



Avila Project Management



Request for Proposals and Statement of Qualifications For On-Call Professional Services

Statement of Qualifications

March 29, 2023
Avila Project Management
5248 S. Montecito Drive
Concord, CA 94521
(925) 890-9796
gavila.apm@gmail.com



Table of Contents

Section 1 – Letter of Interest/ Cover Letter	2
Section 2 – Firm Statement of Qualifications	4
Section 3 – Staff Statement of Qualifications or Resumés	8
Section 4 – References	11
Section 5 – Project Approach	13
Section 6 – Approach to Schedule	14
Section 7 – Rate Schedule	15
APPENDIX	
Addenda – 1 & 2	16



SECTION 1 – COVER LETTER & SIGNATORY REQUIREMENTS

March 29, 2022

City of San Pablo
Public Works Engineering
1000 Gateway Avenue
San Pablo, CA 94806

Re: RFQ – On-Call Professional Services

On behalf of Avila Project Management (APM) I am pleased to submit this Statement of Qualifications in response to your Request for Qualifications for On-Call Professional Services for the City of San Pablo. We understand that the City is seeking engineering firms to provide various engineering services through an on-call service contract for a period of 5 years.

APM is interested in providing Construction Management and Inspection, Project Management, and Civil Plan Review Services.

Our proposed team:



Gerardo Avila J.D. is the Principal Project Manager of Avila Project Management and has 38 years of municipal engineering experience. After receiving his mechanical engineering degree from the University of the Pacific, he began his career working as a civil engineer with the cities of Tracy, Pasadena, and Concord, as well as private firms, such as Liptien, Cronin and Cooper. In 1997, he started APM and over the past 26 years, he has provided public agencies like the cities of El Cerrito, Concord, Lafayette, San Ramon, San Rafael, Stockton, Vallejo and Walnut Creek with Civil Design, Construction and Project Management. In 2008, he received his Juris Doctorate from John F. Kennedy University and became a Certified Mediator. The combination of civil engineering and law is something he feels is integral to project management as it has led to an enhanced appreciation of the complexities of professional services and construction contracts.

5248 S. MONTECITO DRIVE * CONCORD CA 94521 * (925) 890-9796

EMAIL: GAVILA.APM@GMAIL.COM



Chris Avila is an Assistant Project Manager with Avila Project Management with eight years of engineering experience. After receiving his sports management degree from the University of the Pacific, he worked with the Oakland Raiders and other Bay Area sports franchises. While he enjoyed working in sports, he decided to pursue civil engineering. A successful internship with BKF Engineers turned into a full-time position with civil design and construction management responsibilities. That role influenced his decision to pursue a degree in civil engineering and a certificate in construction management. After 3 years with BKF Engineers, there was an opportunity to join APM and his skill set allows him to perform various roles, including design, inspection, construction management and project management.

In accord with the City's RFQ, below are the various required provisions:

- | | |
|--|---|
| <p>A. <u>Name and Mailing Address of Firm:</u>
Avila Project Management
5248 S. Montecito Drive
Concord, CA 94521</p> <p>C. <u>Professional Service Agreement:</u>
The Professional Service Agreement as shown in Exhibit 1/Addendum 1 is acceptable to APM,</p> | <p>B. <u>Contact Person:</u>
Gerardo G. Avila, J.D., Principal
Cell: (925) 890-9796
Email: gavila.apm@gmail.com</p> <p>D. <u>Signatory Requirements:</u>
APM is a sole proprietorship of Gerardo G. Avila, as such, I am empowered to sign contracts and commit APM to the obligations contained in the City's RFQ.</p> |
|--|---|

We acknowledge receipt of Addenda #1 and #2, also included in Appendix.

We look forward to the opportunity to present to you more information about our firm through this RFQ process. If you have any questions regarding our SOQ, please contact me at (925) 890-9796.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gerardo G. Avila", written in a cursive style.

Gerardo G. Avila, J.D., Principal
Avila Project Management

5248 S. MONTECITO DRIVE * CONCORD CA 94521 * (925) 890-9796

EMAIL: GAVILA.APM@GMAIL.COM



SECTION 2 – FIRM STATEMENT OF QUALIFICATIONS



Broadway Plaza Phase I,
Walnut Creek



Kearney Street, El Cerrito
2023 Slurry Seal Program

APM began in 1997 and continues today as a sole proprietorship with offices in Concord California. With the ebb and flow of local economies, we have managed to expand and contract to meet the needs of our clients. Currently, APM consists of its principal, Gerardo Avila J.D., full-time Assistant Engineer/Project and Storm Water Manager, Chris Avila, Part-time Project Manager, Michael Nguyen, and several other part-time support personnel. We also have a reliable group of independent contractors, including professional engineers, design/drafters, and inspectors.

APM provides project and construction management, right-of-way inspection and plan checking services to municipalities in Contra Costa, Marin, Solano, and San Joaquin Counties. Over the years, APM projects have involved numerous areas of municipal engineering, including roads, sidewalks, curb ramps, storm drains, sewers, traffic signals, parks, trails, and buildings. Over the 26 years that APM has been operating, we have provided project and program management, contract development and management, grant management, DBE program services, design, peer review, constructability review and construction management services, right-of-way inspections, plan checking and storm water management inspection on hundreds of municipal projects. Our services have ranged from providing DBE program compliance for individual local agencies to management of a 17 million-dollar multi-year accelerated citywide roadway rehabilitation program in El Cerrito. In the later, we also provided pavement program management, pavement design, individual project design and management, construction management and public communication services. Many of our projects involved coordination with government agencies that will likely be involved on San Pablo assigned projects, such as: Caltrans, CTC, MTC, BAAQMD, CDFW and FHWA.

Currently, APM provides on-call services for the cities of El Cerrito, Walnut Creek, Vallejo Water Department, Richmond, San Rafael, and Stockton. For these agencies, APM provides project and program management, federal and state grant management, engineering design, plan checking, DBE program management, construction document preparation, construction management and right-of-way and storm water inspection services.

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APM is interested in providing Construction Management and Inspection, Project Management, and Civil Plan Review Services. We are an independent and properly licensed project management firm operating specifically in the San Francisco Bay area. We have no conflict of interest with regard to performing the desired work for the City of San Pablo. Our qualifications, sample projects and team structure are detailed below.

SUMMARY OF QUALIFICATIONS – CONSTRUCTION MANAGEMENT AND INSPECTION

APM has provided construction management and inspection services on numerous municipal locally funded projects, ranging from downtown plazas, pavement resurfacing, park improvements, lighting, traffic signals, curb ramp and sidewalk construction.

APM Principal, Gerardo Avila, has over 38 years of experience working with local agencies in every aspect of delivering CIP projects, from inception to completion. Assistant Engineer and Resident Engineer/Inspector, Chris Avila, has over 8 years of experience in design, construction inspection, plan checking, and storm water inspection. Gerardo Avila will serve as Resident Engineer and overall Contract Manager on assigned projects. Chris Avila will serve as Assistant Resident Engineer/Inspector, and will take the lead with project documentation, records management, and communications.

EXAMPLE PROJECTS – CONSTRUCTION MANAGEMENT AND INSPECTION

2022 Manila Avenue Storm Drain Repair

- Repair of an existing residential storm drain system within the City of El Cerrito,
- APM provided design and construction management services,
- Total Project Budget is \$100,000,
- City of El Cerrito, Yvetteh Ortiz, (510) 215-4382, yortiz@ci.el-cerrito.ca.us

2022 to present Jameson Pump Station VFD Replacement (WT 7112) and Pump Station Emergency Power and Generator Connection Improvements (WT 7113)

- Replacement of an existing Variable Frequency Drive at a major system pump station, and installation of emergency power quick connections at 13 system pump stations for the Vallejo Water Department,
- APM provided project management and bidding services and is currently providing Resident Engineer services,
- Total Project Budget is \$1,100,000,
- Vallejo Water Department, Kent Carothers, (707) 648-4309, kent.carothers@cityofvallejo.net

2021 Sidewalk Repair Project

- Repair of damaged sidewalk at various locations within the City of El Cerrito,

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- APM provided design and construction management services,
- Total Project Budget is \$150,000,
- City of El Cerrito, Yvetteh Ortiz, (510) 215-4382, yortiz@ci.el-cerrito.ca.us

2020 Leshar Plaza Project

- Construction of downtown plaza in front of a Community Theatre with outdoor seating, art installation, decorative paving, storm drain improvements and landscaping,
- APM provided Project Management and Resident Engineer services,
- Total Project Budget is \$2,100,000,
- City of Walnut Creek, Don Murphy, (925) 943-5899, ext. 2333, Murphyd@walnut-creek.org

SUMMARY OF QUALIFICATIONS – PROJECT MANAGEMENT

Gerardo Avila, APM's Principal, has provided Project Management Services on several hundred capital improvement projects over a 38-year career in Municipal Engineering. Projects have ranged in budget from the tens of thousands to tens of millions, with scopes spanning the breath of a City's capital improvement projects, from storm drain and sewers, bridges, downtown plazas, pavement resurfacing and widening, complete streets, park and trail improvements, lighting, traffic signals, curb ramp and sidewalk construction. Gerardo Avila, will serve as the Lead Project Manager on assigned projects. Chris Avila will serve as Assistant Project Manager if multiple projects are assigned.

EXAMPLE PROJECTS – PROJECT MANAGEMENT

2022 to Present City of El Cerrito Staff Augmentation – Senior Engineer/Project Manager

- Management of numerous City Projects, including swimming pool re-plastering, park improvements, complete streets, EV stations, roadway resurfacing, sidewalk repairs, storm drain improvements, utility coordination, and grant applications.
- APM provided Staff Augmentation – Project Management,
- Total Project Budget is \$100,000,
- City of El Cerrito, Yvetteh Ortiz, (510) 215-4382, yortiz@ci.el-cerrito.ca.us

2022 to present 2022-23 Water Main Replacement (WT 7119)

- Replacement of water mains and service lateral in several neighborhoods in the City of Vallejo,
- APM is currently providing project management and bidding services,
- Total Project Budget is \$7,000,000,
- Vallejo Water Department, Kent Carothers, (707) 648-4309, kent.carothers@cityofvallejo.net

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2022 to Present Arlington Park Improvement

- Various improvements to City recreation center building and adjacent park picnic areas.
- APM is providing project management services through design, bidding and construction,
- Total Project Budget is \$300,000,
- City of El Cerrito, Yvetteh Ortiz, (510) 215-4382, yortiz@ci.el-cerrito.ca.us

2021 to 2022 On-Call Water Engineering Solicitation

- Preparation and coordination of large On-Call Water Engineering Services Solicitation for a broad range of water engineering specialties,
- APM prepared the request for qualification and guided the Water Department through the solicitation, contracting and award project,
- Total contracts awarded was \$12,000,000,
- Vallejo Water Department, Kent Carothers, (707) 648-4309, kent.carothers@cityofvallejo.net

SUMMARY OF QUALIFICATIONS – CIVIL PLAN REVIEW

Chris Avila, APM's Engineering Manager, has provided Civil Plan Checking Services for multiple agencies over the past seven years. The plan checks have included small projects and large developments that have elements of storm drain and sewers, plazas, tenant improvements, residential remodels, improvements within the Public Right of Way, and C.3/C.6. Chris Avila will serve as the Lead Plan Checker on assigned projects. Gerardo Avila will serve as Plan Checker as well if multiple projects are assigned.

EXAMPLE PROJECTS – CIVIL PLAN REVIEW

2021, City of El Cerrito - Staff Augmentation, Plan Checking and Inspection

- Provided On-Call Civil Plan Checking services during a gap in staffing from May through present.
- Project mainly consisted of permit applications for residential improvements including construction of ADU's, Additions and related site improvements including Encroachment and Drainage. Right of way inspections include, grading and utilities,
- Total Project Budget is \$135,000/year,
- City of El Cerrito, Yvetteh Ortiz, (510) 215-4382, yortiz@ci.el-cerrito.ca.us

2018 to Present, City of Richmond, Various Departments – On-Call Plan Checking Services

- Provided Plan Checking Services for Water Resource Recovery, Engineering and Planning Departments.
- Types of Plan Checking include C.3/C.6, Sewer and Storm Drain, Encroachment, Onsite Civil, and Grading
- Total Project Budget is \$120,000/year,

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- City of Richmond – Water Resource Recovery Department, Mary Phelps, (510) 621-1269, Mary_Phelps@ci.richmond.ca.us

2020 to Present, City of San Rafael – On-Call Plan Checking Services

- Plan Checking Services for Permits including, Onsite Civil and Drainage, Improvements within the Public Right of Way, both small and large development projects.
- APM provided On-Call Plan Checking Services,
- Total Project Budget is \$35,000/yea,
- City of San Rafael, Matthew Pepin, (415) 485-3158, matthew.pepin@cityofsanrafael.rorg

SECTION 3 – STAFF STATEMENT OF QUALIFICATIONS OR RESUMÉS

PROJECT MANAGER AND KEY PERSONNEL

CONSTRUCTION MANAGEMENT, INSPECTION, PROJECT MANAGEMENT AND CIVIL PLAN REVIEW

APM's Principal, Gerardo Avila, has over 38 years of experience working with local agencies in every aspect of delivering CIP projects, from inception to completion. Gerardo will be the primary Project Manager and contact for all assignments. He will be the point of contact for the City, and will oversee project updates, monitor timelines, review and evaluate products, ensure quality control and assist in facilitating meetings.

Assistant Engineer/Project Manager and Resident Engineer/Inspector, Chris Avila, has over 8 years of experience in design, construction inspection, plan checking, and storm water inspection. Chris will serve as Assistant Resident Engineer, Primary Inspector and Plan Checker on specific assigned projects. He and will take the lead with project documentation, records management, and communications.

Resumés for both Gerardo and Chris are on the following pages.

5248 S. MONTECITO DRIVE * CONCORD CA 94521 * (925) 890-9796

EMAIL: GAVILA.APM@GMAIL.COM



PROFILE

After working with various private civil design companies and public agencies, I started my own Project Management firm in 1997. Over the past 26 years, with APM I have provided many Bay Area Cities with Municipal Program and Project Management, Plan Checking, Design, Construction Management and Inspection and Grant Management services.

Currently, APM has professional on-call services contracts with the following agencies:

- City of Walnut Creek,
- City of Richmond,
- City of El Cerrito,
- City of San Rafael,
- City of Vallejo,
- City of Orinda,
- City of Stockton and
- Town of Moraga

YEARS OF EXPERIENCE

39

CONTACT

PHONE:
925-890-9796

EMAIL:
gavila.apm@gmail.com



GERARDO G. AVILA, J.D.

Principal Project Manager

EDUCATION

B.S. – Mechanical Engineering, University of the Pacific	1985
J.D. – Law, John F. Kennedy University	2008
Certified Mediator, Congress of Neutrals	2007

EXPERTISE

- Municipal and Federal Project Management
- Contract Development and Management
- Federal DBE Development and Compliance
- Construction Management and Inspection
- Civil Design Development

LIST OF RECENT PROJECTS – 2019 TO 2022

1. City of Vallejo, Kent Carothers, Water Engineering Manager, (707) 648-4309
 - Jameson Pump Station VFD Replacement (WT 7112) and Pump Station Emergency Power and Generator Connection Improvements (WT 7113), \$1.1 Million, Resident Engineer Services
 - 2022-23 Water Main Replacement (WT7119), \$7,000,000, Project Management Services
2. City of El Cerrito, Yvetteh Ortiz, City Engineer/Director of PW, (510)215-4345
 - Staff Augmentation – Senior Engineer, Project and Grant Management
 - 2022 Manila Avenue Storm Drain Repair, \$100,000, Project Management, Design & Construction Management Services
 - 2023 Slurry Seal Project, \$900,000, Project Management & Design Services
 - 2023 Arlington Park Clubhouse Improvements, \$400,000, Project Management Services
 - 2021 Sidewalk Repair Project, \$200,00, Project Management, Design & Construction Management Services
3. City of Walnut Creek, Alex Wong, Senior Engineer, (925) 943-5899x2239
 - Bonanza St. Rule 20-A Utility Undergrounding, \$3,000,000, Project Management Services
 - Leshor Plaza, \$2 Million, Project Management & Resident Engineer Services
 - Cypress Mini Plaza, \$400,000, Project Management & Resident Engineer Services

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CHRIS AVILA

Engineering Manager

PROFILE

After working with the Oakland Raiders and other Bay Area sports franchises, I decided to pursue Civil Engineering. A successful internship with BKF Engineers in 2015 turned into a full-time position with civil design and construction management responsibilities. After 3 years, I got the opportunity to join my father at Avila Project Management where we provide Civil Engineering and Project Management services to a variety of public agencies including the cities of El Cerrito, Richmond, San Rafael, Stockton, Walnut Creek and Vallejo.

YEARS OF EXPERIENCE

8

CONTACT

PHONE:
C: 925-890-6525

EMAIL:
cavila.apm@gmail.com

EDUCATION

B.A. – Sports Management, University of the Pacific	2014
Certificate in Construction Management, University of California – Berkeley	2020

EXPERTISE

- Construction Management and Inspection
- Municipal CIP Design
- Computer-Aided Drafting (Auto Cad)
- Plan Checking and Storm/Sewer Line Video Review
- PACP/MACP/LACP Certified
- Qualified California Stormwater Inspector (QCSI)

LIST OF RECENT EXPERIENCE

1. On Call Plan Checking and Inspection Services, City of Richmond – Water Resource Recovery Department
 - Perform services, including Plan Checking, Sewer Lateral Video Review, On-Site Sewer and Storm Drain Inspection, C.3 and C.6 Inspection
2. On Call Plan Checking Services, City of Richmond – Engineering and CIP Department
 - Perform services, including Plan Checking, Establishing COA's as a part of the Technical Review Committee
3. On Call Plan Checking and Inspection Services, City of Richmond – Planning Department
 - Perform Plan Checking and Inspection for Grading Permits
4. On Call Services, City of El Cerrito
 - Perform Staff Augmentation services, including Plan Checking, Encroachment Permit Inspection
5. On Call Plan Checking Services, City of San Rafael
 - Perform Plan Checking services for Land Development and Building Permits
6. VFD and Quick Connects Project, City of Vallejo Water Department
 - Assistant Project Manager

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SECTION 4 – REFERENCES

REFERENCE PROJECTS – CONSTRUCTION MANAGEMENT AND INSPECTION

2022 to present Jameson Pump Station VFD Replacement (WT 7112) and Pump Station Emergency Power and Generator Connection Improvements (WT 7113)

- Replacement of an existing Variable Frequency Drive at a major system pump station, and installation of emergency power quick connections at 13 system pump stations for the Vallejo Water Department,
- APM provided project management and bidding services and is currently providing Resident Engineer services,
- Total Project Budget is \$1,100,000,
- Vallejo Water Department, Kent Carothers, (707) 648-4309, kent.carothers@cityofvallejo.net

2020 Leshner Plaza Project

- Construction of downtown plaza in front of a Community Theatre with outdoor seating, art installation, decorative paving, storm drain improvements and landscaping,
- APM provided Project Management and Resident Engineer services,
- Total Project Budget is \$2,100,000,
- City of Walnut Creek, Don Murphy, (925) 943-5899, ext. 2333, Murphyd@walnut-creek.org

2019 Cypress Avenue Mini-plaza Project

- Construction of small downtown plaza with outdoor seating, art installation, storm drain improvements and landscaping,
- APM provided Project Management and Resident Engineer services,
- Total Project Budget is \$650,000,
- City of Walnut Creek, Don Murphy, (925) 943-5899, ext. 2333, Murphyd@walnut-creek.org

REFERENCE PROJECTS – PROJECT MANAGEMENT

2022 to Present City of El Cerrito Staff Augmentation – Senior Engineer/Project Manager

- Management of numerous City Projects, including swimming pool re-plastering, park improvements, complete streets, EV stations, roadway resurfacing, sidewalk repairs, storm drain improvements, utility coordination, and grant applications.
- APM provided Staff Augmentation – Project Management,
- Total Project Budget is \$100,000,
- City of El Cerrito, Yvetteh Ortiz, (510) 215-4382, yortiz@ci.el-cerrito.ca.us

2022 to present 2022-23 Water Main Replacement (WT 7119)

- Replacement of water mains and service lateral in several neighborhoods in the City of Vallejo,
- APM is currently providing project management and bidding services,

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- Total Project Budget is \$7,000,000,
- Vallejo Water Department, Kent Carothers, (707) 648-4309, kent.carothers@cityofvallejo.net

2021 to Present Richmond Street Complete Street Project

- Approximately 2 miles of complete streets improvements along Richmond Street in the City of El Cerrito. Improvements involve pavement rehabilitation, lighting, medians, landscaping, rain gardens, ADA modifications and other safety improvements.
- APM is providing planning, grant application and management services, along with general project management,
- Total Project Budget is \$10,000,000,
- City of El Cerrito, Yvetteh Ortiz, (510) 215-4382, yortiz@ci.el-cerrito.ca.us

REFERENCE PROJECTS – CIVIL PLAN REVIEW

2018 to Present, City of Richmond, Various Departments – On-Call Plan Checking & Inspection Services

- Provided Plan Checking and Inspection Services for Water Resource Recovery, Engineering and Planning Departments.
- Types of Plan Checking include C.3/C.6, Sewer and Storm Drain, Encroachment, Onsite Civil, and Grading
- Total Project Budget is \$100,000/year,
- City of Richmond – Water Resource Recovery Department, Mary Phelps, (510) 621-1269, Mary_Phelps@ci.richmond.ca.us

2021, City of El Cerrito - Staff Augmentation, Plan Checking and Inspection

- Provided On-Call Civil Plan Checking and Inspection services during a gap in staffing from May through present.
- Project mainly consisted of permit applications for residential improvements including construction of ADU's, Additions and related site improvements including Encroachment and Drainage.
- Total Project Budget is \$135,000/year,
- City of El Cerrito, Yvetteh Ortiz, (510) 215-4382, yortiz@ci.el-cerrito.ca.us

2020 to Present, City of San Rafael – On-Call Plan Checking Services

- Plan Checking Services for Permits including, Onsite Civil and Drainage, Improvements within the Public Right of Way, both small and large development projects.
- APM provided On-Call Plan Checking Services,
- Total Project Budget is \$35,000/year,
- City of San Rafael, Matthew Pepin, (415) 485-3158, matthew.pepin@cityofsanrafael.org

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SECTION 5 – PROJECT APPROACH

APM's methodology for managing a municipal project includes the following critical components:

- A. Budget Management – Similar to managing a project's schedule, successful management of a project's budget requires careful planning, coordination and monitoring. The first step is a thorough understanding of the agency's project budget and constraints. APM will review project budgets, reports and agenda bills, including any consultant agreements, council approved contingency budget and discuss with Staff at the onset, any goals they may have for adding additional scope or containing unanticipated fee increases/change orders. Next APM will continuously monitor the project budget and forecast the final contract amounts. We will review, verify and process for payment Consultant/Contractor invoices and update City Staff as to overall project progress in relation to budget and highlight any potential challenges. Any potential fee increases/change orders or claims will be thoroughly and promptly reviewed, analyzed and discussed with City Staff. APM will offer its recommendations and strategies to reduce or contain costs.
- B. Quality Management – APM takes a proactive approach to quality assurance and quality control (QAQC). It begins with our primary goal to deliver quality services to our clients and is expressed and realized in every interaction with City Staff, Consultants, Contractors, Grant Agencies, utility companies, the public, and with each element of our work product. Constant monitoring of deliverables, overall project progress and budget goes a long way in catching problems early. Then thoughtful, thorough and prompt assessment of invoices, change orders and potential claims, along with clear communications, assures a quality project is delivered and APM's primary goal is obtained.
- C. Short-Notice On-Call Services and Flexibility – APM is a small agile firm. We take pride in reacting to Client's ever-changing needs, particularly with our smaller agencies. With the challenges of maintaining staff, the current nature of municipal engineering includes the ability to adapt to changing priorities, refinement of project and assignment scope, while responding professionally and rapidly to immediate demands. APM is perfectly suited to this environment, with over 38 years of experience with mostly smaller agencies, Principal Gerardo Avila is adept at responding to short-notice and urgent assignments and competent in juggling multiple competing priorities. San Pablo will have 24 hour access to APM's Principal and his full commitment to successful completion of all assignments.

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SECTION 6 – APPROACH TO SCHEDULE OF WORK

APM's methodology for managing project schedules and deadlines includes the following critical components:

- A. Overall Schedule Management – Planning, coordination, scheduling, and monitoring are essential to maintain a project on track. An initial detailed review of a project's proposed schedule is the first step, followed by constructive discussion with the City to reach a reasonable and efficient baseline schedule. Next is continuous monitoring of progress in relation to the initial schedule. When potential delays are first encountered or foreseen, a collaborative approach involving all parties, including City Staff, consultants, subconsultants, grant agencies and utility companies, can result in reducing or even eliminating delays. APM's Principal Project Manager will lead this effort.
- B. Sample Schedule – Project Management – Key milestones involved in Project Management through Project Initiation and Design Phase of a typical Capital Improvement Project includes,
 - Timely submission of grant applications, including monitoring and reporting deadlines,
 - Solicitation of Design Services, including incorporation of grant requirements (such as federal),
 - Design Initiation and Monitoring, including coordination and review of design submittals,
 - Coordination of Bid Advertisement and Assessment, including thorough review of bid packages,
 - Preparation of Staff Reports for Project Award, including preparation and execution of contracts.
- C. Sample Schedule – Construction Management
 - Coordination of Pre-Construction Meeting, including scheduling of all interested parties,
 - Review and Processing of Submittals, including detailed tracking of dates and responses,
 - Review and Processing of RFI's, including resolutions,
 - Assessment of COR's and Claims, including detailed tracking of issues, and negotiations,
 - Close-out, including punchlist documentation, and tracking of grant required forms.
- D. Sample Schedule – Civil Plan Review
 - Complete timely review of plan check assignments, including preparation, tracking and input of detailed review comments,
 - Performance of Permit Inspections, including coordination, timely inspection, and detailed documentation.

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SECTION 7 – RATE SCHEDULE

RATE SCHEDULE

Effective: January 1, 2023

Charges for services provided are for the actual hours directly chargeable to the project.
Current hourly rates by service are as follows:

Classification/Title	2023 Hourly Rates	<i>Estimated 2024 Hourly Rates</i>
Principal/Project Manager	\$205	\$215
Project Manager	\$195	\$205
Senior Engineer/Resident Engineer	\$195	\$205
Associate - Engineer/Resident Engineer/Project Manager	\$185	\$195
Assistant - Engineer/Resident Engineer/Project Manager	\$170	\$180
Engineering Assistant/ Inspector	\$155	\$165
CAD Designer	\$170	\$180
Clerical/Administrative Support	\$110	\$120

Reimbursable Expenses

Charges for specialty services provided by others, as well as reproductions, blueprinting, rental of special equipment, municipal or private base maps, official records, delivery and express mail will be made at 1.10 times the actual cost of the items.

Rates are valid through December 2023

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APPENDIX

ADDENDUM #1, DATED MARCH 7, 2023

And

ADDENDUM #2, DATED MARCH 20, 2023

5248 S. MONTECITO DRIVE * CONCORD CA 94521 * (925) 890-9796

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Request for Qualifications – Addendum No. 1
March 7, 2023



Engineering Division · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4315

March 7, 2023

SUBJECT: ADDENDUM NO. 1 – Request for Qualifications for On-Call Consulting Services

To Interested Consultants:

This addendum is hereby made a part of the Request for Qualifications for On-Call Consulting Services, to the same extent as if they were originally included therein. Receipt of this addendum shall be acknowledged with the Statement of Qualifications.

The following are changes to the Request for Qualifications for On-Call Consulting Services.

DEADLINE TO SUBMIT STATEMENT OF QUALIFICATIONS

The current deadline to submit Statement of Qualifications is 4:00 pm, March 16, 2023 has been changed to:

4:00 pm, Friday, March 24, 2023

Statement of Qualifications will be accepted up until this date and time.

REVISION TO RFQ

On page 9, delete:

- Preparation of plans, specifications and estimates
- Preparation of preliminary documents, plans and/or reports including findings and recommendations
- Preparation final documents, plans and/or reports responding to City and other stakeholder comments;

RESPONSES TO QUESTIONS:

1. **Question:** Would the City consider a deadline extension? We take every proposal we prepare very seriously and would appreciate more time to prepare a suitable response.

Response: Yes, deadline is extended per this Addendum No. 1.



2. **Question:** What is the DBE Goal for the CM (fed) portion?

Response: A project(s) have not been identified at this time. Submit your SOQ accordingly.

3. **Question:** As an architectural firm that is submitting for architectural and structural engineering services, do we need to include subconsultants to cover MEP, cost estimating, etc? Or do you just want us to submit for our own disciplines.

Response: Submit for your own discipline.

4. **Question:** Can we submit hourly rates for each year with an annual escalation?

Response: Yes.

5. **Question:** Do we need to have our DBE consultant on our team at the time of submission, or can we add them at the task order level after an award of contract?

Response: Consultants do not need to include their DBE subconsultants in their SOQ.

6. **Question:** Where is the Statement of Economic Interests Form 700 that needs to be filled out annually?

Response: The form can be found: https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Form%20700/2022-23/Form_700_2022.pdf

7. **Question:** If we submit for architectural services, are we exempt from the requirements for federal categories? Do we still need to fill out and submit any of the DBE, Good Faith Effort and Lobbying Activities forms?

Response: Yes to first question. No to second question. This is assuming an architectural project is not federally funded.

8. **Question:** Do we address our letter of interest to Brisa Long?

Response: Please address your letter of interest to Dan Sequeira, PE, Assistant Public Works Director / City Engineer.

9. **Question:** Does each Service Category have a 25 page count limit or does this limit apply to the entire SOQ? If the limit applies to the entire SOQ, will the city exclude the cover letter, fee schedule and resumes from this limit?

Response: The 25-page limit applies to the entire SOQ including cover letter, fee schedule and resumes.

10. **Question:** On Page 9, the Project Management (Federal*) discipline includes the following. Please confirm that the Project Management consultant will be responsible for: 1. Preparation of plans, specifications and estimates; 2. Preparation of preliminary documents, plans and/or reports including findings and recommendations; 3. Preparation final documents, plans and/or reports responding to City and other stakeholder comments; and 4. General civil engineering support services as assigned.

11. **Response:** Items 1, 2 and 3 are deleted per this Addendum No. 1.

5248 S. MONTECITO DRIVE * CONCORD CA 94521 * (925) 890-9796

EMAIL: GAVILA.APM@GMAIL.COM



Sincerely,

A handwritten signature in blue ink, appearing to read "D. Sequeira", written over a horizontal line.

Daniel A. Sequeira, PE
Assistant Public Works Director/ City Engineer Acknowledgment of Receipt

A handwritten signature in blue ink, appearing to read "Secco", written over a horizontal line.

Bidder's Signature

March 24, 2023

Date

**THIS ADDENDUM NO. 1 MUST BE SIGNED AND ATTACHED TO THE
STATEMENT OF QUALIFICATIONS**

5248 S. MONTECITO DRIVE * CONCORD CA 94521 * (925) 890-9796

EMAIL: GAVILA.APM@GMAIL.COM



Engineering Division · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4315

March 20, 2023

SUBJECT: ADDENDUM NO. 2 – Request for Qualifications for On-Call Consulting Services

To Interested Consultants:

This addendum is hereby made a part of the Request for Qualifications for On-Call Consulting Services. to the same extent as if they were originally included therein. Receipt of this addendum shall be acknowledged with the Statement of Qualifications.

The following are changes to the Request for Qualifications for On-Call Consulting Services.

DEADLINE TO SUBMIT STATEMENT OF QUALIFICATIONS

The current deadline to submit Statement of Qualifications is 4:00 pm, March 24, 2023 has been changed to:

4:00 pm, Friday, April 21, 2023

Statement of Qualifications will be accepted up until this date and time.

RESPONSES TO QUESTIONS:

1. **Question:** Are proposal covers, table of contents and cover letter counted toward the maximum page allowance?

Response: Yes.

2. **Question:** The RFQ states that consultant's [sic] must accept the City's standard Consultant and Professional Services Agreement and the Design Professional Services Agreement without modifications, however as written the agreements may not be insurable under a professional liability policy and are not in compliance with Civil Code section 2782.8. Will the City accept proposed changes for insurability purposes and for compliance with Civil Code section 2782.8?

Response: The City will consider proposed revisions.

3. **Question:** Are the signed addenda counted towards the maximum page allowance?

Response: No.

4. **Question:** Section 7 of Exhibit C requires any and all subcontractors hired to carry the same insurance limits as required of the Consultant. As most

Page 1 of 5

5248 S. MONTECITO DRIVE * CONCORD CA 94521 * (925) 890-9796

EMAIL: GAVILA.APM@GMAIL.COM



subcontractors tend to be contractor-oriented, they do not carry Professional Liability insurance as it is only required for design professionals and they tend to not carry more than the industry standard limits of \$1,000,000 per occurrence for General Liability. Please advise if the City is willing to accept lower General Liability limits and waive the Professional Liability requirement for those subcontractors who are not providing design professional services.

Response: The City will consider this.

5. **Question:** The insurance exhibit requires Professional Liability insurance to be carried on a per occurrence basis; however, our Professional Liability insurance is carried on a per claim basis. It is standard across the industry for professional liability policies to be carried on a per claim basis (as our policy is), unlike general liability policies, which are typically carried on a per occurrence basis. Will the City consider revising this requirement?

Response: The City may consider revising this requirement.

6. **Question:** How many additional pages are we allotted for each additional service category/ section of qualifications submitted?

Response: See response to Question No. 9 below.

7. **Question:** Under Team Structure and Resumes, we are instructed to provide resumes for staff available for assignment to Water Department projects. Is this RFP specific to water projects?

Response: No.

8. **Question:** If we are a landscape architecture firm interested in supplying our qualifications for that portion of this RFQ, is a licensed landscape architect to sign, or do we need a licensed civil engineer to sign?

Response: California licensed landscape architect.

9. **Question:** For section 5 on page 18 qualifications for each service category, my firm is intending to submit more than 6 categories and it will not be possible to fit all categories within 25 page limit. I noted that the RFQ also stated that "This section can be presented in stand-alone documents or as chapters in the single SOQ document"

My question is: if I present as stand-alone documents, can the stand-alone documents be excluded in the 25 pages limit?

Response: Yes.

10. **Question:** Can the City confirm that the Agreement to be utilized for the Civil and Traf Eng categories will be the Design Professional Services Agreement?

Response: Confirmed.

11. **Question:** Is the City willing to make changes to the Indemnity of the Design Professional Services Agreement in order to make it complaint with CA Civil Code 2782.8? See attachment for clarification.



Attachment:

1. Can the City confirm that the Agreement to be utilized for the Civil and Traf Eng categories will be the Design Professional Services Agreement?
2. Is the City willing to make the following changes to the Indemnity of the Design Professional Services Agreement in order to make it compliant with CA Civil Code 2782.8?
 4. **Indemnification.** To the fullest extent permitted by law, Design Professional shall hold harmless, defend (with independent counsel approved by City) and indemnify City and its officers, employees and volunteers from and against all claims, damages, losses, penalties, fines and judgments and expenses and defense costs, including but not limited to attorney fees, court costs, associated investigation and administrative expenses, regardless of the nature or type to the extent arising out of, or pertaining to, or relating to the negligence, recklessness, or willful misconduct of the Design Professional, or the negligent acts or omissions of an employee, agent or subcontractor of the Design Professional, except where caused by the active negligence, sole negligence, or willful misconduct of City. In no event shall the cost to defend charged to the design professional exceed the [...]
3. In the RFP under Requirements for Federal Categories, it states that a pre-award audit will be completed for projects over \$150,000, and requiring firms complete the 10-A. Caltrans District of Local Assistance issued a policy update last year stating the IOAI was revising the Financial Document Review process, effective immediately, and they were assuming ownership of the LAPM Exhibits. IOAI raised the threshold from 150,000 to \$1,000,000. [Local Assistance Procedures Manual Chapter 10 Consultant Selection](#) Will the City still require a pre-award audit if the proposed agreement is under \$1,000,000?

Response:

Response to the unnumbered question: The City will consider revising the Indemnity of the Design Professional Services Agreement.

Response to Number 1: See response to Question No. 10.

Response to Number 2: See response to the unnumbered question.

Response to Number 3: The City will follow Caltrans LAPM guidelines.

12. **Question:** In the RFP under Requirements for Federal Categories, it states that a pre-award audit will be completed for projects over \$150,000, and requiring firms complete the 10-A. Caltrans District of Local Assistance issued a policy update last year stating the IOAI was revising the Financial Document Review process, effective immediately, and they were assuming ownership of the LAPM Exhibits. IOAI raised the threshold from 150,000 to \$1,000,000. Local Assistance Procedures Manual Chapter 10 Consultant Selection. Will the City still require a pre-award audit if the proposed agreement is under \$1,000,000?

Response: See response to Question No. 11.



13. Question: For the categories noted as "Federal", do we have to include a 10H as part of our SOQ?

Response: No.

14. Question: In what scope of work will Phase I ESA, Phase II investigations, UST removals and related subsurface/groundwater investigations fall under?

Response: This RFQ is not soliciting for environmental services; however, UST and related subsurface/groundwater investigations may fall under Hazardous Materials.

15. Question: will hazardous material abatement monitoring be included in Task 4 Hazardous Materials?

Response: Yes.

16. Question: Please confirm that we can submit do not need to prepare individual responses for each service category we respond to.

Response: Confirmed.

17. Question: If we respond to two categories, how does that affect the 25 page limit?

Response: The 25-page limit applies.

18. Question: Are we required to file a Statement of Economic Interests Form 700 with our qualifications package?

Response: No. Page 17 of the RFQ provides "... staff (at a minimum) will need to file a Statement of Economic Interests Form 700 upon execution of the Agreement(s), annually for the Agreement term, and upon expiration of the Agreement."

19. Question: If a firm submits for multiple categories, is the 25-page limit per category?

Response: Yes.

20. Question: Do tab dividers count towards the 25-page limit?

Response: No.

Sincerely,

Page 4 of 5

5248 S. MONTECITO DRIVE * CONCORD CA 94521 * (925) 890-9796

EMAIL: GAVILA.APM@GMAIL.COM



A handwritten signature in blue ink, appearing to read "D. Sequeira", is written over a horizontal line.

Daniel A. Sequeira, PE
Assistant Public Works Director/ City Engineer Acknowledgment of Receipt

A handwritten signature in black ink, appearing to read "SECCO", is written over a horizontal line.

Bidder's Signature

March 27, 2023

Date

**THIS ADDENDUM NO. 2 MUST BE SIGNED AND ATTACHED TO THE STATEMENT
OF QUALIFICATIONS**