



REQUEST FOR QUALIFICATIONS

On-Call Materials Testing Services

**STATEMENTS OF QUALIFICATIONS MUST BE RECEIVED BY:
FRIDAY, JUNE 5, 2020 at 5:00 PM**

City of Newark
Department of Public Works
37101 Newark Boulevard
Newark, CA 94560

Point of Contact:
Jayson Imai
Assistant City Engineer
(510) 578-4671
jayson.imai@newark.org

REQUEST FOR QUALIFICATIONS (RFQ) ON-CALL MATERIALS TESTING SERVICES

1. INTRODUCTION

The City of Newark is seeking one or more qualified firm(s) to provide professional on-call materials testing services.

2. BACKGROUND

The City of Newark is located in Southern Alameda County at the east end of the Dumbarton Bridge, 30 miles south of Oakland 15 miles north of San Jose. Newark was incorporated as a General Law City in 1955 and has a Council/Manager form of government. Newark's population is approximately 44,380, with an encompassed area of approximately 13 square miles. Other information regarding the City of Newark can be found on the City's website at www.newark.org.

3. GENERAL

The selected firm(s) will work under the general direction of the Public Works Director or designee to perform services as they are required. Consultant selection will be at the sole discretion of the City. No consultant is guaranteed work.

The selected consultant(s) will enter into a Contractual Services Agreement which will specify the billing rates, personnel to be assigned, and other terms. No monthly retainer is anticipated. Consultant work will be authorized by Task Orders issued by the City in the form of a written request.

The City is requesting services for a minimum term of two (2) years, renewable for two additional one (1) year periods, upon mutual consent of the City and Consultant. Approximately 60 days prior to the end of each agreement period, a meeting may be held between the consultant(s) and City of Newark staff to conduct a performance review, revise the scope and/or language of the agreement, and submit the consultants' most current rate schedules. The Contractual Services Agreement requires the City Council's approval. Extensions to the term of the agreement, as allowed, will be subject to review and approval of the Public Works Director, City Manager or City Council.

4. SCOPE OF SERVICES

Materials testing services may include, but will not necessarily be limited to collection of materials samples, materials testing, special inspections, plant inspections, and field observations as required for a variety of Public Works projects, Capital Improvement Program projects and maintenance projects including roads, parks, and other public facilities, and other tasks associated with Public Works infrastructure construction as assigned and directed by the City Engineer. The areas of experience and expertise noted in this RFQ are not intended to be exclusive; other services may be sought as the need arises.

Qualifications

- The selected consultant shall be on the City of Newark's Building Department's "Special Inspection Agency Recognition List and Special Inspection & Testing Statement" (Attachment B), or be able to be added to the list prior to execution of the agreement

- Laboratory shall be certified by the State of California to provide material testing for Federal Aid Projects
- Field and Laboratory Compaction Testing using Caltrans and ASTM methods
- Plant inspection
- Special Inspection (Concrete Placement, ACI or ICC, Electrical, Mechanical, Welding, Rebar, Conduit, Cables, etc.).
- If a firm is hired by a developer to provide quality control or any other services, the firm will not be eligible to provide third party quality assurance services to the City for the same project. This will apply to both public and private projects.

Minimum Required Experience:

Materials/Special Inspectors

- Three years minimum experience inspecting materials involved
- Training/certification(s) to perform the requested inspection or test per the requirements of the project plans and specifications

Laboratory Facilities – The following are required accreditations/certifications:

- Ratings by AMRL and CCRL
- Caltrans certified to provide material testing for Federal Aid Projects

To be considered responsive to this RFQ, your firm MUST be able to provide all services described in this RFQ.

5. STATEMENT OF QUALIFICATIONS FORMAT AND CONTENT

The Statement of Qualifications shall be brief, precise, and shall not include unnecessary promotional material. The Statement of Qualifications shall not exceed ten (10) pages, single-sided, excluding resumes, and shall be submitted on 8½” x 11” paper.

The Statement of Qualifications shall contain the following elements in the exact order and segmentation listed below:

- Cover Letter.* Describe your firm or team’s interest and commitment in providing On-Call Materials Testing services to the City. The letter shall be signed by a person authorized to negotiate a contract with the City.
- Staffing, Team Experience and Understanding of Requested Services & Objectives.* Describe the qualifications and experience of the team members expected to be assigned to this project. The description shall include previous experience with similar on-call contracts. Include an organization chart and provide a matrix including which projects team members have worked on together in the past. Provide a discussion demonstrating the firm’s understanding of the services to be provided and their significance to the overall City goals.
- Experience providing similar services.* The consultant must present significant evidence of successful completion of similar on-call services provided for local government clients over the past five years.

d. *Resumes*. Include single page resumes of the engineers, planners, technicians, and other key personnel to be assigned to the consultant team. It is expected that designated key staff will remain for the duration of the agreement. Key staff substitution will be allowed only after consultation and concurrence with the City.

e. *References*. Provide at least three references (name, agency, title, address and telephone number) for recent similar or related work.

f. *Rate Schedule*. Present proposed compensation rate schedule for services.

g. *City's Standard Contractual Services Agreement*. A sample of the City's Standard Contractual Services Agreement (Agreement), including insurance requirements, is provided as **Attachment A**. If the interested firm would like to request amendments or exceptions to the Agreement and/or insurance requirements, these shall be specifically noted in the Statement of Qualifications. Otherwise, provide confirmation of your firm's ability to meet the City's Standard Services Agreement and insurance requirements. Requested amendments and exceptions will be taken into consideration in evaluating the Statement of Qualifications. Requests for amendments and/or exceptions to the Agreement will not be considered if not included in the submitted Statement of Qualifications.

h. *Other Relevant Information*. Provide additional relevant information that may be helpful in the selection process.

6. SELECTION CRITERIA, SELECTION PROCESS, AND SCHEDULE

Statements of Qualifications will be screened, and the top candidate(s) will be reviewed by a selection committee. The qualifications for the top candidates will be verified and references will be checked. In reviewing the Statements of Qualifications, the City will carefully weigh:

- Consultant's understanding of the City's desires and general approach to completing the work
- Consultant's experience with contracts of similar scope, complexity and magnitude
- Qualifications of the staff being assigned to this project
- Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet time schedules
- Ability to work effectively with City staff
- Proposed rate schedule

The City retains sole discretion to evaluate proposals and may make an award to the Consultant(s) the City deems to have the most responsive Statement of Qualifications. Receipt of proposals in response to this RFQ does not obligate the City in any way to engage any Consultant and the City reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The City shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a Consultant, and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any agreements entered into.

The City's target dates are as follows:

Release of RFQ:	May 8, 2020
Statement of Qualifications due:	June 5, 2020
Services Agreement scheduled for Council approval:	June 25, 2020

7. SUBMITTAL GUIDELINES

Please be advised that all City facilities remain CLOSED to the public in response to the most recent Shelter-in-Place Order from the Alameda County Health Department and Executive Order N-33-20 from the Governor's Office. Staff from the Engineering Division are currently working from home to the extent possible to limit in-person interactions for City business.

As a result of the current and potential extensions of the Shelter-In-Place Order for Alameda County, **hard copies of Statement Qualifications will not be accepted in response to this RFQ.** Interested firms shall e-mail an **electronic pdf file** of their Statement of Qualifications to Assistant City Engineer, Jayson Imai at jayson.imai@newark.org. Electronic pdf files shall be named using the following format:

“Consultant Name – Materials Testing”

Statements of Qualifications must be received by **5:00 p.m. on JUNE 5, 2020.**

The City assumes no responsibility for failure or delays in delivery caused by electronic delivery service (e-mail). All interested firms are advised that the City limits receipt of e-mail attachments to approximately 15MB. **It is strongly suggested that larger electronic PDF files be sent via a file sharing service such as Dropbox or Hightail.** Every attempt will be made to send a confirmation e-mail to firms responding to this RFQ; however, it may not be possible for City staff to respond in a timely manner to e-mails sent just prior to the stated deadline.

Any changes made by the City to the requirements in this RFQ will be made by written addenda. Any written addenda issued to this RFQ shall be incorporated into the terms and conditions of any resulting Agreement. The City will not be bound by any modifications to or deviations from the requirements set forth in this RFQ as the result of oral instructions. The City reserves the right to revise or withdraw this RFQ at any time and for any reason.

The City reserves the right to reject any and all proposals and to waive any minor informalities, irregularities, and/or non-responsiveness that does not influence the competitive nature of the proposal, to request additional information concerning any statement for purposes of clarification, to accept or negotiate any modification to any statement following the deadline for receipt of all statements, and to waive any irregularities if such would serve the best interests of the City.

All inquiries regarding the RFQ should be directed to Jayson Imai, Assistant City Engineer, by telephone at (510) 578-4671, or preferably by email at jayson.imai@newark.org.

Additional Submittal Information

All costs incurred during proposal preparation or in any way associated with the Consultant's preparations, submission, presentation, or oral interview, if held, shall be the sole responsibility of the Consultant.

If awarded a contract, the Consultant shall maintain insurance coverage, including errors and omissions and worker's compensation, reflecting the minimum amounts and conditions specified by the City as outlined in the attached Contractual Services Agreement. Consultants are liable for all errors or omissions contained in their Statement of Qualifications. By submitting a Statement of Qualifications, interested firms represent that they: (1) have thoroughly examined and become familiar with the Work required under this RFQ; (2) comprehend all conditions that may impact the requested scope of services; (3) have reviewed of all addenda, if any; and (4) are capable of providing the equipment, goods and services necessary to perform the requested scope of services and/or meet the specifications outlined in this RFQ, in a manner that meets the City's objectives. Failure to examine the documents and inform itself shall be at firms' own risk. A Proposer shall have no claim against the City based upon ignorance of or misunderstanding of the RFQ documents. Once the award has been made, failure of a firm to have read all of the conditions and instructions of the RFQ and/or the Agreement shall not be cause to alter any term of the Agreement nor shall such failure provide valid grounds for a firm to withdraw its Statement of Qualifications or to seek additional compensation.

Additionally, if awarded a contract, the Consultant shall maintain a valid City of Newark business license at all times during the performance of work under the contract.

All Statements of Qualifications and rates set forth therein shall be deemed to include applicable taxes. Interested firms shall be appropriately licensed in accordance with the laws of the State of California for the work to be performed. The cost for any required licenses or permits shall be the responsibility of the selected firm(s). The selected firm(s) is liable for any and all taxes due as a result of the agreement.

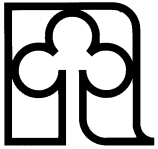
ATTACHMENT A

**CITY OF NEWARK
STANDARD SERVICES AGREEMENT**

ATTACHMENT B

CITY OF NEWARK

**SPECIAL INSPECTION AGENCY RECOGNITION LIST
AND
SPECIAL INSPECTION & TESTING STATEMENT**



Special Inspection Agency Recognition List and Special Inspection & Testing Statement

CITY OF NEWARK, CALIFORNIA

BUILDING INSPECTION DIVISION

37101 Newark Boulevard, Newark, CA 94560-3796 • 510-578-4261 • Fax 510-578-4307 • e-mail: building.inspection@newark.org

Updated July 11, 2014

Chapter 17 of the California Building Code requires specified construction activities be inspected by specialized inspectors hired by the project owner. The types of inspections requiring inspection by specialized inspectors are listed in Section 1701.5 of the California Building Code. The inspector shall be a qualified person who shall demonstrate competence, to the satisfaction of the Building Official, for inspection of the particular type of construction or operation requiring special inspection. The special inspection agencies listed on the following page have been accepted by the City of Newark for the various inspection categories indicated. In most cases special inspectors shall be certified by the International Code Council for the types of inspections they will be conducting. Inspections by specialized inspectors are in addition to regular inspections performed by the City's Building Inspectors.

The special inspection agency shall be employed by the owner, or the engineer or architect of record acting as the owner's agent. The special inspection agency cannot be employed by the contractor or have any type of business relationship with the contractor.

Special inspectors shall observe the work assigned to them for conformance to the approved drawings. All discrepancies between the actual construction and the City approved drawings and applicable codes shall be brought to the immediate attention of the contractor for correction, then, if uncorrected, to the architect/engineer of record and the Chief Building Official. A copy of all special inspection reports shall be kept at the construction site and made available to the City building inspector. The special inspection agency supervising licensed engineer shall submit a final signed report to the Chief Building Official stating whether the work requiring special inspection was, to the best of their knowledge, performed in conformance to the approved plans and applicable codes.

Types of work requiring special inspection are listed below. For a more detailed list, please refer to Chapter 17 of the California Building Code.

- Shop fabricated structural steel anytime the fabrication process involves welding, thermal cutting, or heating operation.
- Field welding of structural steel, cold formed steel deck, and reinforcing steel in concrete or masonry.
- Cold-formed steel trusses spanning 60 feet or greater.
- Concrete work except for the following:
 - Concrete for foundations conforming to minimum requirements of California Building Code Table 18-I-C or for occupancy groups R-3 and U-1, provided no special hazards exist.
 - Foundation concrete, other than cast-in-place drilled piles or caissons, where the structural design of the concrete is 2,500 psi or less.
 - Nonstructural slabs on grade, including prestressed slabs on grade when effective prestress in concrete is less than 150 psi.
 - Site work concrete fully supported on earth and concrete where no special hazard exists.Exceptions do not apply for anchors cast in concrete where allowable loads have been increased or where strength design is used or for anchors post-installed in hardened concrete.
- Masonry work except for the following:

- Empirically designed masonry, glass unit masonry or masonry veneer where part of structures classified as Risk Category I, II, or III.
- Masonry foundation walls constructed in accordance with California Building Code Tables 1807.
- Masonry fireplaces, masonry heaters or masonry chimneys installed or constructed in accordance with California Building Code Sections 2111, 2112 or 2113, respectively.
- Prefabricated wood structural elements and assemblies.
- High load wood diaphragms.
- Metal plate connected wood trusses spanning 60 feet or greater.
- Fill placement when required by the design engineer, geotechnical report, or the Building Official.
- Special foundations such as driven deep foundations, cast in place deep foundations and helical pile foundations.
- Designated seismic force-resisting systems.
- Storage racks eight feet or greater in height.
- Sprayed fire-resistant materials.
- Mastic and intumescent fire-resistant coatings applied to structural elements and decks.
- Exterior insulation and finish systems (EIFS) not installed over a water-resistive barrier.
- Fire-resistant penetrations and joints in designated building types.
- Smoke control systems.
- Other building components as may be required by the architect or engineer of record.

Special Inspection and Testing Statement is Required: Before a permit can be issued the owner, or the architect or engineer of record acting as an agent of the owner, shall complete the attached Special Inspection and Testing Statement. The Statement shall include the information listed below. The form shall be signed and dated by the owner.

- Project address
- Project description
- Contractor's name
- Owner's name
- Special Inspection Agencies name, address, phone number and e-mail
- Project Architect or Engineer's name (Firm name plus responsible individual's name)
- List of special inspections required. List shall include type and extent of each special inspection and/or test and identification as to whether it will be continuous special inspection or periodic special inspection.
- Architect or Engineer's signature and date

Recognized Special Inspection and Testing Agencies Updated April 21, 2014

Key: RC=Reinforced Concrete PC=Prestressed concrete SM=Structural masonry SW=Structural Welding
 HSB=High Strength Bolting NDT=Non-destructive Testing SWC=Structural Wood Construction FP=Fireproofing

Agency Name	Address	Phone/Fax	RC	PC	SM	SW	HSB	NDT	SWC	FP
A 1 Inspection Services	1754 Mission Street San Francisco, CA 94109	(415) 621-8001 (415) 358-4409	X	X	X	X	X	X	X	X
Achievement Engineering Corp.	144 S 3 rd Stree, Unit 206 San Jose, CA 9512	(800) 653-1397 (408) 852-0331	X	X	X		X		X	X
Advanced Testing & Inspection, LLC	540 Brunken Avenue, Suite B Salinas, CA 93901	(831) 422-2272 (831) 597-2004	X	X	X	X	X			X
Applied Materials & Engineering, Inc.	980 41 st Street Oakland, CA 94608	(510) 420-8190 (510) 420-8186	X	X	X	X	X	X	X	X
BAGG Engineers	847 West Maude Avenue Sunnyvale, CA 94085-2911	(650) 852-9133 (650) 852-9138	X	X	X	X	X	X		X
Berlogar Geotechnical Consultants	5587 Sunol Boulevard Pleasanton, CA 94566	(925) 484-0220 (925) 846-9645	X	X	X	X	X			

Biggs Cardosa Associates, Inc.	1871 The Alameda, Suite 200 San Jose, CA 95126	(408) 296-5515 (408) 296-8114	X	X	X	X	X			
B.S.K. Associates	1181 Quarry Lane, #350 Pleasanton, CA 94566	(925) 462-4000 (925) 462-6283	X	X	X	X	X	X		X
Capex Engineering Inc.	571 Seville Place Fremont, CA 94539	(510) 668-1815 (510) 490-8690	X	X	X	X	X		X	X
Consolidated Engineering Labs	2001 Crow Canyon Rd, Suite 100 San Ramon, CA 94583	(925) 314-7100 (925) 855-7140	X	X	X	X	X	X	X	X
Construction Materials Testing, Inc.	2278-F Pike Court Concord, CA 94520-1252	(925) 825-2840 (925) 682-7953	X	X	X	X	X			X
Construction Testing Services	2174 Rheem Drive, Suite A Pleasanton, CA 94588	(925) 462-5151 (925) 462-5183	X	X	X	X	X	X	X	X
Earth System Pacific	780 Montague Expy Suite 205 San Jose, CA 95131	(408) 934-9302 (408) 946-4569	X	X	X	X	X			X
ENGEO Incorporated	2010 Crow Canyon Pl., Suite 250 San Ramon, CA 94583-1545	(925) 866-9000 (888) 279-2698	X	X	X	X	X	X	X	X
Geocon Consultants, Inc.	6671 Brisa Street Livermore, CA 94550	(925) 371-5900 (925) 371-5915	X	X	X		X			X
Holdrege & Kull	792 Searls Ave Nevada City, CA 95959	(530) 478-1305 (530) 478-1019	X	X	X	X	X	X		X
HP Inspections	690 Sunol Street, Bldg. H San Jose, CA 95126	(408) 288-8460 (408) 271-0902	X	X	X	X	X	X		X
Inspection Consultants, Inc.	1515 North C Street Sacramento, CA 95814	(916) 321-5580 (916) 321-5590	X	X	X	X	X			X
Inspection Services Inc.	1798 University Avenue Berkeley, CA 94703	(415) 243-3265 (415) 243-3266	X	X	X	X	X	X	X	X
KC Engineering Co.	865 Cotting Lane, Suite A Vacaville, CA 95688	(707) 447-4025 (707) 447-4143	X	X	X	X	X			X
Kleinfelder Inc.	21330 Broadway, Suite 1200 Oakland, CA 94612	(510) 628-9000 (510) 628-9009	X	X	X	X	X	X	X	X
Korbmacher Engineering Inc.	480 Preston Court, Suite B Livermore, CA 94551	(925) 454-9033 (925) 454-9564	X	X	X	X	X		X	X
MatriScope Engineering Laboratories, Inc	436 14 th Street, Suite 1429 Oakland, CA 94612	(510) 763-3601 (510) 763-1388	X	X	X	X	X	X	X	X
Neil O. Anderson and Associates	50 Goldenland Ct., #100 Sacramento, CA 95834	(916) 928-4690 (916) 928-4697	X	X	X	X	X		X	X
Nicholas Engineering Consultants	6743 Dublin Boulevard, #15 Dublin, CA 94568	(925) 829-8090 (925) 829-0235	X	X	X	X	X		X	X
Ninyo & Moore	1956 Webster Street, Suite 400 Oakland, CA 94612	(510) 633-5640 (510) 633-5646	X	X	X	X	X			X
Professional Service Industries, Inc.	365 Victor St, Suite C Salinas, CA 93907	(831) 757-3536 (831) 757-6265	X		X	X	X			X
Professional Service Industries, Inc.	365 Victor St, Suite C Salinas, CA 93907	(831) 757-3536 (831) 757-6265	X		X	X	X			X
RES Engineers, Inc.	150 North Wiget Lane, Suite 204 Walnut Creek, CA 94598-2434	(925) 932-4600 (925) 932-4625	X	X	X	X	X	X	X	X
RMA Group	6293 San Ignacio Ave, Suite A San Jose, CA 95119	(408) 362-4920 (408) 362-4926	X	X	X	X	X			X
Salem Engineering Group, Inc.	4055 W. Shaw Ave, Suite 110 Fresno, CA 93722	(559) 271-9700 (559) 275-0827	X	X	X	X	X	X		
Smith-Emery Company	P.O. Box 880550, Hunters Point Shipyard, Building 114 San Francisco, CA 94188	(415) 642-7326 (415) 642-7055	X	X	X	X	X	X	X	X
Stevens Ferrone & Bailey	1600 Willow Pass Court Concord, CA 94520	(925) 688-1001 (925) 688-1005	X	X	X	X	X		X	X
Structure Materials Group	2352 Research Drive Livermore, CA 94550	(925) 447-9900 (925) 447-9901	X	X	X	X	X		X	X
Summit Associates	2300 Clayton Road, Suite 1380 Concord, CA 94520	(925) 363-5560 (925) 363-5511	X		X	X	X	X	X	X
T. Makdissy Consulting, Inc.	23 Las Colinas Lane, Suite 106 San Jose, CA 95119	(408) 227-8595 (408) 227-1672	X	X	X	X				X
Testing Engineers Inc.	2811 Teagarden Street San Leandro, CA 94577	(510) 835-3142 (510) 834-3777	X	X	X	X	X	X	X	X
Twining	1572 Santa Ana Avenue Sacramento, CA 95838	(916) 649-9000 (916) 921-8532	X	X	X	X	X			X
Valley Inspection	326 Woodrow Avenue Vallejo, CA 94591	(707) 552-7037 (707) 552-7022				X			X	X
Wallace-Kuhl & Associates, Inc.	3251 Beacon Blvd., Suite 300 West Sacramento, CA 95691	(916) 372-1434 (916) 372-2565	X	X	X	X	X	X		X
Youngdahl Consulting Group, Inc.	1234 Glenhaven Court El Dorado Hills, CA 95762	(916) 933-0633 (916) 933-6482	X	X	X	X	X	X	X	X



City of Newark

Building Inspection Division

SPECIAL INSPECTION AND TESTING STATEMENT

Project Address: _____

Project Description: _____

This project requires special inspection of the construction elements listed in this statement as required by Chapter 17 of the California Building Code. Prior to the issuance of a permit the Architect or Engineer of Record for the subject project shall complete this form, sign it, and present it to the Building Official for review and approval. It is the responsibility of the Architect or Engineer of Record to inform the Contractor and Owner of their duties relating to special inspections and testing.

1. The special inspection agency shall be employed by the Owner, or the Architect or Engineer of Record acting as the owner's agent.
2. The Contractor is responsible for proper notification to the special inspection agency so special inspections can be performed in a timely manner.
3. Only special inspection agency personnel are authorized to take samples and transport them to special inspection agency's laboratory.
4. All copies of special inspection reports shall be kept at the job site and available to the City building inspector.
5. Special inspections are in addition to, not in lieu of, inspections conducted by the City building inspector. No work shall be covered until authorized by the City building inspector.
6. Prior to the issuance of a Certificate of Occupancy the special inspection agency shall provide to the City Building Inspection Division a statement that all items requiring special inspection and/or testing were installed in conformance with the City approved drawings and applicable construction codes.

Inspection Type	Detailed Description	Sequence
		<input type="checkbox"/> Continuous <input type="checkbox"/> Periodic
		<input type="checkbox"/> Continuous <input type="checkbox"/> Periodic
		<input type="checkbox"/> Continuous <input type="checkbox"/> Periodic
		<input type="checkbox"/> Continuous <input type="checkbox"/> Periodic
		<input type="checkbox"/> Continuous <input type="checkbox"/> Periodic
		<input type="checkbox"/> Continuous <input type="checkbox"/> Periodic
Contractor Company Name: _____ Contact: _____		Architect/Engineer Company Name: _____ Contact: _____ _____ Signature: _____ Date: _____
Special Inspection Agency Company Name: _____ Contact: _____		
Owner Company Name: _____ Contact: _____		Building Official's Acceptance Name: _____ _____ Signature: _____ Date: _____

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