

REQUEST FOR QUALIFICATIONS

(Step 1 of 2)



DESIGN-BUILD SERVICES FOR
OAKMONT PUBLIC STREETS CAPE SEAL, SLURRY AND CURB RAMP
REPLACEMENT

Oakmont Pavement Maintenance (“Project”)

PID#: 2558

May 21, 2026

Due:
Submit to:
City Contact:

June 30, 2026, before 2:00 p.m.
www.srcity.org/bids
Camron Macdonald
(707) 543-3769
CMacdonald@srcity.org

Table of Contents

1.	Overview	4
1.1.	Purpose	4
1.2.	Introduction to the City	5
1.3.	Introduction to Transportation and Public Works (TPW)	5
1.4.	Project Background and Goals	5
2.	Project Scope	7
2.1.	Components of Scope	7
2.2.	Funding Sources	7
2.3.	Estimated Project Cost	7
2.4.	Preliminary Project Schedule	7
2.5.	Environmental Considerations	8
2.5.1.	California Environmental Quality Act (CEQA)	8
2.5.2.	Permitting	8
3.	Project Requirements	9
3.1.	Design-Builder’s Role and Responsibilities	9
3.2.	City’s Role and Responsibilities	9
4.	Sourcing & Procurement Process	10
4.1.	Communication Protocol	10
4.2.	City Contact	10
4.3.	Two-step Process	10
4.3.1.	Step One: RFQ	10
4.3.2.	Step Two: RFP	11
4.4.	City Requests for Information (RFIs)	12
4.5.	Delivery Method	12
4.6.	Commercial Pricing Method	13
4.7.	Evaluation Parameters	13
4.8.	Review of Design-Builder Viability	13
4.9.	Protected Information	13
4.10.	Remedies, Rights, and Disclaimers	13
4.10.1.	Protest	13
4.10.2.	City Rights	14
4.10.3.	Conflict of Interest	14

4.10.4.	Prevailing Wage Rates	15
4.10.5.	Community Workforce Agreements and Skilled and Trained Workforce.....	15
4.10.6.	Restricted Parties.....	15
4.10.7.	License Requirements	15
4.10.8.	Disclaimers.....	15
5.	Submittal Content and Instructions	17
5.1.	RFQ/RFP Schedule.....	17
5.1.1.	RFQ Pre-Submittal Meeting.....	17
5.2.	Form and content of SOQ.....	17
5.2.1.	SOQ Format	17
5.2.2.	SOQ Requirements	18
5.2.3.	Evaluation criteria and weighting.....	21
6.	Definitions	22
7.	Prequalification Questionnaire	24

1. Overview

1.1. Purpose

The City of Santa Rosa (“City”) is requesting qualifications to prequalify Design-Build Entities (“Design-Builder”) for the Oakmont Pavement Maintenance (“Project”) pursuant to Santa Rosa Municipal Code §3-60. This Request for Qualifications (RFQ) invites qualified Design-Builders that have experience with cape seal, asphalt rubber cape seal and slurry pavement treatment, multi-modal transportation design, traffic calming designs and curb ramp replacement design and construction, to submit a Statement of Qualifications (SOQ) for the Project. The Design-Builder will submit SOQs that describe its experience, qualifications, references, and capacity for satisfactorily completing the Project.

The City is using a two-step procurement process for selecting the Successful Proposer in accordance with California Public Contract Code §20101.

Registration on PlanetBids™: An SOQ will not be accepted unless the Respondent registers as a vendor through PlanetBids™ at www.srcity.org/bids, downloads documents/attachments, and is added to the prospective bidders list for this project. If there is an addendum, Respondents must log into PlanetBids™ and acknowledge the addendum to be eligible to submit an SOQ for the project.

This process will occur in two steps as follows:

Step 1: This RFQ is issued by the City and interested Design-Builders are encouraged to submit a Statement of Qualifications SOQs for the Project. The City will evaluate SOQs and select up to three (3) firms determined to be qualified for the Project.

Step 2: The City will then solicit proposals for the Project and those Design-Builders who have been prequalified may respond. The City will select the Design-Builder whose proposal is determined to be the best value to the City, taking into consideration price and non-price evaluation factors set forth in the solicitation.

The City desires to receive SOQs from qualified Design-Builders who have successfully delivered public works infrastructure projects of comparable size, complexity, and scope. The City may, at its sole discretion, interview any or all Design-Builders who submit an SOQ, for the purpose of gaining further information regarding their qualifications.

Design-Builders wishing to submit an SOQ are encouraged to attend the non-mandatory pre-submittal meeting conducted online using Zoom. The purpose of the meeting is to discuss anticipated scope, submittal requirements, the prequalification process, and any other requirements and reporting procedures.

The pre-submittal meeting is scheduled on June 4, 2026 at 9:00 a.m.

Please join the Zoom meeting from your computer, tablet, or smartphone.

<https://srcity-org.zoom.us/j/85877376347> Meeting ID: 858 7737 6347

Or dial: US: +1 669 219 2599 or +1 346 248 7799 or +1 971 247 1195 or +1 253 215 8782 or 833 548 0282 (Toll Free) or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free) or 833 548 0276 (Toll Free)

Attachments: 1) Draft Design-Build Contract 2) Map of Street Treatments

1.2. Introduction to the City

The City of Santa Rosa is a California Charter City located in Sonoma County encompassing 42.7 square miles. The City has a population of almost 180,000 people and is the seat of Sonoma County. The area provides residents a high-quality living environment in California and is the center of commerce, government, and medical services for the “North Bay” area and beyond. Regional, State and Federal offices and four general hospitals are located in the City. The City’s proximity to the Pacific Ocean, San Francisco and the wine country make it a popular tourist destination. The local economy is balanced, with a variety of industries providing employment and generating tax revenue to support local government.

The City is locally governed by a City Council with a Board of Public Utilities that advises the Council and has been charged with authority over utility projects.

1.3. Introduction to Transportation and Public Works (TPW)

TPW strives to make Santa Rosa an excellent place to live or visit by constructing and maintaining public infrastructure; and providing efficient and reliable public transportation throughout the City.

Divisions/groups within TPW include:

- Capital Projects Engineering
- Electrical
- Facilities Maintenance
- Fleet Services
- Field Services
- Parks Maintenance
- Traffic Engineering
- Transit

The successful Design-Builder will be working directly with the City Project Manager from the Capital Projects Engineering Division throughout the design and construction of the project. A third-party consultant will be providing construction management and inspection services.

1.4. Project Background and Goals

Oakmont is a community located approximately 8 miles east of downtown Santa Rosa and tucked into Sonoma County’s Valley of the Moon. This mostly residential community includes small businesses, and a local Homeowner’s Association offering various golfing and recreation opportunities to members. The community is located within the Wildland Urban Interface and is surrounded by hills, trees, countryside and vineyards. The area contains roads maintained by the City that will be included in the Project; however, many of the roads are owned and maintained by the Association and are excluded from the Project. City maintained roads are showing signs of distress and need maintenance to improve their condition.

Roads located where the City is planning water/sewer replacement projects within the next 4 years will be excluded from the Project and defined during the RFP phase.

Curb ramps adjacent to roads that will receive cape seal and asphalt rubber cape seal are being evaluated for compliance with current accessibility standards. During the RFP phase, the City will provide a list of curb ramps that require design and reconstruction to meet current ADA, Caltrans and MUTCD standards along with PROWAG guidelines.

The following are goals for the project:

1. Adhere to the City Council’s goal to invest in the development and maintenance of the City’s infrastructure
2. Extend the usable life of the road
3. Improve pedestrian access
4. Prioritize community and worker safety during construction
5. Minimize environmental impacts through best management practices
6. Restore Oakmont public roads to good condition
7. Provide excellent public outreach to the community
8. Minimize community impact to the extent feasible
9. Complete construction by October 2027

2. Project Scope

2.1. Components of Scope

This project consists of:

- Slurry seal for roads in satisfactory to good condition.
- Cape seal treatment for roads in fair to satisfactory condition containing some alligator cracking.
- Asphalt rubber cape seal for roads in poor condition and containing significant alligator cracking throughout the road.
- Road preparations including digout repairs, crack sealing, striping removal, vegetation trimming/removal, tree trimming, protect in place covering of iron in the roadway.
- Temporary and new striping to replace existing, including striping improvements.
- Curb ramp reconstruction of non-compliant ramps adjacent to roads receiving a cape seal or asphalt rubber cape seal treatment and as defined in the curb ramp list provided that meets all accessibility codes applicable to the location and to be inspected by the applicable type under the Caltrans Form DOT CEM-5773ADE through DOT CEM-5773CM.
- Community outreach prior to and during construction including one in-person community information meeting, two postcard or letter notices (advance and imminent), door hangers, website, email registry, weekly email updates, dedicated project phone number, and construction signs posted at community entrances.
- Consideration of evacuation routes and the community’s access to the roads during the project to meet their needs.
- Coordination with the various HOA’s during the design and construction of the Project.
- The Project design is to maintain LID exemption per the RFP.
- Potentially additional pedestrian improvements in accordance with the Active Transportation Plan, to be clarified during the RFP phase.

2.2. Funding Sources

The Project will be funded through a combination of gas tax and Capital Facilities Fee funds proposed for City Council consideration of the 2026-27 fiscal year Capital Improvement Project (CIP) budget.

2.3. Estimated Project Cost

The City’s opinion of probable construction cost, based on an estimate, is \$8.5 million in 2026 dollars.

2.4. Preliminary Project Schedule

Schedule is a significant factor in the City’s selection of DB delivery for the Project. It is expected that the construction work will be performed during an approximate 5-month period from June 2027 to October 2027.

Below is the City’s preliminary project schedule.

1/2027 Notice to Proceed with design services

1/2027	Kick off design, go-live with project website, email registry and project phone number
2/2027	Send advance construction notices to Oakmont residents and businesses
4/2027	Community informational meeting
6/2027	Construction start/begin sending imminent construction notices
10/2027	Complete construction

2.5. Environmental Considerations

The Design-Builder shall follow environmental laws and best practices applicable to this Project.

2.5.1. California Environmental Quality Act (CEQA)

This project is expected to be exempt from CEQA. The Notice of Exemption is to be filed and provided with the RFP.

2.5.2. Permitting

Permits are not required for this Project.

3. Project Requirements

3.1. Design-Builder’s Role and Responsibilities

The Design-Builder’s general responsibilities include the following:

- Obtaining required governmental approvals, unless specifically identified as a City responsibility
- Preparing design and construction documents
- Supervising subconsultants, subcontractors, suppliers, and Design-Builder personnel
- Designing and constructing the Project in compliance with any required mitigation measures identified in environmental review documents and permit conditions
- Implementing any required mitigation monitoring and reporting
- Coordinating with utility providers if required for the Project
- Providing stakeholder outreach and public relations activities
- Providing and implementing a Project-specific safety plan, stormwater management plan, and other plans and pollution control measures required by federal, state, and local regulations or by the DB Contract
- Negotiating the DB Contract in good faith
- Implementing and maintaining all quality management and control requirements and activities
- Constructing the Project in compliance with Acceptance Testing criteria
- Strictly adhering to the approved project schedule and per the notifications provided to the public

3.2. City’s Role and Responsibilities

The City’s general responsibilities include the following:

- Furnishing data and information regarding the Project, including record drawings available to the City
- Participating in conceptual design development
- Reviewing and commenting on design and construction submittals as set forth in the DB Contract
- Obtaining governmental approvals for which the City is responsible, as specifically identified in the DB Contract.
- Negotiating the DB Contract in good faith
- Providing adequate funding
- Establishing design standards
- Providing procurement oversight
- Providing criteria for the Acceptance Testing
- Providing City requirements and preferences including, but not limited to, performance requirements, operations and maintenance preferences, equipment requirements, single-source equipment preferences, etc.

4. Sourcing & Procurement Process

The following section of the RFQ is not intended to conflict, reduce, nor expand upon, the existing City of Santa Rosa City ordinances within City Code §3-60 entitled “Design-Build Procurement.”

4.1. Communication Protocol

All communications regarding the Project, City data related directly or indirectly to the Project, and/or this RFQ will comply with the following communications protocol:

- All questions related to this solicitation will be submitted through PlanetBids™.
- Questions received by the City less than seven (7) days prior to the SOQ Deadline (defined in Section 4.4) may not be considered, however, Respondents are encouraged to submit all questions for consideration. Clarifications deemed by the City to be material will be answered via Addendum and posted on PlanetBids™. Only questions answered by formal written addenda will be binding. It is the Respondent's responsibility to be informed of any addenda that have been issued.
- Any oral communication will be considered unofficial and non-binding to the City / without legal effect.
- Any verified allegation that a Respondent or an employee, agent, advisor, consultant, or subcontractor of a Respondent has engaged in prohibited communications or sought to unduly influence the selection process may be cause for the City to disqualify Respondent from participating, at City discretion.

4.2. City Contact

As shown on the title page, the City Contact Person for this RFQ is as follows:

Camron Macdonald
Project Manager
City of Santa Rosa
Transportation & Public Works
69 Stony Circle
Santa Rosa, CA 95401
(707) 543-3769
CMacdonald@srcity.org

4.3. Two-step Process

The Project will be contracted and delivered using a single Design-Builder Contract for design, construction, and acceptance. This procurement will follow the two-step approach mentioned in Section 1.1 and further described below. Please note that Honoraria and/or Stipends will only be offered to pre-qualified design-build teams that submit a proposal during step 2 and are not awarded a contract for this project.

4.3.1. Step One: RFQ RFQ Process

The RFQ prequalification process is open to all interested parties. This RFQ solicits an SOQ from interested parties for the Most Qualified Respondents for the Project. SOQs in response to the RFQ should be in accordance with the instructions in Section 5.

No pricing is requested as part of the SOQ.

SOQ Evaluation

The City will form a Selection Committee to review the SOQs based on specific weighted evaluation criteria described herein and rank Respondents. The composition of the Selection Committee will be approved by the Director and may include but will not be limited to; members of the department administration or staff; the performance criteria developer; any person having special expertise relevant to selection of a Design-Build Entity; residents of the community.

In accordance with DBIA best practice, City's intent is to select the maximum number of Most Qualified Respondents as referenced in the RFQ section 1.1. The Most Qualified Respondents will be eligible to submit Proposals in Step Two. The City reserves the right to name alternate Respondents to replace one of the Most Qualified Respondents if one of the Most Qualified Respondents does not continue through to the RFP process. The City may request clarifying information from any or all Respondents prior to selection.

Interviews

The City may, at its discretion, require interviews of some or all Respondents prior to selection.

Respondent RFIs/Questions

Questions regarding this RFQ will be addressed according to the instructions in Section 4.1.

Prequalification Selection

Once the Selection Committee has decided, the Most Qualified Respondent(s) will be considered Prequalified.

4.3.2. Step Two: RFP

RFP Process

The RFP will be issued to the Most Qualified Proposers for the Project. The RFP may request/include the following:

- Design approach including enhancements/added benefits
- Budget and timeline constraints
- Management and delivery approach
- Risk management approach and risk register
- Construction approach
- Community outreach approach and management of construction schedule in accordance with the community notices

- Example drawings
- Limited commercial issues for negotiation
- Price proposal

Proposal Evaluation

The Selection Committee will review and evaluate the Proposals. The evaluation will not be based solely on lowest total cost; however, it may be heavily weighted on cost. The evaluation criteria may include, but not be limited to the proposed design approach, initial and/or lifecycle costs, Project features, quality, capacity, schedule, reasonableness of the fee, and operational and functional performance. The Selection Committee will rank Proposals and enter negotiations with the top-ranked Proposer. The City may, at its discretion, require interviews at Proposal step for all or some of the Proposers.

Proposal Selection and Award

The composition of the Committee will be within the discretion of the Director and may include, but not be limited to, members of the department administration or staff, the performance criteria developer, any person having special expertise relevant to selection of a Design-Builder and residents of the community.

Once the Selection Committee has decided, City staff will recommend to the award authority to award a contract with the Most Qualified Proposer (maximum of one) whose Proposal is most advantageous to the City based on the evaluation criteria included within the RFP.

Major public works contracts must be awarded by the City Council/Board of Public Utilities. Minor public works contracts may be awarded by City staff. Major/Minor public works contract amount is determined by Section 10105 of the Public Contract Code.

Attached to this RFQ is a sample Design-Build Contract. The City will negotiate the final terms of the Contract with the top ranked, Most Qualified Proposer during the RFP stage. If the highest-ranked Proposer and City fail to successfully reach an agreement, the City reserves the right to negotiate with the next highest-ranked Proposer.

4.4. City Requests for Information (RFIs)

Apart from Respondent RFIs, the City may ask for clarification on information provided as part of Respondent's SOQ. These are considered City Requests for Information (RFIs). RFIs may include, but are not limited to, holding discussions or meetings with Respondents, requesting additional information from Respondents to support the information included in the SOQ and requesting resubmission of SOQs.

4.5. Delivery Method

The City will be using Design-Build as the delivery method for this Project pursuant to Santa Rosa Municipal Code §3-60.

4.6. Commercial Pricing Method

The City has elected to use Guaranteed Maximum Price (GMP) Design-Build delivery for designing and constructing the Project. The Project will be procured pursuant to Santa Rosa Municipal Code §3-60.

4.7. Evaluation Parameters

SOQs will be scored by the Selection Committee based on a best-value, weighted criteria. Price will not be considered during the RFQ portion of the Two-Step Process. The Selection Committee will rank SOQs and recommend the highest scoring Respondent from among the Respondents with which to prequalify. See maximum number of Most Qualified Respondent(s) per RFQ section 1.1.

4.8. Review of Design-Builder Viability

The City advises Respondents that the Design-Builder, its members, and its Key Personnel identified in this SOQ will remain as the Design-Builder for the duration of the procurement process (including, if Most Qualified Respondent, award the Project and, if Successful Respondent, completion of the Project).

If extraordinary circumstances necessitate a change to Respondent's Design-Builder (firms or people), Respondent must submit a change request to the City, which will determine whether to authorize the change at its sole discretion. If changes are necessitated by circumstances beyond Respondent's control, substitute members of the Design-Builder, its members and Key Personnel must be submitted to and approved by the City. Changes to Design-Builder members or Key Personnel made by Respondent during the procurement process without the City's authorization may disqualify the Respondent.

4.9. Protected Information

SOQs will be opened in confidence. Adequate precautions will be taken to treat each Design-Builder fairly and to ensure that information gleaned from competing Statements of Qualifications is not disclosed to other Design-Builder's. Information concerning the Statements of Qualifications will not be disclosed until a recommendation for award is made to the Award Authority. All SOQ's received will become a matter of public record and will be regarded as public, with the exception of those elements of each SOQ which are identified by the Design-Builder as business trade secrets and plainly marked "Trade Secret," "Confidential" or "Proprietary." If disclosure is required or permitted under the California Public Records Act or otherwise by law, the City will in no way be liable or responsible for the disclosure of any such records or any part thereof.

4.10. Remedies, Rights, and Disclaimers

4.10.1. Protest

Prospective Design-Builders that do not prequalify because of their response to this RFQ may appeal the determination by:

1. Giving notice to the City of its intent to appeal no later than ten business days after receiving notice of the City's determination, and
2. Requesting a hearing.

Hearings will be conducted and concluded no later than 20 business days after the City’s receipt of a timely appeal and hearing request.

The hearing so provided will be an informal process conducted by the Deputy Director of Capital Projects or Director. At or prior to the hearing, the City will provide a basis for prequalification determination. The Design-Builder will be given an opportunity to present information and argument in opposition to the prequalification determination. No later than 15 business days after completion of the hearing, the Hearing Officer will render their decision. The Prequalification will not be delayed to allow for completion of an appeal process. The decision of the Hearing Officer on any such appeal shall be final.

Failure to submit a timely appeal and hearing request with the City waives any and all rights to challenge the City’s determination.

4.10.2. City Rights

The rights reserved by the City, which will be exercised in its sole and absolute discretion, include without limitation the right to:

- Ask for clarification regarding Respondent’s SOQ via RFIs.
- Visit and examine any of the facilities relevant to a Respondent’s SOQ, discuss Respondent’s work with representatives at such facilities, and to observe and inspect operations at such facilities.
- Reject any or all SOQs; waive any technicalities, immaterial irregularities, or minor informalities in an SOQ; and request clarifications or modifications during evaluation.
- Eliminate any Respondent who submits an incomplete or inadequate SOQ or is not responsive to the requirements of this RFQ.
- Supplement, amend, or otherwise modify the RFQ through the issuance of Addenda to all Respondents, and to supplement the RFQ with information items, prior to the SOQ Deadline. Addenda issued to the RFQ may expand or cancel any work described in the RFQ.
- Issue one or more Addenda to the RFQ that extend the SOQ Deadline.
- Cancel this RFQ or the subsequent RFP in whole or in part, with or without substitution of another RFQ or RFP.
- Take no action on any SOQ or future Proposal.
- Disqualify, at its discretion, any Respondent who violates communication protocols or otherwise compromises the objectivity, integrity or fairness of the procurement process.
- Check references for all Respondents’ previous or concurrent projects and consider responses received for SOQ evaluation.
- Perform investigations as may be deemed necessary by the City to verify the accuracy of the contents of SOQs.

4.10.3. Conflict of Interest

Engineering firms, architectural firms, consultants, or individuals retained by the City to assist in drafting the Project’s preliminary design are not eligible to participate in the competition with any Design-Builder bidding for the respective Project.

4.10.4. Prevailing Wage Rates

Prevailing wage rates will apply to the construction aspects of the DB Contract, subject to applicable Public Works requirements and Section 4.10.5 of this RFQ.

4.10.5. Community Workforce Agreements and Skilled and Trained Workforce

The City's Community Workforce Agreement (CWA) is applicable to the Project. The CWA will be required to be returned during the RFP phase. The CWA can be viewed at: [City of Santa Rosa-Community-Workforce-Agreement-as-of-July-1-2023](#).

Skilled and Trained Workforce (STW) is applicable to the Project, see requirements in the sample Design-Build Contract.

4.10.6. Restricted Parties

The City has retained the following consulting firms to provide technical materials. In accordance with Government Code Section 1090, these firms are prohibited from responding to this procurement, joining any Design-Builder, or otherwise assisting any Design-Builder with this procurement process:

- The City has not contracted for services on this Project; therefore, there are no parties prohibited from responding to this procurement due to 1090.

4.10.7. License Requirements

No contract will be awarded to a contractor who is not licensed in accordance with the provisions of Chapter 9 of Division 3 of the California Business and Professions Code. Contractor must hold a Class A license for this project.

The successful Design-Builder will be required to hold a current City of Santa Rosa business tax certificate issued pursuant to Chapter 6.04 of the Santa Rosa City Code before commencing work on this Project. For information regarding the business tax, contact Revenue and Collections at (707) 543-3170.

4.10.8. Disclaimers

In issuing this RFQ, the City disclaims the following:

- Any obligation, responsibility, or liability, fiscal or otherwise, to reimburse a Respondent for all or part of the costs incurred by parties considering a response to and/or in responding to the RFQ.
- Any obligation to proceed with this RFQ or RFP process or award a Contract to Proposer submitting the lowest priced Proposal.
- Any representation that any Respondent submitting an SOQ will be among the Most Qualified Respondents or that any DB Contract will be awarded to any of the Most Qualified Proposers participating in the RFP.
- Any contractual obligation or liability for, any obligations with respect to the Project until such time (if at all) as a written Contract, in form and substance satisfactory to the City, has been authorized by the City Council and executed

Respondent acknowledges that, by submitting an SOQ in response to the RFQ, it accepts these disclaimers and waives any right whatsoever to legally challenge or protest any City actions that exercise these disclaimers.

5. Submittal Content and Instructions

5.1. RFQ/RFP Schedule

The table below provide key dates for both the City and the Respondents during the procurement process. These dates are subject to change and any changes will be communicated via Addendum to this RFQ (and future RFP).

Milestone	Date
RFQ Release	May 21, 2026
Pre-Submittal Meeting (if applicable)	(See Section 1.1)
Deadline for RFQ Questions	June 16, 2026
SOQ Due	(See Cover Page)
SOQ Interviews (if applicable)	July 2026
Prequalification Notification	July 2026
RFP Release	August 2026
Technical Proposals Due	October 2026
Price Proposals Due	October 2026
RFP Interviews (if applicable)	November 2026
City Council Approval	December 2026
Award/Notice to Proceed	January 2027

5.1.1. RFQ Pre-Submittal Meeting

As mentioned in Section 1.1, Design-Builders wishing to submit an SOQ are encouraged to attend the non-mandatory pre-submittal meeting, see Section 1.1 for additional information. The purpose of the meeting is to discuss anticipated scope, submittal requirements, the prequalification process, and any other requirements and reporting procedures. See section 1.1 for meeting details.

5.2. Form and content of SOQ

5.2.1. SOQ Format

SOQs will be submitted via PlanetBids™ as required in Section 5.2.2.

The submittal is limited to 40 pages for Tab 1 through 5, numbered sequentially. A page is considered one (1), 8 ½-inch by 11-inch face and all pages should be numbered (e.g., an 11-inch by 17-inch page counts as two pages). The Cover Letter, Executive Summary, Resumes, and tab dividers are not included in the page count.

Respondents are highly encouraged to limit responses to only the length necessary, and to avoid including marketing materials and extraneous content. Respondents must strictly follow the submittal outline as shown in Section 5.2.2. Required information not provided within the required Section may negatively affect a Respondent’s scores.

Page layout, font types, and font sizes will be legible and not less than 11-point font. Smaller fonts are to be expected for tables and graphics, but illegible or difficult to read material may receive significantly lower scores.

Electronic submittals should be in PDF format set for printing on standard equipment and paper sizes without printer adjustment and without any password or other security setting embedded in the document. The maximum size limit for electronic submittals is 150 MB.

Section 7: Questionnaire(s) must be filled out in their entirety by the Design-Builder.

At City’s sole discretion, SOQs may be rejected and not considered on the following grounds:

1. Not registering as a vendor on PlanetBids™
2. Not acknowledging an addendum on PlanetBids™
3. Omission of requested information or documentation
4. Untimely submission
5. False information
6. Fail the requirements in the questionnaire

The City reserves the right to waive minor irregularities and omissions.

5.2.2. SOQ Requirements

Electronic SOQs will be received on or before the date and time shown on the cover of this RFQ. Respondents must register as a vendor on PlanetBids™ and will upload a complete electronic PDF version onto PlanetBids™:

The following requirements must be submitted in the SOQ and broken down into the following Tabs.

<u>Tab</u>	<u>Description</u>
NA	Cover Sheet
NA	Cover Letter/Executive Summary <ul style="list-style-type: none">• Signature of an authorized representative of Respondent with authority to bind Respondent to the work• The name, title, address, email, and phone for Respondent’s preferred single point of contact for all procurement-related communication• Acknowledgement of all Addenda• Certify under penalty of perjury that the information provided in the SOQ is true and correct• Summary of Respondent’s capabilities, qualifications and relevant similar projects
NA	Table of Contents
Tab 1	Project Design-Builder Organization and Members <ul style="list-style-type: none">• Describe the legal structure and composition of the Design-Builder.<ul style="list-style-type: none">○ If Design-Builder is a consortium (association, typically of several business companies, who have contractually agreed to work with each other) of more than one company or individual, define a designated lead entity within the Design-Builder consortium, provide information on the relative share percentage held by each consortium member, and identify the

legal form (e.g., an LLC, partnership, or a Joint Venture, etc.) and the status of agreements in place to formalize the consortium now or in the future prior to the execution of the contractual Contract for this Project. Clearly state and define the joint and several liabilities of the consortium membership and clearly define any specific roles or responsibilities allocated for individual consortium members

- If Design-Builder is a privately held corporation, limited liability company, partnership, or joint venture, include a listing of all the shareholders, partners, or members who will perform work on the Project
- Discuss how the Design-Builder has used this entity structure or similar entity structure to deliver similar projects, lessons learned from those projects, and benefits of the structure to the City and this Project
- Provide a Design-Builder organization chart showing reporting structure, roles, and responsibilities of member firms (not Key Personnel – which is covered in Tab 2 below)
- Discuss alignment of roles and responsibilities with qualifications and experience of Design-Builder firms.
- Provide summaries of the experience of all Design-Builder subconsultants or subcontractors

Tab 2 Key Personnel Qualifications and Experience

- Provide a list of Key Personnel including, but not limited to, the Design-Build Manager (single point of contact, coordinates the design and construction teams), Design Manager (design lead), Construction Manager (construction lead) and Public Outreach Manager (outreach lead)
 - Describe each Key Personnel’s roles on the Project and their experience to fulfill their responsibilities
 - Discuss where Key and other named personnel have worked together prior
- Any positions and staff that are not designated Key Personnel Positions are considered “other named personnel” and may be shown to demonstrate other required capabilities and the overall capacity of the Design-Builder
 - Provide a table listing the positions, names, and a summary of qualifications for all “other named personnel”
- Provide an organization chart showing reporting structure, roles, and responsibilities of personnel
- Optional to provide a 1-page resume for all personnel proposed identifying the experience, education, professional credentials, and licensing for all personnel proposed, and attach at the end of the SOQ

Tab 3 Relevant Project Experience

- Provide a relevant project experience narrative overview of the Design-Builder’s (firms and individuals) overall experience and how that experience aligns to the Project

- Provide no less than three (3) but no more than five (5) project descriptions which include the following data points:
 - Project name
 - Location
 - Scope
 - Total cost
 - Start and finish dates
 - Owner reference with current name, title, phone, and email address
 - City may contact references
 - Unresponsive references may negatively impact evaluations
 - Description of DB work
 - Within the last five (5) years

Tab 4 Delivery Capacity and Approach

- Describe Respondent’s overall approach to delivering the Project
- Discuss the elements of the Project that Respondent intends to self-perform
- Identify work that is likely to be subcontracted
- Discuss the reasonableness of the City’s schedule and cost in Section 2
 - Describe how the Respondent will meet the schedule
 - Describe how the Respondent will meet the cost

Tab 5 Environmental Health and Safety

- Provide a narrative summary of Respondent’s Environmental Health and Safety program
- Provide the following safety information for the past three years for Design-Builder firm with responsibility for construction:
 - Experience Modification Rate (EMR) calculated by the National Council on Compensation Insurance (NCCI) or similar rating bureau
 - Describe all Occupational Safety and Health Administration (OSHA) violations, and all workers’ compensation and safety claims for members of the Design-Builder

Tab 6 Financial Capacity

- Surety or Broker Letter of Intent
- Insurance Company or Broker Affirmation of Availability of Coverage for Required Insurance
- Describe the financial strength of company and financial tools to deliver the project
 - Optional provide third-party (e.g., CPA signed) letter summarizing and verifying the financial strength of the company

Tab 7 Contract Exceptions

- Respondents may provide comments on the City’s sample DB Contract. Comments will not be scored but may be considered by City in developing the draft Contract to be provided to the Most Qualified Respondents, as per

Section 4.3.2. Comments are subject to review and acceptance by the City Attorney’s office.

- Comments should be provided in a table format and include proposed alternative language where appropriate.

Tab 8 Prequalification Questionnaire

- Filled out and signed prequalification questionnaire provided in Section 7 of this RFP.

5.2.3. Evaluation criteria and weighting

SOQs will be scored by the Selection Committee based on the evaluation criteria noted below.

Tab	Description	Weight
NA	Responsiveness to the terms and conditions of the RFQ	5%
Tab 1	Project Design-Builder Organization and Members	5%
Tab 2	Key Personnel Qualifications and Experience	25%
Tab 3	Relevant Project Experience	25%
Tab 4	Delivery Capacity and Approach	25%
Tab 5	Environmental Health and Safety	15%
Tab 6	Financial Capacity	Evaluated for compliance Only
Tab 7	Contract Exceptions	Evaluated for compliance Only, subject to review and approval by City
Tab 8	Prequalification Questionnaire	Evaluated for compliance to meet minimum requirements

6. Definitions

Any capitalized terms not defined below or in other sections in this Request for Qualifications (RFQ) shall have the meaning ascribed to them in §3-60 of the Santa Rosa Municipal Code.

Term	Definition
Acceptance Test(ing)	A formal test, conducted in accordance with the Design-Builder’s Acceptance Test Plan, intended to demonstrate that the Project can successfully meet the hydraulic and performance standards established in the DB Contract over a range of expected conditions. The Acceptance Test may also include other tests, such as power failure and emergency generation startup, to demonstrate Project functionality.
Addenda	The formally released answers to the written RFIs.
Architect of Record (AOR)	The individual(s) responsible for the architectural design. The Architect of Record shall be a licensed professional architect in the State of California.
City	The City of Santa Rosa, California
Confidential One-on-One Meetings	The confidential meeting(s) (if applicable) conducted individually between the Owner and each shortlisted Respondent after the issuance of the RFP. All Confidential Individual Meetings will be conducted pursuant to the instructions in the RFP, and all participants may be required to enter into a confidentiality agreement before the meeting if applicable to the project.
Design-Build Institute of America (DBIA)	Comprised of architectural, engineering, and construction professionals, as well as academics, students, and project Owners, its members collaborate and innovate to deliver design-build projects.
Design-Build Contract	Also known as the Contract or DB Contract, this means the agreement, attachments, exhibits, and/or appendices governing the performance of the City and Design-Builder’s responsibilities, schedule, compensation, terms and conditions on the Project.
Design-Builder	The entity that will enter into the DB Contract with the City and that will be solely responsible for delivering the Project. This entity is a corporation, limited liability company, partnership, joint venture, or other legal entity that will provide appropriately licensed contracting, architectural, and engineering services as needed pursuant to a Design-Build Contract. The entity includes the General Contractor, Architect of Record, Engineer of Record, and other subconsultants and subcontractors that the Design-Builder will use to deliver the Project.
Engineer of Record (EOR)	The individual(s) responsible for the engineering design. The Engineer of Record shall be a licensed professional engineer in the State of California.
Guaranteed Maximum Price (GMP)	The price that the City will pay for completing the Work, assuming the Contract incorporates this form of pricing. Under a GMP arrangement, payment will be on a milestone/schedule of values basis for completed work.

Key Personnel	Individuals integral to the DB team who fulfill roles commonly considered critical to the success of DB delivery. They must be identified in Respondent's SOQ and committed to work on the Project.
Lump Sum	The price that the City will pay for completing the Work, assuming the Contract incorporates this form of pricing. Under a Lump Sum arrangement, payment will be on a milestone/schedule of values basis for completed work.
Most Qualified Respondent	Respondents deemed most qualified that will be invited to submit a Proposal in response to the RFP.
Prequalified	Respondents who are considered to be responsive, responsible, and able to be put on a "short list" for future City RFPs.
Project	The City requested and funded physical real property structure to be designed and constructed at risk by the Design-Builder.
Proposal	The Proposal means the Design-Builder's proposal submitted in response to the RFP.
Proposer	A Respondent that has been short-listed and that has submitted a Proposal in response to the City's RFP
Requests for Information (RFI)	A document issued by the Design-Builder or City requesting information or clarification of the RFQ.
Respondent	An entity responding to this RFQ by submitting an SOQ
Selection Committee	An independent committee comprised of representatives of the City established to review SOQs submitted in response to this RFQ, evaluate Proposals in response to RFPs, and select a Design-Builder for Contract negotiation.
Statements of Qualifications (SOQ)	The documents submitted by a Respondent in accordance with the requirements of this RFQ.

7. Prequalification Questionnaire



Design-Build contract no.: C02558

Design-Build project name: Oakmont Pavement Maintenance

Name, address and contact information of Design-Builder:

1. The following CA licensing is required for the project. State Contractor, Architect or Engineer’s name and license # for each of the following:

Type:	Company Name:	Licensed Professional Name	License #
Class A Contractor:			
Civil Engineer:			
Traffic Engineer			

2. Does the Design-Builder have the capacity to obtain all required payment and performance bonding per the draft Design-Build Contract?
 - a. Proposal Security: if the Design-Builder is invited to participate in the Request for Proposals process for this project, the Proposal shall be accompanied by a cashier’s check or certified check made payable to the City of Santa Rosa, or a bidder’s bond executed by a surety admitted to engage in such business in the State of California, for an amount equal to 10% of the amount of the Proposal.
 - b. Within ten days after receipt of the Notice of Award, the successful Design-Builder shall provide bonds required per the Design-Build Contract.

Answer:

3. Does the Design-Builder have the capacity to obtain insurance per the draft DB Contract?

Answer:

Insurance provider name:

4. Within the last five years, has the Design-Builder or any Design-Build Team Member had:
- a. A surety company complete any project?

Answer:

- b. Civil or criminal violation of the Occupational Safety and Health Act? If Yes, explain:

Answer:

- c. Civil or criminal violation of the Contractor’s State License Law? If Yes, explain:

Answer:

- d. Conviction for submitting a false or fraudulent claim to a public agency? If Yes, explain:

Answer:

- e. Civil or criminal violations of federal or state law governing the payment of wages, benefits, or personal income tax withholding, or of Federal Insurance Contribution Act (FICA) withholding requirements, state disability insurance withholding requirements, or unemployment insurance payment requirements? (for purposes of this subsection, only violations by any Design-Build Entity Member, as an employer, shall be deemed applicable, unless the Design-Build Entity Member in his or her capacity as an employer had knowledge of a subcontractor’s violation or failed to comply with the conditions set forth in section 1775(b) of the State Labor Code) If Yes, explain:

Answer:

- f. Civil or criminal violations of Federal or State law against any Design-Builder Member governing equal opportunity employment, contracting, or subcontracting?

Answer:

5. Design-Builder acknowledges that they and their subcontractors are required to meet Skilled and Trained Workforce (STW) requirements on this project.

Answer:

6. Design-Builder acknowledges that they and their subcontractors are registered with the Department of Industrial Relations (DIR) pursuant to Labor Code section 1725.5.

Answer:

DIR Number: _____

Name: _____

Title: _____ of

Design Builder: _____

Hereby certifies to comply with all other provisions of law applicable to the Design-Build Public Works Project. Reasonable diligence has been used in preparation of this Questionnaire and the information provided is true and complete to the best of my knowledge.

Signature

Date