reports:** A foundation is defined as that part of the structure that supports the weight of the structure and transmits the load to underlying soil or rock. Foundation Engineering applies the knowledge of geology, soil mechanics, rock mechanics, and structural engineering to the design and construction of foundations for buildings and other structures (Robert W. Day, *Geotechnical and Foundation Engineering*). Foundation Engineering involves the selection of foundation type, for example, a shallow or deep foundation system. The development of the design parameters, including the bearing capacity, foundation design, site preparation, and grading requirements shall require input and recommendations from the Geotechnical Engineer.

The Department of Public Works is involved in the design and construction of a multitude of structures necessitating foundation design and geotechnical engineering. As such, we will be seeking a collection of consultants that will be able to supply experience in a wide assortment of design applications. As the tasks required for these assorted projects could easily consume a volume of its own, the following list of tasks should be considered a general guide to the experience we will be looking for collectively from the consultants selected. Highlighting the areas that you have the greatest experience and knowledge about as a company and with current staff will be helpful in evaluating for this MSA selection process.

**Typical Tasks:**

1. Project Planning
2. Geologic Mapping
3. Geotechnical and Geophysical Exploration
4. Classification and Description of Physical Properties of Materials
5. Rock Mechanics
6. Foundation Type Selection
7. Settlement Estimation
8. Embedment Length and size of Foundation Elements
9. Lateral Load Capacity
10. Earthwork Requirements
11. Slope Stability Analysis
12. Design Criteria for Static and Dynamic Loading
13. Seismic Design and Earthquake Analysis
14. Geologic Hazard Evaluation
15. Soil Improvement
16. Groundwater Control
17. Surface Water and Drainage Control
18. Preparation of Material Reports, per Caltrans California Test 130
19. Preparation of Foundation Reports prepared per County, State and Federal Guidelines and requirements & stamped & signed by a licensed Geotechnical

Engineer in the State of California.

## **SGC.12: Media Services**

To provide services to cover a broad spectrum of media services as outlined below. The services and projects anticipated by the Public Works Department are not limited to those outlined below, nor is it possible to list them all here at this time. All projects will be assigned in strict accordance with the Departments Professional Service Selection Policy.

### **Media Planning**

1. Community Workshops
2. Media Planning
3. Graphic Arts and Photography
4. Public Information Campaign Development
  - A. Mass Mailings
  - B. Printing Services
  - C. Ad Campaigns
  - D. Casting Services
  - E. Promotional Materials
  - F. Targeted staff assistance

### **Media Production**

1. Newspaper Media
2. Radio Media
3. Television Media
4. Video Media
5. Multi-Media Presentations