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June 16, 2021

Subject: Request for Statements of Qualifications for Pavement Management Design Services

To Interested Consulting Firms:

The City of Capitola, Department of Public Works, is seeking a consultant to provide pavement management planning and design support services. The primary scope of work will include assisting the City in developing a multi-year street improvement schedule, developing the most economical repair alternatives, and preparation of construction plans, specifications and estimates.

Funding for this work come from a combination of state and local road maintenance programs, gas tax, City general funds and other funding sources. Funding for pavement treatment projects averages \$300-\$500k per fiscal year. Funding sources include Measure D, SB1 and General Funds.

The City is looking for a consultant to assist the City in developing and completing road rehabilitation projects for the next five years. The consultant will work directly with the City's Public Works Director and Public Works Project Manager. The city's pavement management program was last updated in 2017 and updating this report may be considered for years 2-3 of this engagement. The consultant will be responsible for meeting with City staff, reviewing and assisting the City with updating and maintaining the pavement management data, developing a five year list of projects based on current funding availability, PS&E development, and assisting the City with construction management.

Statements of Qualifications should include the following information:

- A. The consultant team experience with implementing pavement management programs. Experience in the following areas is critical:
  - a. Pavement preservation/design and understanding of current and new technologies
  - b. Construction management
  - c. Project budgeting, scheduling, and tracking
- B. Identify the project manager and project team members and their office location(s). The project manager is not required to be a PE, however the consultant team proposed will be required to have the capability to produce stamped plans/specs and provide assistance with inspections and monitoring.
- C. Provide a proposed rate sheet and demonstrate ability to remain within budgets and schedules.
- D. Provide proof of ability to meet liability insurance requirements of \$1,000,000 for Errors and Omissions, General Liability, and Automobile.
- E. References with contact numbers of other public agencies for which similar projects have been completed.

Based on the City's review of the SOQ's, the City may select from one to three firms to interview. Final selection will be based on the review of proposals, interview rankings that will be based on each firm's technical ability and presentation, and also recommendations from past and current clients.

The City will select an individual firm to complete this work. Final selection and contract approval is subject to approval by the Capitola City Council. Should negotiations fail to result in a contract with the selected firm, the City may initiate negotiations with the remaining firm. At the mutual consent of selected parties, this contract will run from year to year for a period to be determined by the City. The City further reserves the right to negotiate directly with only one firm or discontinue this process at any time.

**Interested firms should submit Statements of Qualifications to the City by 5:00 p.m. on July 22 2021.** SOQ's shall be delivered to Kailash Mozumder, Public Works Project Manager, 420 Capitola Avenue, Capitola, CA 95010. Submittals may be made in person, via mail or email (15mb limit).

Should you have any questions about this RFQ or the selection process, please contact Mr. Mozumder by phone at (831) 475-7300 or via email at [kmozumder@ci.capitola.ca.us](mailto:kmozumder@ci.capitola.ca.us).

Yours truly,



Steven E. Jesberg  
Public Works Director