



REQUEST FOR PROPOSAL
FOR
ON-CALL CIVIL ENGINEERING PROFESSIONAL CONSULTING SERVICES

Public Works Department
CITY OF HUNTINGTON BEACH

Released on February 4, 2025

**ON-CALL CIVIL ENGINEERING PROFESSIONAL CONSULTING SERVICES
REQUEST FOR PROPOSAL (RFP)**

1. BACKGROUND

The City of Huntington Beach ("City") Public Works Department is seeking experienced Consultant firms to assist the City's staff in the following service category:

A. Water/Sewer/Storm Water Engineering

B. General Civil Engineering

C. Ocean Engineering

D. Environmental/Water Quality

The City of Huntington Beach Public Works Department is seeking to retain as-needed services from qualified engineering firms to supplement City staff for the services as outlined in Section 3 - Scope of Work below.

The City intends to contract with multiple engineering firms to provide services on an "as-needed" basis as supplemental resources are required. The professional service contract will be for a 3-year term with the option to extend the contract for one (1) year. The City will issue task orders for each project based upon the scope of services, qualifications, work schedule and reasonableness of the fee. For task orders greater than \$50,000, the City will typically solicit proposals from more than one qualified consultant. The task order assignments will be awarded such that their specified duration do not exceed the contract term. Upon execution of the contracts, the City may elect to solicit proposals from all consultants for individual projects. The City will communicate, in writing via e-mail, the needs for each project based upon a scope of services, work schedule, and fee proposal submitted to the City for its review and approval. The City does not guarantee any amount of work to awarded vendors as these services are on an "as-needed" basis.

2. SCHEDULE OF EVENTS

This request for proposal will be governed by the following schedule:

Release of RFP	February 4, 2025
Deadline for Written Questions	February 20, 2025 by 4pm
Responses to Questions Posted on Web	February 27, 2025
Proposals are Due	March 13, 2025 by 4pm
Proposal Evaluation Completed	April 17, 2025
Approval of Contract	May 1, 2025

3. SCOPE OF WORK

In general, the Consultant shall perform consulting services on an "on-call" basis for projects assigned by the City. If the Consultant does not have the ability to self-perform all aspects of the scope of services, then the Consultant shall subcontract for those services. Please select what category('s) your firm will be bidding on and include with your proposal submission (see Exhibit A). The scope of work for any one project may involve all phases of project development and may include but is not limited to the following:

A. Water/Sewer/Storm Water Engineering

General Requirements

- Prepare PS&E Packages: Develop plans, specifications, and estimates for design and construction of infrastructure.
- Provide Surveying and Geotechnical Engineering: Conduct surveys and geotechnical evaluations for project design.
- Develop Preliminary Design Reports (PDRs): Document design assumptions, alternatives, and recommendations.
- Provide Construction Support Services: Assist with RFIs, submittal reviews, and inspections during construction.
- Coordinate with Utilities and Agencies: Streamline approvals and ensure compliance with regulations including permit procurement.
- Conduct Potholing Plans: Verify utility locations to avoid conflicts.
- Develop Design Documentation: Create detailed drawings, including profiles, cross-sections, and layouts.
- Provide Design Services: Include structural, mechanical, electrical, control, SCADA, and architectural components.

Potable Water Pipeline Engineering (Water Distribution)

- Prepare PS&E packages for water pipeline design, including alignment, material selection, appurtenances, pavement, and traffic control plans.
- Establish pipeline size requirements and submit signed calculations to ensure compliance with standards.
- Conduct soil corrosion analysis and testing to determine cathodic protection improvement needs for transmission mains.
- Develop cross-sections, profiles, and alignment drawings showing ROW limits, separation requirements, and utilities.
- Select pipe materials, linings, coatings, joint designs, bedding, compaction, restraints, and appurtenances suitable for project conditions.
- Provide Development Review Water Plan Check Services.

Potable Water Wells, Reservoirs, and Booster Stations (Water Production)

- Prepare PS&E packages for new wells, well treatment and rehabilitation, pump buildings, reservoir rehabilitation, booster pump stations, on-site generation, including pressure control stations, turnouts, and metering facilities.
- Establish facility sizing and submit hydraulic calculations, including pump selection.
- Conduct well site evaluations to assess feasibility for new well construction.
- Perform siting and alignment evaluations to determine preferred configurations.

Potable Water Master Plan Update and Water Financial Plan Update

- Update potable water master plan, integrating system data and growth projections.
- Develop a financial plan update to support budgeting and project funding.

Wastewater Engineering (Sanitary Sewer)

- Prepare PS&E packages for pipelines, sewer lining, lift stations, force mains, and related infrastructure, mechanical equipment, including hydraulic calculations.
- Develop specifications for materials, transitions, and bypass operations.

Wastewater Master Plan Update

- Update wastewater master plan, incorporating capacity analysis, system data, and future infrastructure needs.

Stormwater Engineering

- Develop PS&E packages for stormwater systems, including channels, pipelines, and pump stations, and related infrastructure, incorporating hydraulic calculations.
- Prepare and write grant applications for funding storm drain improvements.

B. General Civil Engineering

The City is seeking experienced Civil Engineering firms to assist the City's staff in providing Civil Engineering and Surveying Services for a wide variety of capital improvement projects.

The City anticipates a steady amount of construction activity in the next 3 years for various public works infrastructure projects, including but not limited to: rehabilitation of roads, alleys, bridges, curb, gutter, and sidewalks within the public right-of-way, as well as off-street improvements, such as rehabilitation of City parking lots. The successful firm will be responsible for all professional related Civil Engineering. Surveying services, performed by in-house staff or sub-contracted, in support of these projects and/or stand alone, shall be made a part of your proposal. Separate RFQ's have been or will be solicited for Public Utility Engineering (water, wastewater, storm drain) as well as Ocean Engineering, Traffic Engineering and Architectural Engineering and therefore those services are not a part of this RFQual.

i) Bridges, Street Improvements, and Parking Lots:

The consultant must be well versed in all aspects of design/engineering/surveying and administration including, but not limited to project controls (estimating, cost and schedule), planning, QA/QC, change control and risk management. Knowledge and understanding of the latest version of APWA's GreenBook, as well as the standard plans and specifications of the City of Huntington Beach. Consultant shall provide qualified staff with significant experience in the professional fields.

1. Preparation of PS&E packages for street rehabilitation, widening, realignment or other related street improvements.
2. Preparation of PS&E packages for rehabilitation of City Facilities site work, i.e. parking lots and ADA site compliance
3. Preparation and review of NPDES reports, Water Quality Management Plans (WQMP) and Storm Water Pollution Prevention Plans (SWPPP).
4. Construction support.
5. Provide record drawings both mylar and .dwg formats
6. While the City maintains contracts with Geotechnical Engineering consultants, geotechnical engineering may be requested as part of and under the direction of the Civil consultant, depending on the project needs. The geotechnical engineering sub-consultant of your choice does not need to be identified in your proposal to this RFQ and can be deferred until such time that a project specific fee proposal/task order is requested.

ii) Survey

Consultant shall provide experienced personnel, equipment, and facilities to perform the following tasks.

1. Performing horizontal and vertical control.
2. Perform design and topographic surveys.
3. Setting aerial targets and performing photo control.
4. Aerial and topographic surveys for project layout and design.
5. Performing boundary surveys and boundary analysis.
6. Performing centerline surveys and centerline ties.
7. Preparing corner records.
8. Preparing Records of Survey.
9. Preparing/Reviewing legal descriptions and plat maps.
10. Reviewing Subdivision Maps, Tentative and Final.
11. Reviewing Title Reports.
12. Performing construction staking for various public works projects.

C. Ocean Engineering

Consultant shall provide experienced personnel to solve engineering problems and preparing engineering plans associated with preserving coastal resources such as piers, seawalls, bulkheads, harbors, and beaches, which may include the study of the ocean to determine the

effects of waves, tides, currents, sand and the salt-water environment in addition to assisting the City with issues or permits related to the California Coastal Commission.

D. Environmental/Water Quality

The City is seeking qualified environmental engineering services as related to compliance with current stormwater regulations on an “as-needed basis” for various recreational water quality related projects as assigned by City staff. These projects are included in the following two types of categories:

General

- Prepare, assist, and review Preliminary Environmental Studies;
- Review of project plans and specifications;
- Perform field investigations;
- Provide site assessment and preliminary studies;
- Prepare and review engineering analysis reports;
- Prepare and review technical and research studies;
- Process and review Grant and Federal Funding Applications;
- Assist in the development of City specifications;
- Provide training to City staff on various environmental review processes.

Water Quality

- Assist in reviewing, evaluating, and recommending various Low Impact Development BMPs for storm water systems;
- Perform inspections of commercial/industrial for compliance with latest stormwater/NPDES regulations;
- Perform inspections of food service establishments under the Fats, Oils, & Grease (FOG) Control Program;
- Assist in reviewing and preparing documentations in various aspects of water discharge permits from applicable regulatory agencies;
- Assist with the development and implementation of policies and procedures to comply with applicable regulatory requirements.

In general, the consultant shall perform environmental engineering services on an “as-needed” basis for various projects assigned by the City. The scope of work for any one project may involve all phases of project development and may include but not be limited to the following:

Monitoring and Inspections

- Perform maintenance, monitoring, and inspections of City’s facilities in accordance to requirements by various applicable regulatory agencies;
- Provide testing and sampling of various constituents and media.

Studies and Reports

- Prepare reports and studies that utilize sound practical environmental engineering analysis and principles;
- Prepare documentations that comply with applicable regulatory agency requirements for permitting;

- Review 3rd party reports and studies and provide City staff with comments and recommendations.

Grant Applications

- Assist in preparing various grant applications to obtain additional sources of funding for various proposed City projects.

Preliminary Engineering

- Perform site investigation, prepare alternatives by providing recommendations and analyses that describes the advantages of each alternative, and prepare estimates of probable cost for each alternative;
- Prepare preliminary plans, cost estimates, engineering details, and support calculations.

Construction Documents

- Prepare engineering calculations and designs, plans, specifications, cost estimates, and contract bidding documents.

Permits

- Assist in obtaining approvals from applicable regulatory agencies for environmental, and/or other permits as may be required.

Bidding Stage

- Assist the City in answering bidders' questions, attend pre-bid conferences, and job walks, prepare addendums, and analyze bids.

Construction Stage

- Attend pre-construction conferences;
- Monitor construction schedule, visit construction sites as required for progress and quality of evaluation;
- Assist the engineer, contractor, construction manager/contract administrator, and inspector with interpretation of plans and specifications, analysis of changed conditions, development of corrective action, review of shop drawings and other submittals, and the review and negotiation of change orders;
- Prepare "as-built" drawings.

4. PROPOSAL FORMAT GUIDELINES

Interested contractors are to provide the City of Huntington Beach with a thorough proposal using the following guidelines:

Proposal should be typed and should contain no more than 20 typed pages using a 12-point font size, including transmittal letter and resumes of key people, but excluding Index/Table of Contents, tables, charts, and graphic exhibits. Each proposal will adhere to the following order and content of sections. Proposal should be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear

