



**CITY OF RIALTO, CA  
NOTICE FOR REQUEST FOR PROPOSALS (RFP) #17-001  
VARIOUS “ON-CALL” PROFESSIONAL DESIGN AND ENGINEERING SERVICES**

**NOTICE IS HEREBY GIVEN** that the City of Rialto is requesting proposals from qualified professional firms to provide the City with various “on-call” professional design and engineering services within the City of Rialto, (hereinafter the "Project").

**PROJECT LOCATION:** Various locations within the City of Rialto.

**SCOPE OF SERVICES:** The City of Rialto is looking to establish a list of professional firms possessing capacity and capability in various design, engineering, construction management, inspection, engineering support, plan check, and other specialized services in order to provide “on-call” professional services to the City’s Public Works, Engineering Division. Qualified firms are invited to submit proposals in each or all of the following categories:

**ARCHITECTURAL DESIGN** – Including but not limited to the design of structures, buildings, tenant improvements, remodels and other public improvements, including compliance with Americans with Disabilities Act requirements;

**CONSTRUCTION MANAGEMENT SERVICES** – Including but not limited to the construction management of various public or private development projects as appropriate. Said services shall include but not be limited to contract administration, review of submittals, project coordination, problem resolution as appropriate, and other tasks and services generally associated with construction management.

**ENGINEERING DESIGN** – Including but not limited to development of plans, specifications and engineering for various public works projects including but not limited to streets, roads, drainage systems, sewer systems, water conveyance and storage systems, traffic signals, complex and complicated public works structures and other engineering services associated with municipal public works services.

**PLAN CHECKING** – Civil engineering plan-check services of various development items, consisting of improvement plans (including, but not limited to rough grading, street, sewer, water, storm drain, on-site grading/paving, traffic signal, traffic striping/signage); subdivision maps (final tract maps and parcel maps); and professional studies (including, but not limited to hydrology/hydraulic, sewer, traffic, geotechnical, and water quality management plans).

**GEOTECHNICAL STUDIES** – Including but not limited to soils engineering, grading, soils studies, and other activities associated with geotechnical support.

**INSPECTION SERVICES** – The selected Consultant will provide necessary independent construction review and inspection of on-site and off-site improvements associated with private land development projects as well as various capital improvement projects. Inspection services

shall be performed in accordance with all applicable project specifications, standards, codes, regulations and applicable laws.

**LANDSCAPING DESIGN** – Including designing and developing conceptual plans, identification of plant materials, development of irrigation designs and specification, preparation of plans for installation, development of standardized design requirements and other aspects of landscape design and installation.

**PARKS AND RECREATIONAL FACILITIES DESIGNS** – Including but not limited to development of community needs assessments, development of conceptual designs, identification and specification of products, materials and components associated with modern playgrounds, sports fields, and recreational facilities. Shall include all design, planning and development of bid specifications and plans necessary to construct various park and recreational upgrades and new facilities.

**RIGHT OF WAY ACQUISITION** – Including but not limited to surveying, determination of right-of-way areas, field surveys, legal research of properties, appraisal services, acquisition and imminent domain and other efforts necessary to convey properties to public use for construction and use by a public agency.

**TRAFFIC STUDIES** – Including but not limited to short, medium and long range traffic planning, signalization studies, traffic impact studies associated with individual public and private development, traffic control devices, roadway markings and striping, signage designs, traffic control devices and other traffic related support.

The City has, in the past, solicited specific services for each identified project, which has been determined to be time consuming and slows the delivery of various public works improvements to the citizens of the City. Under this solicitation, the City desires to establish a list of up to three firms with outstanding reputation, capacity, knowledge and proven track-records in each of the above categories in order to streamline the process for designing, engineering and managing the various public and private development. Firms selected will be placed on a list and provided with the opportunity to provide cost bids for a variety of projects as developed by the City's Public Works, Engineering Divisions. The desire of the city is to achieve a "fast-track" approach to securing services by qualifying the selected firms in advance to be able to work on the largest range of projects typically found in a municipality.

**OBTAINING RFP DOCUMENTS AND ADDENDA:** The RFP document may be downloaded via the internet at [www.rialtoca.gov](http://www.rialtoca.gov) (from the main page look for "Featured Resources" on the right hand side, go to "Bids/Proposals"), or at [www.rialtoca.gov/1458\\_1534.php](http://www.rialtoca.gov/1458_1534.php). Upon downloading the RFP via the internet, contact the Public Works Department by e-mail at [bidinfo@rialtoca.gov](mailto:bidinfo@rialtoca.gov) to register as a firm interested in this project. Failure to register may result in not receiving addenda or other important information pertaining to this process. Failure to acknowledge Addenda may render a proposal as being non-responsive. Interested firms shall officially register per the instructions herein.

**EVALUATION OF PROPOSALS AND AWARD OF CONTRACT:** This solicitation has been developed in the Request for Proposals (RFP) format. Accordingly, firms should take note that multiple factors as identified in the RFP will be considered by the Evaluation Committee to determine which proposal best meets the requirements set forth in the RFP document. PRICE IS NOT EVALUATED AS PART OF THE EVALUATION CRITERIA. The City reserves the right to negotiate the terms and conditions of any resulting contract. Final contract award, if any, will be made by the Rialto City Council. The selected firm will be required to comply with all insurance and license requirements of the

City.

**DEADLINE:** All proposals must be received in the Public Works Department, 335 W. Rialto Ave., Rialto, CA, 92376 by **3:00 P.M., THURSDAY, August 11, 2016**. The receiving time in the Public Works Department will be the governing time for acceptability of Proposals. Telegraphic and telephonic Proposals will not be accepted. Reference the RFP document for additional dates and deadlines. Late proposals will not be accepted and shall be returned unopened.

**PROPOSALS TO REMAIN OPEN:** The Proposer shall guarantee that all contents of their proposal shall be valid for a period of 120 calendar days from the due date of proposals.

Robert Eisenbeisz, P.E.  
Public Works Director/City Engineer  
June 28, 2016



**CITY OF RIALTO, CA  
NOTICE FOR REQUEST FOR PROPOSALS (RFP) #17-001  
VARIOUS "ON-CALL" PROFESSIONAL DESIGN AND ENGINEERING SERVICES**

Requests for Proposals (RFP 17-001), for various "on-call" professional design and engineering services within the City of Rialto, (hereinafter the "RFP") will be received at the City of Rialto Public Works Department, 335 W. Rialto Ave., Rialto, CA, 92376 by **3:00 P.M., THURSDAY, August 11, 2016**. It is the responsibility of the Proposer to see that any proposal sent through the mail, or any other delivery method, shall have sufficient time to be received by this specified date and time. The receiving time in the Public Works Department will be the governing time for acceptability of submitted Proposals. Telegraphic, telephonic, faxed or emailed Proposals will not be accepted. Late Proposals will be returned unopened. Failure to register as a Respondent to this RFP process per the instructions in the Notice Inviting Requests for Proposals (under "Obtaining RFP Documents") may result in not receiving Addenda or other important information pertaining to this process. Failure to acknowledge Addenda may render a proposal as being non-responsive. We strongly advise that interested firms officially register per the instructions.

**1. PURPOSE AND SCHEDULE:**

The City has, in the past, solicited specific services for each identified project, which has been determined to be time consuming and slows the delivery of various public works improvements to the citizens of the City. Under this solicitation, the City desires to establish a list of up to three firms with outstanding reputation, capacity, knowledge and proven track-records in each of the above categories in order to streamline the process for designing, engineering and managing the various public and private development. Firms selected will be placed on a list and provided with the opportunity to provide cost bids for a variety of projects as developed by the City's Public Works, Engineering Divisions. The desire of the city is to achieve a "fast-track" approach to securing services by qualifying the selected firms in advance to be able to work on the largest range of projects typically found in a municipality.

***Firms interested in this RFP are cautioned that in responding to this solicitation, and if selected by the City to provide on-call services for the City, the selected Consultant agrees that it will not separately prepare improvement plans, associated technical studies, and final or parcel maps for private development projects located within the City of Rialto, or to represent any private developer, property owner or other party in any manner relating to private development within the City during the term of the agreement.***

**SCHEDULE:**

Notice requesting Proposals posted and issued  
Deadline for receipt of Questions  
**Deadline for receipt of Proposals**

Thursday, July 14, 2016  
Monday, August 1, 2016, 3:00 P.M.  
**Thursday, August 11, 2016, 3:00 P.M.**

Short List / Interviews/Technical & Cost Proposals	To Be Determined
Contract awarded by City Council	To Be Determined

***NOTE: There will NOT be a pre-proposal conference for this procurement.***

***\*Dates above are subject to change.***

## **2. BACKGROUND:**

The City develops a Capital Improvement Projects list on an annual basis which identifies the various projects throughout the city that have been determined necessary and appropriate improvements that will benefit the citizens of the city by providing new and improved transportation infrastructure, buildings and facilities that will serve the present and future needs of the community. Traditionally, the City would identify the specific project, develop a general scope of key elements and prepare a Request for Proposal for a firm to prepare the necessary planning, design and engineering plans and specifications necessary to solicit bids for renovation or construction. In addition, the City may require such construction support services such as construction management or inspections. However, the City has determined that such an approach of securing individual proposals for each project is time-consuming and delays the development of such improvements.

In addition, the City's Public Works – Engineering Division performs a variety of processes related to private development, including plan checks, inspections and other services necessary to support private investment and development within the City.

Under this RFP, the City desires to establish a list of up to three (3) firms with outstanding reputation, capacity, knowledge and proven track-records in each of the categories shown in the Scope of Work in order to streamline the process for designing, engineering and managing the various public and private development.

### 3. SCOPE OF WORK

The City anticipates that the selected Consultant shall be on a per task basis for each project. The City shall request a cost proposal for each task assigned to the Consultant, and that said cost proposal shall be consistent with the costs and hourly rates set forth in the Consultant's Cost Proposal submitted in response to this RFP. The Consultant shall prepare for each project a time line which identifies the key tasks or activities required to complete each task in a timely manner in order to minimize project delays. Said timelines shall be in the form of a flow chart or other project management software which visually allows the City to track status and to report on development progress to the City Administrator and elected officials as appropriate. Delays to processes shall be reported to the City within five (5) business days from identification of the delay and shall include appropriate recommendations for resolution or needed action items from other parties.

The selected Consultant's project staff assigned to each task shall be expected to attend weekly status meetings with the City's Engineering staff, provide written monthly status and updates on each project assigned, shall be available via telecom or in-person to meet with the City staff and the project proponent to review and resolve design, engineering or other technical issues relating to each project as needed.

Qualified firms are invited to submit proposals in each or all of the following categories:

**ARCHITECTURAL DESIGN** – Including but not limited to the design of structures, buildings, tenant improvements, remodels and other public improvements, including compliance with Americans with Disabilities Act requirements;

**CONSTRUCTION MANAGEMENT SERVICES** - Of various public or private development projects as appropriate. Said services shall include but not be limited to contract administration, review of submittals, project coordination, problem resolution as appropriate, and other tasks and services generally associated with construction management.

**ENGINEERING DESIGN** – Including but not limited to development of plans, specifications and engineering for various public works projects including but not limited to streets, roads, drainage systems, sewer systems, water conveyance and storage systems, traffic signals, complex and complicated public works structures and other engineering services associated with municipal public works services.

**PLAN CHECKING** – Civil engineering plan-check services of various development items, consisting of improvement plans (including, but not limited to rough grading, street, sewer, water, storm drain, on-site grading/paving, traffic signal, traffic striping/signage); subdivision maps (final tract maps and parcel maps); and professional studies (including, but not limited to hydrology/hydraulic, sewer, traffic, geotechnical, and water quality management plans).

**GEOTECHNICAL STUDIES** – Including but not limited to soils engineering, grading, soils studies, and other activities associated with geotechnical support.

**INSPECTION SERVICES** – The selected Consultant will provide necessary independent construction review and inspection of on-site and off-site improvements associated with private land development projects as well as various capital improvement projects.

**LANDSCAPING DESIGN** – Including designing and developing conceptual plans, identification of plant materials, development of irrigation designs and specification, preparation of plans for installation, development of standardized design requirements and other aspects of landscape design and

installation.

**PARKS AND RECREATIONAL FACILITIES DESIGNS** – Including but not limited to development of community needs assessments, development of conceptual designs, identification and specification of products, materials and components associated with modern playgrounds, sports fields, and recreational facilities. Shall include all design, planning and development of bid specifications and plans necessary to construct various park and recreational upgrades and new facilities.

**RIGHT OF WAY ACQUISITION** – Including but not limited to surveying, determination of right-of-way areas, field surveys, legal research of properties, appraisal services, acquisition and imminent domain and other efforts necessary to convey properties to public use for construction and use by a public agency.

**TRAFFIC STUDIES** – Including but not limited to short, medium and long range traffic planning, signalization studies, traffic impact studies associated with individual public and private development, traffic control devices, roadway markings and striping, signage designs, traffic control devices and other traffic related support.

The selected Consultant(s) shall possess outstanding reputations within their respective fields, demonstrated by at least ten years of experience delivering the proposed services to at least five or more municipal clients, including the State, counties, special districts or other recognized government agencies. Each firm shall have demonstrated capacity to provide these services to the City in a timely and cost effective manner, and shall possess extensive knowledge in their respective disciplines, including advanced degrees, peer recognition, regional leadership in their fields. They shall have a consistent, proven track record in delivering value to their clients through good stewardship, cost efficiency, excellent problem anticipation and resolution and other evidence that demonstrates world-class experience that will allow the city to achieve stellar results.

It is the City's intent to award on-call contracts to up to three firms for each of the above listed disciplines. The period of award shall be for a three-year period, with up to two (2) additional one-year periods to be awarded at the sole discretion of the City.

Actual work to be performed under this contract shall be awarded on a per-task basis, based on the City's specific needs. In the event that all three firms are equally qualified to perform the work, the firm's cost estimate including the number of labor hours and labor costs, outside services and other costs submitted for the task shall determine the project award.

#### **4. PROPOSAL REQUIREMENTS:**

The City has elected to use a Request for Proposal process in lieu of a Request for Qualifications approach, in order to better ensure that each proponent demonstrates in depth capability, capability and understanding of the requirements within their discipline. The RFP approach will require each proponent to submit a detailed work plan of a typical, complex project similar to those performed by the firm for other municipal clients. The proposal should identify and address the typical issues, problems and delays that may result in such projects, and discuss how the proponent resolves such issues, problems and delays in a timely and cost effective manner for their clients. The following are key sections within the RFP:

**EXPERIENCE** - Each firm shall demonstrate that they have been in business for at least ten years providing the respective discipline to municipal clients at the State, regional and local levels. Such services shall be within California; however, projects that show creativity and good value that are located in Arizona or Nevada may be included in the portfolio of projects. Each project should include the client name, contact information, start date and completion date, as well as a detailed description and photographs of the final product in which the services provided by the proponent resulted in a successful outcome. On projects in which the firm may have been a partner, please identify the key elements that the firm contributed to the success of the project. In addition, please provide information relating to projects that experienced problems and delays, and how your firm resolved those issues.

**PROJECT MANAGEMENT AND QUALITY CONTROL** - Each firm shall provide a detailed discussion of their management approach to each project, including examples of schedules, quality control documents and procedures, methods for resolving conflicts and issues both internally and externally with clients and contractors, and other management approaches which demonstrate to the City that the firm has processes and procedures in place to support the City's needs. Critical to the process is a demonstration of how a project is tracked within the firm in order to maintain schedules and to move the entire process to completion.

**CAPACITY** – Each firm shall provide a detailed list of all staff which the firm intends to assign to the City's projects, including a resume listing the number of years with the firm, the current position, education, past experience for the last ten years, awards, publication and other evidence of capacity by the firm to deliver projects on-time, to-specification and under-budget. The firm shall provide an organization chart showing the team that shall be assigned to the city. PLEASE NOTE: The firm should not list team members who will not be actively involved in the City's work. Firm principals and others who will not be hands-on may be provided in a general company summary; however the City desires to identify the individuals who will be dedicated to the City's efforts.

**TEAM LOCATION** – The City desires that each firm have or establish a physical location within two-hours travel time from the City's Public Works Department – Engineering Division in order to ensure a local presence and a high level of responsiveness. The City's assigned project manager shall be physically located at this address at least 50% of the time that work is occurring on City projects.

**LABOR CATERGORIES** – Firm shall provide a list of the job descriptions for each class of labor that will be used on the City's project. Said categories shall include a brief job description, education requirements of the position, licenses and certifications required. Said labor categories shall match the positions and hourly labor rates set forth in the cost proposal. The list shall include the names of each team member who will be assigned to that category to perform the City's work.

**5. SELECTION PROCESS:** The City of Rialto is utilizing a Qualifications Based Selection process to select a firm to provide the services requested by this RFP. The City shall review the proposals submitted in reply to this RFP, and a limited number of firms may be invited to make a formal presentation at a future date. The format, selection criteria and date of the presentation will be established at the time of short listing. Preparation of proposals in reply to this RFP, and participation in any future presentation is at the sole expense



of the firms responding to this RFP.

**6. PROPOSAL EVALUATION CRITERIA:** This solicitation has been developed in the "Request for Proposals" (RFP) format. Accordingly, firms should take note that the City will consider multiple criteria in selecting the most qualified firm. Consistent with Federal, State and local laws for the acquisition of professional services, price is NOT an evaluation criteria. Cost proposals submitted in separate sealed envelopes are not opened, nor considered during proposal evaluations. Upon selection of the most qualified firm, the associated cost proposal will be used as a basis for contract negotiations. A contract shall be negotiated on the basis of the submitted Cost Proposal, and in consideration of reasonable and mutually agreed project costs and time requirements. Should successful negotiations not occur with the highest ranked firm, the City may, at its sole discretion, choose to enter into negotiations with the second highest ranked firm, and so on.

An Evaluation Committee, using the following evaluation criteria for this RFP, will evaluate all responsive proposals to this RFP. The Evaluation Committee may request, if desired by City, formal presentations/interviews from short listed firms at a future date of which the format and presentation evaluation criteria shall be provided at the time of short listing. Participation in any phase of this RFP process, including the interview phase if conducted, is at the sole expense of the firms replying to this RFP. The City shall NOT be responsible for any costs incurred by any firm in response to, or participation in, this RFP.

Firms are requested to submit their proposals so that they correspond to and are identified with the following specific evaluation criteria:

- A. **EXPERIENCE (40 POINTS)** - The firm's proposal adequately demonstrates an understanding of the respective discipline and familiarity with providing those services to the public sector; familiarity with "on-call" services for a municipal government.
- B. **PROJECT MANAGEMENT AND QUALITY CONTROL (30 POINTS)** - Clear demonstration of project management and quality control, including developing project schedules..
- C. **CAPACITY (20 POINTS)** - Qualifications of the staff assigned to manage and provide services related to the Project; Relevant experience must be demonstrated.
- D. **TEAM LOCATION (10 POINTS)** – Current location where team shall be assigned and stationed..

**7. PROPOSAL CONTENTS:** Firms are requested to format their proposals so that responses correspond directly to, and are identified with, the specific evaluation criteria stated in Section 6 above. The proposals must be in an 8 ½ X 11 format, printed in 10-point font such as Arial or Times Roman, and may be no more than a total of fifty (50) numbered pages, printed double sided. The fifty-page limit shall include the firm's responses to the sections identified above in Section 4, including organization charts and staff resumes. Any oversized sheets, such as examples of flow charts or project schedule examples shall be limited to no more than two (2) single 11 X 17 sheets and shall count towards the fifty page maximum in the main body of the proposal.

Blank pages used for section dividers shall not count towards the fifty page maximum and shall include the statement "This page left blank intentionally". A project title sheet and table of contents are required but shall also not count towards the 50 page limit.

Standard forms required as part of the City's procurement process, including Addenda acknowledgements, shall be included in Appendix A of the proposal and shall not count towards the fifty page limit. These forms shall include:

Completed Signature authorization and Addenda Acknowledgment (see Attachment A)

Completed Debarment and Suspension Certificate (see Attachment B)

Additional brochures and supporting documents may be included in Appendix B, but shall be limited to no more than twenty (20) numbered sheets.

***Interested firms shall submit Six (6) copies total by the deadline. One copy shall be marked "Original" and wet signed by the party authorized to bind the firm contractually, plus five (5) additional copies of its proposal.***

All proposals shall be sealed within one package and be clearly marked, "**RFP #17-001, REQUESTS FOR PROPOSALS FOR "VARIOUS "ON-CALL" PROFESSIONAL DESIGN AND ENGINEERING SERVICES**". Within the sealed proposal package, the Cost Proposal shall be in a separately sealed envelope. Proposals not meeting the above criteria may be found to be non-responsive.

**COST PROPOSAL** – The Cost Proposal shall be clearly marked "Cost Proposal" and shall include all costs associated with the SCOPE OF SERVICES. **Due to the variable nature of the work proposed, the cost proposal shall include only the following items:**

- a. List the current hourly rates for all classifications of personnel who may work on providing the City with architectural design, construction management, engineering design, plan checking, geotechnical, inspection, landscaping design, park and recreational facilities design, right-of-way acquisition traffic study preparation or al other civil engineering services as defined in the Scope of Services and tasks identified for Fiscal Year 2016-17, 2017-18 and 2018-19.
- b. List any reimbursable expenses the City may incur and the mark-up proposed on those expenses, including but not limited to, subcontracts, materials, or other expenses.
- c. Travel shall be limited to mileage only. The mileage rate shall be the IRS rate as established each year and published by the IRS. No markup shall be provided for mileage.
- d. The City shall include a provision in the final agreement with the selected firm(s) for annual CPI adjustments of the hourly rates after the base three year period for contract years four and five, if exercised by the City. Annual cost-of-living adjustments, if any, shall be based on the Consumer Price Index (CPI) for All Urban Consumers, for Los Angeles-Riverside-Orange County, CA.

The City anticipates that each project shall be treated as a separate task, and that the Consultant shall provide a cost estimate for the services to be provided at the time requested, and the costs shall reflect the hourly rates and costs set forth above. Upon approval by the City, a task shall be issued to the Consultant for the services for that project.

**8. DEADLINE FOR SUBMISSION OF PROPOSALS:** All proposals must be received in the City of Rialto, Public Works Department by 3:00 P.M., THURSDAY, August 4, 2016. Proof of receipt before the deadline is a City of Rialto, Public Works Department time/date stamp. It is the responsibility of the firms replying to this RFP to see that any proposal sent through the mail, or via any other delivery method, shall have sufficient time to be received by the Purchasing Division prior to the proposal due date and time. Late proposals will be returned to the firm unopened. Proposals shall be clearly marked and identified and must be submitted to:

City of Rialto  
Public Works Department

335 West Rialto Avenue  
Rialto, CA 92376  
Attn: Hector Gonzalez, Associate Civil Engineer

**9. QUESTIONS:** Firms, their representatives, agents or anyone else acting on their behalf are specifically directed NOT to contact any city employee, commission member, committee member, council member, or other agency employee or associate for any purpose related to this RFP other than as directed below. Contact with anyone other than as directed below may be cause for rejection of a proposal.

Any questions, technical or otherwise, pertaining to this RFP must be submitted IN WRITING and directed ONLY to:

Hector Gonzalez, Associate Civil Engineer  
City of Rialto Public Works Department  
335 W. Rialto Ave.  
Rialto, CA 92376  
via FAX (909) 421-7210  
or via EMAIL: [hgonzalez@rialtoca.gov](mailto:hgonzalez@rialtoca.gov)

Interpretations or clarifications considered necessary in response to such questions will be resolved by the issuance of formal Addenda to the RFP. The deadline for all questions is 3:00 P.M., Monday, July 11, 2016. Questions received after this date and time may not be answered. Only questions that have been resolved by formal written Addenda via the Purchasing Division will be binding. Oral and other interpretations or clarifications will be without legal or contractual effect.

**10. FORM OF AGREEMENT:** The selected firm will be required to enter into a contractual agreement, inclusive of insurance requirements, with the City of Rialto in accordance with the standard Professional Services Agreement (see Attachment 1). Requested changes to the Professional Services Agreement may not be approved, and the selected firm must ensure that the attached document will be executed.

Failure or refusal to enter into an Agreement or to conform to any of the stipulated requirements in connection therewith shall be just cause for an annulment of the award.

**11. AWARD OF CONTRACT:** It is the City's intent to award up to three separate contracts to the firm that can provide the delineated services identified in the RFP document. ***However, the City reserves the right to award a contract to multiple Respondents or to a single Respondent, or to make no award, whichever is in the best interest of the City.*** It is anticipated that award of the contract will occur at the next regularly scheduled City Council meeting after the evaluation committee has made its final selection of the firm to be recommended for award and a contract has been negotiated and agendized for consideration. The decision of the City Council will be final.

**12. RESPONSIBILITY OF PROPOSER:** All firms responding to this RFP shall be responsible. If it is found that a firm is irresponsible (e.g., has not paid taxes, is not a legal entity, submitted an RFP without an authorized signature, falsified any information in the proposal package, etc.), the proposal shall be rejected.

**13. PUBLIC RECORD:** All documents submitted in response to this solicitation will become the property of the City of Rialto and are subject to the California Code Section 6250 et seq., commonly known as the Public Records Act. Information contained in the documents, or any other materials associated with the solicitation, may be made public after the review process has been completed, negotiations have concluded and a recommendation for award has been officially agendized for City Council consideration, and/or following award of contract to a specific firm, if any, by the City Council.

**14. COST RELATED TO PROPOSAL PREPARATION:** The City will NOT be responsible for any costs incurred by any firm responding to this RFP in the preparation of their proposal or participation in any presentation if requested, development of any technical proposal if requested, or any other aspects of the entire RFP process.

**15. BUSINESS LICENSE:** The selected firm will be required to be licensed in accordance with Title 5 of the City of Rialto Municipal Code, entitled "Business Licenses and Regulations".

**16. PROPOSAL INFORMALITIES OR DEFECTS:** The City of Rialto reserves the right to waive any informality or technical defect in a proposal and to accept or reject, in whole or in part, any or all proposals and to seek new RFP's, as best serves the interests of the City.

**17. INVESTIGATIONS:** The City reserves the right to make such investigations as it deems necessary to determine the ability of the firms responding to this RFP to perform the Work and the firm shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any proposal if the evidence submitted by or investigation of such firm fails to satisfy the City that such firm is properly qualified to carry out the obligations of the Contract and to complete the Work contemplated therein.

**18. PROPOSALS TO REMAIN OPEN:** The Proposer shall guarantee that all contents of their proposal shall be valid for a period of 120 calendar days from the due date of proposals.

**19. SIGNED PROPOSAL AND EXCEPTIONS:** Submission of a signed proposal will be interpreted to mean that the firm responding to this RFP has hereby agreed to all the terms and conditions set forth in all of the sheets which make up this Request for Proposals, and any attached sample agreement. Exceptions to any of the language in either the RFP documents or attached sample agreement, including the insurance requirements, must be included in the proposal and clearly defined. Exceptions to the City's RFP document or standard boilerplate language, insurance requirements, terms or conditions may be considered in the evaluation process; however, the City makes no guarantee that any exceptions will be approved.

**ATTACHMENT "A"**

\*NOTE: THIS FORM MUST BE COMPLETED AND INCLUDED INSIDE ENVELOPE #1, "WORK PROPOSAL"\*

**REQUEST FOR PROPOSALS (RFP) #17-001  
VARIOUS "ON-CALL" PROFESSIONAL DESIGN AND ENGINEERING SERVICES**

**SIGNATURE AUTHORIZATION**

PROPOSER: \_\_\_\_\_

A. I hereby certify that I have the authority to submit this Proposal to the City of Rialto for the above listed individual or company. I certify that I have the authority to bind myself/this company in a contract should I be successful in my proposal.

\_\_\_\_\_  
SIGNATURE

B. The following information relates to the legal contractor listed above, whether an individual or a company. Place check marks as appropriate:

1. If successful, the contract language should refer to me/my company as:

\_\_\_\_ An individual;  
\_\_\_\_ A partnership, Partners' names: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_ A company;  
\_\_\_\_ A corporation

My tax identification number is: \_\_\_\_\_

**ADDENDA ACKNOWLEDGMENT:**

Acknowledgment of Receipt of any Addenda issued by the City for this RFP is required by including the acknowledgment with your proposal. Failure to acknowledge the Addenda issued may result in your proposal being deemed non-responsive.

In the space provided below, please acknowledge receipt of each Addenda:

Addendum(s) # \_\_\_\_\_ is/are hereby acknowledged.

The "Small Business Concerns Information" sheet shall be included as part of Attachment "A".

Attachment "A" - Small Business Concerns Information

The Proposer shall furnish the following information. Additional sheets may be attached, if necessary.

- (1) Name: \_\_\_\_\_
- (2) Address: \_\_\_\_\_
- (3) Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_
- (4) E-Mail: \_\_\_\_\_
- (5) Type of Firm: (Check all that apply)
- \_\_\_\_\_ Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation
- \_\_\_\_\_ Minority Business Enterprise (MBE) \_\_\_\_\_ Women Business Enterprise (WBE)
- \_\_\_\_\_ Small Disadvantaged Business (SDB) \_\_\_\_\_ Veteran Owned Business
- \_\_\_\_\_ Disabled Veteran Owned Business \_\_\_\_\_ Other
- (6) Business License: \_\_\_\_\_ Yes \_\_\_\_\_ No License Number: \_\_\_\_\_
- (7) Tax Identification Number: \_\_\_\_\_
- (8) Number of years as a firm practicing the requested services: \_\_\_\_\_
- (9) Three (3) projects of this type recently completed:

Type of project: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of project: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of project: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

(10) Person who reviewed the RFP for your firm:

Name: \_\_\_\_\_ Date of Review: \_\_\_\_\_

**ATTACHMENT "B"**

\*NOTE: THIS FORM MUST BE COMPLETED AND INCLUDED INSIDE ENVELOPE #1, "WORK PROPOSAL"\*

**REQUEST FOR PROPOSALS (RFP) #17-001  
VARIOUS "ON-CALL" PROFESSIONAL DESIGN AND ENGINEERING SERVICES**

**DEBARMENT AND SUSPENSION CERTIFICATION**

**TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29**

The Consultant, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, and manager:

Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;

Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years;

Does not have a proposed debarment pending; and

Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining Proposer responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions.

Consultant Name: \_\_\_\_\_

(Date) \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name & Title)

**ATTACHMENT 1**  
**SAMPLE PROFESSIONAL SERVICES AGREEMENT**

COPY OF CITY'S SAMPLE PROFESSIONAL SERVICES AGREEMENT  
FOLLOWS THIS PAGE



**ATTACHMENT 1**  
**SAMPLE PROFESSIONAL SERVICES AGREEMENT**