

REQUEST FOR QUALIFICATIONS  
FOR  
AS-NEEDED  
CIVIL ENGINEERING CONSULTING SERVICES

Distribution/Advertisement: September 15, 2009  
Pre-Submittal Meeting: September 23, 2009 @ 1:30 PM  
Q&A Deadline: October 13, 2009 by 5:00 PM  
Submittal Deadline: October 16, 2009 by 5:00 PM

San Diego Redevelopment Agency  
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<http://www.sandiego.gov/redevelopment-agency/>

## **Request for Qualifications: General Civil Engineering Services San Diego Redevelopment Agency**

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Attachments:

1. Equal Opportunity Agreement
2. [Workforce Report](#)
3. Sub-Consultants and Vendors List

## **Request for Qualifications: General Civil Engineering Services San Diego Redevelopment Agency**

### **INTRODUCTION**

The San Diego Redevelopment Agency (Agency) seeks qualified firms to assist the Agency in the implementation of projects pursuant to its purview. Selected firms would perform a variety of routine and complex technical and professional work to assist the Agency on an as needed basis. Sub-consultant opportunities may include but not be limited to the following disciplines: landscape architecture; surveying; cost estimation; structural, electrical, mechanical and traffic engineering; utility coordination, and pot holing.

The Agency consists of three entities as further described below: the City of San Diego Redevelopment Division, the Center City Development Corporation and the Southeastern Economic Development Corporation. Respondents selected as part of this RFQ process may provide services to the **City of San Diego Redevelopment Division and/or the Southeastern Economic Development Corporation on an as needed basis**. The Center City Development Corporation already has developed a list of pre-qualified firms based on a 2008 Request for Qualifications (RFQ) process and **is not a party to the subject RFQ**.

### **THE REDEVELOPMENT AGENCY ORGANIZATION**

The Agency was created by the City Council in 1958 to alleviate conditions of blight in designated urban areas. The Agency is able to use special legal and financial mechanisms to eliminate blight and improve economic and physical conditions in areas under its purview. This authority is conferred on the Agency through the state of California's Health and Safety Code (Section 33000-et.seq.), also known as the California Community Redevelopment Law. The City of San Diego City Council serves as the legislative body to the Agency (Agency Board).

Redevelopment activities and programs in the Agency's [17 project areas](#) are carried out by the City of San Diego Redevelopment Division (Division) and two public, nonprofit City corporations: [Centre City Development Corporation](#) (CCDC) and [Southeastern Economic Development Corporation](#) (SEDC). These project areas, located in various parts of the City, encompass more than 11,700 acres.

The **Redevelopment Division** administers 11 of the Agency's 17 project areas encompassing approximately 7,613 acres:

- [Barrio Logan](#)
- [City Heights](#)
- [College Community](#)
- [College Grove](#)
- [Crossroads](#)
- [Grantville](#)
- [Linda Vista](#)
- [Naval Training Center](#)
- [North Bay](#)
- [North Park](#)
- [San Ysidro](#)

The Redevelopment Division also performs general administration duties serving the Agency at large, such as coordination with CCDC and SEDC to meet certain budgetary and reporting requirements and maintenance of the Agency Board meeting docket, official records and website.

The [Centre City Development Corporation](#) (CCDC) was established by the City Council in 1975 to carry out redevelopment activities in downtown San Diego. CCDC administers two redevelopment project areas:

- Centre City (Core/Columbia, Cortez, East Village, Gaslamp Quarter, Little Italy, Marina)
- Horton Plaza

CCDC also performs zoning as well as current and long range land use planning functions on behalf of the City of San Diego.

The [Southeastern Economic Development Corporation](#) (SEDC) was established by the City Council in 1981 to carry out redevelopment activities and economic development functions in southeastern San Diego. SEDC administers four redevelopment project areas and one study area:

- Central Imperial
- Gateway Center West
- Mount Hope
- Southcrest
- Dells Imperial Study Area

## **SCOPE OF WORK**

As previously noted, respondents selected as part of this RFQ process may provide civil engineering services to the **Redevelopment Division and/or the SEDC on an as needed basis**. CCDC already has developed as list of pre-qualified firms based on a 2008 Request for Qualifications (RFQ) process and is not a party to the subject RFQ.

The Redevelopment Division and SEDC are responsible for carrying out a wide range of activities in meeting their obligations. These activities include land use planning and programmatic functions as well as implementation of “on the ground” projects. Such projects include property acquisition and disposal; brownfield assessment and remediation, rehabilitation and new construction development projects (including affordable housing production); and improvements to public utilities, infrastructure and facilities.

The selected firms would perform a variety of routine and complex technical and professional work within the field of civil engineering to assist the Redevelopment Division and/or SEDC on an as needed basis. Duties include the following as well as any other related duties that might be necessary to accomplish the ones identified below and support the work of the Division and/or SEDC:

- Provide support and assistance during different phases of projects (feasibility analysis, design, permitting, construction and/or operation);
- Provide civil engineering design services for capital improvements projects;
- Provide civil engineering design services for varied other projects;
- Evaluate existing utility systems and support the planning efforts for new utility systems to accommodate redevelopment;
- Prepare City of San Diego "D" sheets, bid documents and contract specifications;

- Assist in the scheduling and coordination of the bidding process for construction projects;
- Process engineering drawings and related materials through the City of San Diego Engineering & Capital Projects Department or other departments as appropriate to obtain any necessary permits;
- Provide support and coordination assistance in entitlement and permitting process;
- Prepare legal descriptions, parcel maps, site plans and/or other drawings as necessary;
- Provide general drafting services;
- Prepare ALTA surveys;
- Provide specialized mechanical, structural, and traffic engineering services;
- Provide cost estimates;
- Conduct assessments and/or surveys for demolition, rehabilitation and/or construction projects;
- Review the work and/or proposals of others and advise the Agency as to their adequacy, feasibility and/or constraints as these pertain to the engineering field;
- Assist the Agency in the evaluation of construction costs for proposed projects;
- Conduct peer review of projects and/or proposals and advise Agency staff;
- Manage, direct, and provide potholing subcontractor for existing utility location,
- Provide dry and wet utility consulting and/or coordination services;
- Prepare City of San Diego “D” sheets and bid documents including special provisions and contracts’ specifications;
- Provide record maps and prepare as-built drawings as may be required and process them as necessary to finalize approvals and for record keeping purposes;
- Provide plan review services;
- Provide landscape and irrigation design services as needed; and,
- Review drawings, reports and/or related documents and advise the Agency on issues pertaining to the engineering field.

Sub-consultant opportunities may include but not be limited to the following disciplines: landscape architecture; surveying; cost estimation; structural, electrical, mechanical and traffic engineering; utility coordination, and pot holing. It should be noted that the Division and/or SEDC may have separate contracts to address some of the subject matters listed above or a subset therein. In some instances, the respondents selected as part of this process may be required to work in conjunction with firms that the Agency has engaged under such separate contracts.

## **PROCUREMENT PROCESS**

It is intended that the Division and/or SEDC will select more than one firm through this RFQ process. Firms selected will be placed on a list of pre-qualified consultants that the Division and/or SEDC may engage for the procurement of general as needed services and/or to complete discrete and clearly defined tasks. Placement of a firm on the list pre-qualified consultants is no guarantee that such firm will be retained by the Division and/or SEDC. The pre-qualified consultants list, from which firms will be chosen for projects as described below, will be valid for up to three years starting from the date when the selected firms as part of this RFQ process are announced.

As the need for different services arise, bids would be solicited from the pre-qualified firms that are deemed to be the best fit for the particular scope of work. That is, bids may be solicited from all of the pre-qualified firms or a subset thereof. As a result of this process, a contract may be awarded to the most responsive and qualified firm provided successful contract negotiations. The Division and/or SEDC reserve the right to award multiple contracts when it is in their best interest to do so.

It should be noted that the Division and SEDC have varying needs with respect to the consulting services described herein. The Division and/or SEDC may choose to retain one or more of the firms (a) under a longer term “as needed” contract and/or (b) for discrete projects, as described in more detail below.

The Division and/or SEDC may choose to execute contracts with any and all of the selected firms for the provision of the subject professional services on an “as needed basis.” The term of any contract(s) for “as needed” services, if awarded, is estimated to be one year with an option to extend for two (2) additional (1) year periods at the sole discretion of the Division and/or SEDC. The Division and SEDC generally prefer to negotiate and set fee rates for the original contract period. The Division and SEDC reserve the right to revise rates at the time the option to extend the contract is exercised.

Additionally and/or alternatively, the Division and/or SEDC may execute contracts with any and all of the pre-qualified firms to provide clearly defined services for specific projects which the Division and/or SEDC consider are better managed through a separate contracting process. In the instance where these types of contracts are awarded, the terms of said contracts will vary depending on the specific tasks that drive the scope of work.

## **SUBMITTAL FORMAT AND CONTENT**

All respondents are required to follow the format specified below. The contents of the submittal must be clear, concise, and complete. Respondents must submit one bound original, four copies, and one “high quality” digital PDF file (on CD).

Each section of the submittal *must be tabbed* according to the numbering system shown below to aid in expedient information retrieval. All printed materials must be double-sided to the maximum practicable extent.

Submittal Cover - Include the RFQ’s title and submittal due date, the name, address, fax number, and the telephone number of principal firm.

Table of Contents - Include a complete and clear listing of headings and pages to allow easy reference to key information.

I. Cover Letter - The cover letter should be brief (two pages maximum), and any changes to the format or the requested materials should be explained in the cover letter. Additional cover letter information:

- Identify the respondent’s primary contact (include address, e-mail address and telephone number), responsible for all queries made during the intake and processing of the response.
- Identify the location of the office(s) housing individuals assigned to provide services.
- Provide the pertinent Federal Tax I.D. number.
- If proposing joint venture partners and subs, include company name(s), the types of services to be provided by each, and the primary contact for each.
- The signatory shall be a person with legal authority to bind the prime, partners and subs.

II. Methods and Strategic Plan - Describe your methods and plan for carrying out the Scope of Work. As the Scope of Work is not clearly defined as part of this RFQ, focus on describing general methods and plan followed under “as needed” contracts. Response may include a methods and plan when carrying out one or more *typical* projects that may be procured by

the Division and/or SEDC. Such *typical* project(s) must be selected from the list of potential duties listed under the "Scope of Work" heading above.

- III. Qualifications and Experience - This section shall contain the following: A description of the team's experience in providing similar services for public entities and/or the private sector. The firms' experiences in the past three (3) years specifically related to the scope of work shall be listed consecutively with the award and completion dates noted and/or current status (**clearly identify the specific tasks performed as part the work experience**). Each listed experience shall include the name(s) and telephone number(s) of the firm's project manager and the client's project manager for each listing. If identifying joint venture partners and/or sub-consultants, describe their experience in the same manner described herein and identify the tasks that each firm is generally anticipated to perform as part of this contract.
- IV. List of Project Personnel - This list should include the identification of the contact person with primary responsibility for this project, other project personnel, including joint venture partners and/or sub-consultants, and their individual areas of responsibility. The persons listed will be considered committed to the project. A résumé for each professional and technical person assigned to the project, including partners and/or sub-consultants, shall be submitted. The résumés shall include at least two references.
- V. Organization Chart - An organization chart containing the names of all key personnel, joint venture partners, and/or sub-consultants with titles and their specific task assignment for this project shall be provided in this section.
- VI. Other Information - This section shall contain all other pertinent information regarding this procurement in the following order: Please note the information listed below is only for the prime and co-venture partner(s) except for item (G).
  - A. Description of insurance coverage for prime respondent and co-venture partner(s) (types of coverage and policy limits, deductible, exclusions, and outstanding claims);
  - B. Description of in-house resources for prime respondent and co-venture partner(s) (i.e., computer capabilities, software applications, and modeling programs, etc.);
  - C. Completed Equal Opportunity Agreement (*Attachment 1*).
  - D. Completed *Work Force Report* for the prime respondent and/or co-venture partner(s) only (*Attachment 2*);
  - E. Completed *Sub-Consultant List* (*Attachment 3*);
  - F. Individual *Letters of Intent to Subcontract or Co-Venture* signed by prime respondent, co-venture partner, and each sub-consultant;
  - G. Copy of valid DBE/DVBE/MBE/SBE/WBE certification certificates of listed firms to be utilized in this project for prime respondent, co-venture partner(s), sub-consultants, and/or vendors.
  - H. An identification of contracts and/or agreements that the principal, partner and/or sub-consultant firms are currently engaged with any departments of the City of San Diego and/or the Redevelopment Agency, or any of the entities which comprise the Agency. Describe the term of said contracts/agreements, the subject scope of work and the maximum dollar amount of such contracts/agreements. Provide names and contact information of principal person(s) involved in said contracts/agreements.

VII. Schedule of Rates - The respondent shall provide one (1) schedule of rates in a sealed envelope. Include rates for all project personnel of the prime, joint venture partner(s), and sub-consultants. Provide rates for all identified personnel that would be assigned to this project (along with their job classification) and provide rates for other personnel that may work on this project but is not currently identified by name but rather through job classifications. Clearly identify and list all other fees and expenses that may accrue and are not included in the personnel rates. It is acceptable to submit a range of fees for different labor classifications. However, respondents are expected to provide the List of Project Personnel as described above. Staff identified in said list will be considered as committed to the project with no substitutions unless so authorized by the Division and/or SEDC. Therefore, the schedule of rates must identify the specific rates proposed for the key personnel as described above. Ranges for other staff are acceptable.

### **SUBMITTAL EVALUATION CRITERIA**

Submittals received will be evaluated by a Review Committee according to the criteria listed below:

- Conformance to the specified RFQ format;
- Organization, presentation, and content of the submittal;
- Specialized experience and technical competence of the firm(s), (including principal firms, joint venture-partners, and sub-consultants), considering the types of service required, record of performance, and the strength of the key personnel who will be dedicated to the project;
- Most advantageous rates to the Division and SEDC;
- Specialized proposed methods and overall strategic plan to accomplish the work in a timely and competent manner;
- Knowledge and understanding of local policies, regulations and standards as well as familiarity with Redevelopment Agencies and their purview;
- A local presence for interfacing with the Division and/or SEDC and other stakeholders;
- A willingness to make meaningful wide-range subcontracting and employment opportunities available to all interested and qualified firms and individuals in the market place;
- Financial stability of the principal consultant and/or a consultant team which can include annual financial report or any such financial information that would indicate the financial conditions of the firm; and.
- Ability to meet the insurance requirements as stated in the Terms and Conditions of the RFQ unless the Division/or and SEDC, at their sole discretion, decide to modify or waive the insurance requirements.

## **SUBMITTAL SELECTION PROCESS**

A Review Committee will review submittals which meet the outlined requirements stated herein. The Review Committee will select the most responsive and qualified bidders based on the criteria listed above after a review and analysis of the submittals and place these respondents on the list of pre-qualified consultants for the subject scope of work.

Respondents may be invited to meet with Agency representatives to expand on proposal qualification and experience and/or may be required to provide additional information. If selected for an interview, it is mandatory that all principal firms and the designated project manager attend.

It should be noted that the Review Committee may choose to "short-list" the most qualified firms, utilizing the selection criteria listed above. Interviews and/or additional information may be sought only from the "short-listed" respondents and only those "short-listed" may be invited to an interview. The pre-qualified consultants would be chosen from this "short-list" following interviews and/or review of any additional information requested based on the criteria listed above.

## **SUBMITTAL SCHEDULE AND PROCESS**

The solicitation, receipt and evaluation of submittals submitted in response to the subject RFQ and the selection of the pre-qualified consultants will generally conform to the following schedule. The Division and/or SEDC reserve the right to modify said schedule:

Distribution/Advertisement	September 15, 2009
Pre-Submittal Conference	September 23, 2009, 1:30PM
Deadline for Submittal of Questions	October 13, 2009
Deadline for Submittal of Qualifications	October 16, 2009, <b>NO LATER THAN 5:00 PM</b>
Submittals' Review	October 19 – October 28
Interviews and/or request for additional information, as needed	Late October / November, 2009
Final Selection and Announcement	Late October / November, 2009

One original and four copies of the submittal [and one "high quality" digital PDF file (on CD)] along with a schedule of rates as described above **MUST** be delivered to the following address no later than **October 16, 2009 ON OR BEFORE 5:00 PM:**

San Diego Redevelopment Agency  
1200 Third Avenue, Suite 1400  
San Diego, CA 92101  
ATTN: Eliana Barreiros, Project Manager

Inquiries related to this RFQ must be submitted **in writing via electronic mail** to Eliana Barreiros at [ebarreiros@sandiego.gov](mailto:ebarreiros@sandiego.gov). No other form of inquiries will be accepted.

Incomplete submittals, incorrect information, or late submittals shall be cause for disqualification. Copies received by FAX and/or electronic mail will **not** be deemed as received.

## **PRE-SUBMITTAL MEETING**

A pre-submittal meeting will be held to discuss all aspects of the subject RFQ and the solicitation process as well as provide additional information about the Agency. This meeting is also intended to provide a setting and opportunity for networking among different firms.

The meeting is scheduled for **September 23, 2009 at 1:30 PM**. Meeting will be held at:

Civic Center Plaza (within the City Hall complex, across from the fountain)  
1200 Third Avenue, 14th floor  
San Diego, California

Map and directions can be found at <http://www.sandiego.gov/directories/servmap1.shtml>.

## **PUBLIC DISCLOSURE**

As a general rule, all documents received by the Agency are considered public records and will be made available for public inspection and copying upon request. If you consider any documents submitted with your response to be proprietary or otherwise confidential, please submit a written request for a determination of whether the documents can be withheld from public disclosure **no later than ten (10) days prior to the due date** of your response. If you do not obtain a determination of confidentiality prior to the submittal deadline, any document(s) submitted will be subject to public disclosure.

## **CONFIDENTIAL SOLICITATION**

The Agency will not share the details of individual responses to this solicitation with competing respondents during the selection process. After the selection process ends, all solicitations become public information (except portions otherwise deemed confidential as noted in the section above).

## **CONFLICT OF INTEREST/FINANCIAL DISCLOSURE**

The respondent agrees, if selected, to comply with the Agency's duly adopted Conflict of Interest Code. Key personnel who will be performing services under any Agreement may be required to make disclosures with respect to the affected Redevelopment Project Areas.

## **TERMS AND CONDITIONS**

### **Right to Reject Submittals**

Issuance of this RFQ does not commit the Agency to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure a contract for services. All respondents should note that the execution of any contract pursuant to this RFQ is dependent upon the approval of the Redevelopment Agency Board and/or the CCDC Board of Directors and/or the SEDC Board of Directors and/or the Redevelopment Agency Executive Director.

The Agency retains the right to reject all submittals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful respondents. A sample contract is attached hereto as (*Attachment 1*). Each submittal shall be valid for not less than ninety (90) days from the date of receipt.

### **Addendums**

Addendums will be posted on the Agency's website at <http://www.sandiego.gov/redevelopment-agency/index.shtml>. It shall be the potential respondent's responsibility to check the website daily for any possible addendums.

### **Insurance**

The firm(s) selected to perform the work described in this RFQ will be required to provide evidence of insurance as shown below:

- (1) **Commercial General Liability** policy with the addition of coverages as broad and as encompassing as the Broad Form Comprehensive General Liability endorsement in the occurrence form, including loading and unloading operations, providing coverage against claims for bodily injury or death and property damage resulting from the Consultant's performance. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. All rights of subrogation shall be waived. Such insurance shall be primary and non-contributory with any other coverage, including the Agency's, and such insurance shall afford immediate defense and indemnification of all listed as additionally insured including the REDEVELOPMENT AGENCY OF THE CITY OF SAN DIEGO and the CITY OF SAN DIEGO to the limits of not less than \$1,000,000 per occurrence for all covered losses and not less than \$2,000,000 general aggregate;
- (2) **Worker's Compensation Insurance** as required by the laws of the State of California;
- (3) **Employer's Liability Insurance** with the following limits:

Bodily Injury by Accident:	\$1,000,000 each accident
Bodily Injury by Disease:	\$1,000,000 policy limit
Bodily Injury by Disease:	\$1,000,000 each employee
- (4) **Commercial Automobile Liability or Business Auto Policy** with limits not less than \$1,000,000.00 each occurrence, combined single limit for bodily injury or death and property damage. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another.

Professional liability insurance (errors and omissions) may also be required of in the minimum amount of \$1,000,000. All insurance must be provided at the sole cost and expense of the firm(s) selected, unless any requirement are modified or waived by the Redevelopment Division and/or SEDC.

### **EQUAL OPPORTUNITY PROGRAM REQUIREMENTS**

The Redevelopment Agency and the City of San Diego are strongly committed to equal opportunity in solicitation of professional service consultants to ensure that consultants doing business with the Agency (the Redevelopment Division, CCDC and SEDC) and the City are equal opportunity contractors and employers. The Agency strongly encourages prime consultants to share this commitment. Prime consultants are encouraged to take positive steps to diversify and expand their sub-consultant solicitation base and to offer consulting opportunities to all eligible sub-consultants.

The Agency implements the City of San Diego Equal Employment Opportunity Program. Individuals, contractors, vendors, consultants, grantees, lessees, and banks contracting with the Agency must comply with the City of San Diego Equal Opportunity Policy and Program.

### **Federal Requirements**

The selected respondent(s) and each of its (their) sub-consultants and/or co-venture partners, shall comply with Title VII of the Civil Rights Act of 1964, as amended, Executive Orders 11246, 11375, and 12086, the California Fair Employment Practices Act, and any other applicable federal and state laws and regulations hereinafter enacted. The respondent shall not discriminate against any employee or applicant for employment based on race, religion, color, ancestry, age, gender, sexual orientation, medical condition or place of birth. The selected respondent shall cause the above provisions to be inserted in all subcontracts for any work covered by this document so that such provisions will be binding upon each sub-consultant.

In addition to the foregoing, selected consultants shall comply with City of San Diego Council Policy 100-04, adopted by Resolution R-282153, relating to the Federal Americans with Disabilities Act ("ADA"). Consultants shall be responsible for establishing and implementing an ADA program within the consultant's work place, and ensuring compliance with Council Policy 100-04 and its subcontractors.

### **Local Requirements**

Consultant shall comply with requirements of San Diego Ordinance No. 18173, Section 27.2701 through 22.2708, Equal Employment Opportunity Outreach Program (*Refer to <http://docs.sandiego.gov/municode/MuniCodeChapter02/Ch02Art02Division27.pdf>*).

### **Work Force Report**

The respondent is required to include in the submittal a current *Work Force Report (Attachment 2)* or (if requested by the Agency or the City of San Diego) an Equal Employment Opportunity Plan ("EEO Plan") for itself and for its co-venture partner (if a joint partnership applies). The firm's(s') work force data will be compared to the *County Labor Force Availability* data to determine the adequacy of the work force representation. If the selected firm submitted a work force report and has fifteen (15) or more employees and under-representation of women and/or members of under-represented ethnic groups is determine to exist, it will be required to submit an EEO Plan as notified. The EEO Plan sets forth the actions that the selected consultant will take to achieve the County Labor Force Availability Goals for the employment of African Americans, Native Americans, Asians, Filipinos, Latinos, Women and people with disabilities.

### **Equal Opportunity Contracting Advisory Goals and Guidelines**

Any project valued at \$25,000 or more has a voluntary subcontracting goal of 20%. The goal is achieved by contracting with any combination of certified-"Minority Business Enterprise" (MBE), "Women Business Enterprise" (WBE), "Disadvantaged Business Enterprise" (DBE), "Disabled Veteran Business Enterprise" (DVBE), Small Business Enterprise (SBE) and/or "Other Business Enterprise" (OBE) firms at the prime, co-venture partner sub-consultant and/or vendor level. Attainment of the goal is strongly encouraged but strictly voluntary.

### **Strategies to Assemble a Successful and Diverse Team**

1. Search in the Public Agency Certified Firm Directory available at [www.ccdc.com](http://www.ccdc.com).
2. Use City of San Diego and Caltrans directories of DBE, DVBE, MBE, WBE, and SBE certified businesses providing the needed services. Call or write to the listed certified firms. Directories are available at the City's EOCP office - 619/533-4464 and Caltrans at 916/445-3520 or on the Internet at [www.dot.ca.gov/hq/bep/](http://www.dot.ca.gov/hq/bep/).

3. Search the Federal directory of certified firms under [www.ccr.gov](http://www.ccr.gov).
4. Attend pre-submittal meeting to network with sub-consultants.
5. Advertise sub-consulting opportunities in general circulation, trade associations, community organizations and special interest newspapers in a timely manner (including but not limited to entities reaching out to DBE, DVBE, MBE, WBE, SBE, certified firms).
6. Utilize the services of community organizations, professional associations focusing on, but not limited to, women and under-represented ethnic groups, and local, state, and federal small business assistance offices and other organizations for referrals.

### **Guidelines and Requirements for Sub-consultants and Co-Venture Partnerships**

As part of the submittal, the respondent shall include copies of valid proof of certification for sub-consultants and/or co-venture partners identified as certified DBE, DVBE, MBE, SBE or WBE on the *sub-consultant list*.

The *sub-consultant list* is a part of this submittal and will become part of any contract(s) with the Agency. Sub-consultants may participate in different respondents' teams. The selected respondent will ensure that all team members, including the prime, co-venture partners, primary sub-consultants and/or vendors are listed. No changes to the *sub-consultant list* will be allowed without prior written approval from the Agency. Sub-consultants are expected to complete a minimum of 75% of their listed scope of work with their own work forces.

As a part of this submittal, the Respondent shall include copies of individual letters of intent to subcontract or to co-venture with each sub-consultant and/or co-venture partner listed. The letters must specify that in the event that the respondent is awarded the contract, the respondent fully intends to subcontract with the specific sub-consultant and/or enter into a partnership with a co-venture partner. The letter must identify the type of service to be provided and the approximate percent of the total contract award. The letters must be signed by the prime respondent, the co-venture partner and/or the sub-consultant(s).

### **NONDISCRIMINATION POLICY**

The respondent shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring or treatment of sub-contractors, vendors, or suppliers. Respondent shall provide equal opportunity for subcontractors to participate in subcontracting opportunities. Contractor understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in contract termination, debarment, or other sanctions.

As part of its bid or proposal, respondent shall provide to Agency a list of all instances within the past ten years where a complaint was filed or pending against respondent in a legal or administrative proceeding alleging that respondent discriminated against its employees, subcontractors, vendors, or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.

### **LOCAL BUSINESS AND EMPLOYMENT**

The respondent acknowledges that the Agency seeks to promote employment and business opportunities for local residents and firms on all of its contracts. The respondent will, to the extent

legally possible, solicit applications for employment and proposals for sub-contracts for work associated with this RFQ from local residents and firms as opportunities arise. The respondent agrees to hire qualified local residents and firms whenever feasible.

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The Agency looks forward to receiving a submittal from you. If you have any questions regarding this RFQ, please contact the Project Manager as identified on page 9.