

**REQUEST FOR QUALIFICATIONS (RFQ)**

**RFQ 26-15JLR:  
AS-NEEDED CIVIL ENGINEERING SERVICES**



***Procurement Services***

***San Diego Unified Port District  
3165 Pacific Hwy  
San Diego, CA 92101***

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**KEY RFQ DATES**

<b>Issued:</b>	<b>June 16, 2026</b>
<b>Information Meeting:</b>	<b>June 30, 2026 @ 10:00 a.m.</b>
<b>Submit Questions By:</b>	<b>July 8, 2026 @ 10:00 a.m.</b>
<b>Submittals Due By:</b>	<b>July 28, 2026 @ 10:00 a.m.</b>
<b>Oral Interviews:</b>	<b>September 29 &amp; 30, 2026</b>
<b>Board Award of Agreement:</b>	<b>November or December 2026</b>
<b>Tentative Project Start Date:</b>	<b>December 2026 or January 2027</b>

**(All Times Listed are Pacific Time Zone)**

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## **I. INTRODUCTION**

### **A. District Background**

1. The San Diego Unified Port District (commonly referred to as the "District") is a public benefit corporation established in 1962 by an act of the California State legislature and ratified by the voters of the five member cities of the District. The enabling legislation and subsequent amendments conveyed certain tide and submerged lands within San Diego Bay and the oceanfront within the City of Imperial Beach to a District administration to further the development of commerce, navigation, fisheries and recreation on behalf of the state of California, which owns these lands. The lands are conveyed to the District as a trustee of the state.
2. The District's five member cities are Chula Vista, Coronado, Imperial Beach, National City and San Diego. The District's jurisdiction covers waterfront property within these cities and approximately 2,400 acres of land and 12,000 acres of water.
3. Additional information about the District can be found by visiting its web site at <http://www.portofsandiego.org>.

## **II. SCOPE OF SERVICES**

- A.** The Respondent's key staff must be registered in the State of California as professional Civil Engineers.
- B.** The firms selected will be required to have available personnel who have been successful in performing professional services and activities in the field of civil engineering. The professional firms selected shall provide assistance in conducting analysis, making recommendations, preparing correspondence, reports, specifications and plans, bid documents, presentations to groups or individuals, and attendance at meetings as needed.
- C.** Tasks may include but are not limited to the following:
  1. Provide professional and technical civil engineering design, consultation and support services on an as-needed basis;
  2. Provide ancillary related design services including urban, landscape and irrigation design; coastal, mechanical, electrical, structural, geotechnical, and traffic engineering; potholing services; and biology or other environmental services as necessary to design and review construction projects. Sub-consultants for ancillary design services may be identified in the proposals, or may be added by the selected civil



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engineering firm at the time Task Authorizations are issued as required to meet the needs of a specific project;

3. Evaluate existing infrastructures and utility systems including inspection and condition assessment; recommend repairs or upgrades to existing systems; and plan new infrastructures and utility systems to accommodate development;
4. Provide planning and feasibility services including feasibility studies, alternatives analyses, conceptual engineering and evaluation, preliminary engineering reports, lifecycle analysis, and value engineering;
5. Prepare calculations by advanced and applicable software, drawings by AutoCAD Civil3D, technical specifications and other bid documents including special provisions in Microsoft Word MasterSpec format, and bid forms;
6. Prepare and review documents required by regulations applicable to storm water conveyance systems such as Drainage Studies, Storm Water Quality Management Plans, Storm Water Pollution Prevention Plans, and related documents;
7. Identify potential sea level rise impacts, assess vulnerabilities and identify adaptation measures in accordance with the California Coastal Commission Sea Level Rise Policy Guidance. Prepare supporting documentation for Coastal Development Permits;
8. Process engineering drawings, exhibits and related engineering materials through local, state, and federal jurisdictions to obtain all necessary permits and meet regulatory compliance requirements;
9. Provide construction cost estimating services. Services shall include preparation of quantity takeoffs, unit cost analyses, and comprehensive cost estimates at appropriate levels of design development (e.g., conceptual, schematic, design development, and construction documents);
10. Provide support during project bidding and construction phases such as providing clarifications, responding to questions or changed conditions, providing responses to construction submittals, reviewing construction schedules and critical path analysis, and preparing addenda and change orders;



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11. Attend meetings appropriate to projects as may be directed by the District. Prepare exhibits and other presentation materials as needed to communicate technical project issues;
12. Prepare legal descriptions, parcel maps, street vacation maps, land surveys, and other related services as necessary;
13. Provide record maps and prepare as-built drawings as may be required, and process them as necessary to obtain approvals;
14. Provide general drafting services as required;
15. Provide potholing services to locate existing underground facilities;
16. Provide dry and wet utility consulting/coordination services;
17. Review plans submitted by others; and
18. Attend site visits and meetings.

### **III. INSTRUCTIONS TO RESPONDENTS**

- A. Vendor Registration and eBid System. The San Diego Unified Port District has implemented an electronic bidding (eBid) system which has a vendor registration component. All Service Providers are encouraged to register and any Service Providers who wish to provide a submittal for this RFQ or other District solicitations are required to register. To register with the District as a Vendor, please visit the District website, [www.portofsandiego.org](http://www.portofsandiego.org) and click on Business/Register as a Vendor. For questions and/or comments, please contact the District's Procurement Services Department at 619-686-6392.
- B. Virtual Information Meeting. The District will conduct a **VIRTUALLY ONLY** Information Meeting on **June 30, 2026 at 10:00 a.m.** This meeting can be accessed by **dialing (619) 535-7686**, and using **Conference ID: 944 173 693#** or by using the following: [Join the meeting now](#). The purpose of this meeting is to cover the requirements to submit your proposal, the Equal Opportunity Program requirements and to give a brief review of the Scope of Services. The Information Meeting is not mandatory, however, all prospective Proposers are encouraged to attend.  
  
**No questions will be addressed at the Information Meeting.** Questions or comments regarding this RFQ must be submitted electronically to the eBid system. See item D., below, for further details.
- C. Examination of Submittal Documents. By submitting a submittal, the Respondent represents that it has thoroughly examined and become familiar with the work required under this RFQ, and that it is capable of performing quality work to achieve District's objectives.



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- D. Questions. Questions or comments regarding this RFQ must be submitted electronically to our eBid system where the RFQ was downloaded and must be received by District no later than **July 8, 2026, at 10:00 a.m.** All electronic questions must be received by this time. Responses from the District will be communicated via the eBid system to all recipients of this RFQ. Inquiries received after the date and time stated above will not be accepted.
- E. Addenda. If changes to the RFQ are required, the District will issue an addendum to all Respondents via the eBid system. All Respondents will receive an email notifying them that an addendum has been issued. **All Addenda, if any, must be acknowledged via the eBid system.**
- F. Electronic Submission of Submittals
1. All Respondents are required to submit their submittals electronically via the electronic eBid system they downloaded this RFQ. The maximum file size for submittal is 150 megabytes, and the file type shall be Portable Document Format (PDF). The electronic system will close submission exactly at the date and time set forth in this RFQ or as changed by addenda. An electronic copy of the firm's submittal must be attached to the electronic system.
  2. Respondents are responsible for submitting and having their submittal accepted before the closing time set forth in this RFQ or as changed by addenda. NOTE: Pushing the submit button on the electronic system may not be instantaneous; it may take time for the Respondent's documents to upload and transmit before the submittal is accepted. It is the Respondent's sole responsibility to ensure their document(s) are uploaded, transmitted, and arrive in time electronically. The District will have no responsibility for submittals that do not arrive in a timely manner, no matter what the reason.
- G. Required Documents
1. The submittal must contain the following items placed in the order listed:
    - a. Attachment A, Statement of Qualifications
    - b. Attachment B, Exceptions to Agreement
    - c. Attachment C, Fee Schedule
    - d. Attachment D, Respondent's Sub-Service Providers
    - e. Attachment E, Equal Opportunity Program Bonus Points
    - f. Attachment F, Statement Regarding Diversity, Equity, and Inclusion
    - g. Attachment G, Employment and Ownership Report
    - h. Qualifications Package (See Section V)



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2. The District will conduct a preliminary review of the submittals to determine if the above items are included as required in the RFQ. If a submittal does not include all items fully completed, the submittal may be considered not responsive.

H. Agreement Type

1. The District intends to select qualified professional engineering firm(s) to provide as-needed civil engineering services. The District anticipates awarding one or more agreements with a combined not-to-exceed amount of \$10,000,000 over a five (5) year term. Services performed under the Agreement shall be compensated on a negotiated basis in accordance with the Fee Schedule.
2. Services will be authorized on an as-needed basis through individual task authorizations issued by the District.
3. An example of the Service Agreement to be executed with the successful Respondent can be found in the document list for this RFQ on the [eBid site](#). Respondents shall be prepared to accept the terms and conditions stated in this RFQ, Scope of Services, Insurance, Indemnity, and the Sample Agreement. If a Respondent desires to take exception to the Agreement, Respondent shall provide the following information in Attachment B, Exceptions to Agreement. At the discretion of the District, exceptions not called out in Attachment B will not be negotiable after the due date for submission of submittals/qualifications.
  - a. Respondent shall clearly identify each proposed change to the Agreement, including all relevant Attachments.
  - b. Respondent shall furnish the reasons therefore as well as specific recommendations for alternative language.
4. The above factors will be considered in evaluating submittals. Submittals that take exceptions to the Agreement or proposed compensation terms may be determined by District, at its sole discretion, to be unacceptable and no longer considered for award.

I. Rights of District

1. This RFQ does not commit the District to enter into an Agreement, nor does it obligate the District to pay for any costs incurred in preparation and submission of submittals or in anticipation of an Agreement. District may investigate the qualifications of any Respondent under consideration, require confirmation of information furnished by the



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Respondent, and require additional evidence or qualifications to perform the Services described in this RFQ.

2. District reserves the right to:

- a. Reject any or all submittals.
- b. Issue subsequent Requests for Qualifications.
- c. Postpone opening for its own convenience.
- d. Remedy technical errors in the Request for Qualifications process.
- e. Approve or disapprove the use of particular Respondent's Sub-Service Providers.
- f. Negotiate with any, all, or none of the Respondents.
- g. Solicit best and final offers from all or some of the Respondents.
- h. Award an Agreement to one or more Respondents.
- i. Accept other than the lowest offer.
- j. Waive informalities and irregularities in submittals.

J. Collusion. By submitting a submittal, each Respondent represents and warrants that its submittal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the Respondent has not directly or indirectly induced or solicited any other person to submit a sham submittal, or any other person to refrain from submitting a submittal; and that the Respondent has not, in any manner, sought collusion to secure any improper advantage over any other person submitting a submittal.

K. Withdrawal of Submittals. A Respondent may withdraw their submittal before the expiration of the time for submission of submittals by going to the eBid system and removing their submission.

#### IV. RESPONDENTS' MINIMUM QUALIFICATIONS

- A. General Qualifications. The Respondent shall have sufficient experience in and comprehensive knowledge of services as required in the Scope of Services.
- B. Specific Qualifications. The Respondent's key staff shall be licensed as Professional Civil Engineers in the State of California, as described in the Scope of Services.

#### V. QUALIFICATIONS PACKAGE INSTRUCTIONS

- A. Format





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1. Respondents shall include the required items stated in Section III Instructions to Respondents, Paragraph G, Required Documents.
2. Submittals shall be (1) in printed text, (2) as brief as possible, and (3) not include any unnecessary promotional material. The District prefers that the Qualifications Package not exceed 30 pages, excluding required forms Attachment A through Attachment G. **Pages exceeding the stated limit may not be reviewed.**
3. For ease of handling, it is requested that standard 8 -1/2 x 11" size pages be used and that the submittal shall be submitted in Portable Document Format (PDF) format. **THE SUBMITTAL SHALL BE ONE DOCUMENT ONLY.**
4. The nature and form of response are at the discretion of those responding, but shall include the information listed below.

**B. Content**

1. Response Cover Letter. The Respondent shall submit a response cover letter that summarizes why the Respondent believes they should be selected by the District to provide services as described in this RFQ.
2. Experience of Proposed Staff. Resume and experience of principals, project managers and key planners, engineers, designers and other staff who would be assigned to this project.
  - a. Indicate the extent of training the members of the Team have received as relevant to this RFQ and working with Government entities.
  - b. Provide examples of where the proposed team members have been assigned to similar projects.
  - c. Sub-Service Provider qualifications and roles, if any.
  - d. Identify which services would be provided by in-house resources and those provided by Sub-Service Provider. Respondent must present an organizational chart of its planned staff (internal and external) including resumes, biographies, and curriculum vitae where appropriate.
  - e. The Respondent shall discuss how they would staff this project. The Respondent shall identify project team members by name, location, specific responsibilities on the project and the estimated person-hours of participation. The Respondent's key personnel will be an important factor considered by the Selection Review



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Panel. There can be no change of key personnel once the submittal is submitted, without the prior approval of District.

3. Approach to the Project. The Respondent shall present a well-conceived work plan that establishes the Respondent's understanding of, and ability to satisfy, District's objectives and work requirements. Respondent shall succinctly describe the proposed approach for addressing the required work, outlining the activities that would be undertaken in completing the various tasks, and specifying who would perform them. The Respondent may also suggest technical or procedural innovations that have been used successfully on other projects and which may facilitate the completion of this project.
4. Capability to Perform
  - a. Ability to complete work within required time. Availability and continuity of staff during course of the project.
  - b. This section shall include a brief description of the Respondent and Sub-Service Provider's qualifications and previous experience on similar or related projects. Description of pertinent project experience shall include a summary of the work performed, the total project cost, the percentage of work the firm was responsible for, the period over which the work was completed, and the name, title, and phone number of clients to be contacted for references (provide References in Attachment A). Give a brief statement of the firm's adherence to the schedule and budget for each project.
  - c. This section shall include a brief description of the firm's size as well as the local organizational structure; and a discussion on the firm's financial stability, capacity, and resources.
5. Firm's Relevant Experience. The Respondent should describe its relevant experience in each of the following areas:
  - a. Description of services similar to those proposed above, and with ongoing appropriate contracts to agencies of comparable size to the District.
  - b. Experience in each of the areas noted in the Scope of Services.

## **VI. EVALUATION AND SELECTION**

- A. Evaluation Criteria/Matrix. The following criteria and matrix shall be used to evaluate submittals:



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1. Experience of Proposed Staff. Experience of Project Manager with similar scope of services. Experience of project team with similar scope of services. Years staff has been assigned to similar scope of services. Level of education, training, licensing. Certification of staff. Respondent's Sub-Service Provider qualifications and roles, if any.
  2. Approach to the Project. Demonstrated understanding of the District's needs and solicitation requirements. Approach is well organized and presented in a clear, concise and logical manner. Availability and proposed use of technology and methodologies. Quality control and thoroughness is well defined.
  3. Capability to Perform. Ability to complete work within deadlines. Availability and continuity of staff during the course of the agreement, if selected. Unsatisfactory past performance with the District may be considered as determined by the District in its sole and absolute discretion. Such determination may be based on Cure Notices, Performance Deficiency Notices, Termination Letters, or such other oral or written evidence of performance as the District may deem relevant from time to time in making such determination.
  4. Firm's Relevant Experience. Experience in performing similar services for organization of similar size to the District. Experience with public agencies. Years of experience with these types of services.
  5. Fair and Reasonable Cost. Reasonableness of labor rates submitted and competitiveness of these rates with other rates submitted. Only the labor rates for the labor classifications in Exhibit A will be used for evaluation.
- B. Equal Opportunity Program Bonus Points: The following criteria shall be used to evaluate respondent's Equal Opportunity Program based on specific criteria identified below. Respondents shall be eligible for bonus points on the following criteria: ADA Scope Enhancement, Staffing, Veterans Staffing, and Small Business Enterprise (SBE) Participation. Respondents can receive up to 20 total bonus points under the Equal Opportunity Program.
1. ADA Scope Enhancement: The District shall award five (5) points to a firm's total score from the evaluation criteria/matrix that has included ADA Enhancements that are above the minimum requirements and within the scope of services, including taking into consideration Universal Design. The respondent shall submit written documentation to support their ADA Enhancements for District's review and consideration.
  2. Staffing. The District shall award five (5) points to a firm's total score from the evaluation criteria/matrix that has staff with disabilities as



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defined by the ADA, or that has included one or more Disabled Veteran Business Enterprise (DVBE) participants(s). The Respondent shall submit DVBE certification documentation and list workforce data reporting number of total employees with disabilities as defined by the ADA.

3. Veteran's Status. The District shall award five (5) points to a firm's total score from the evaluation criteria/matrix that has Veteran's status or has staff with Veteran's status. Documentation of a firm's Veteran's status must be provided or workforce statistical data reporting number and percentage of total employees with Veteran's status is required.
4. Small Business Enterprise (SBE) Participation (See Section VII.C.4.) The District shall award five (5) points to a firm's total score from the evaluation criteria/matrix that has SBE status. Documentation of a firm's SBE status must be provided for SBE Bonus Points. If claiming SBE status, indicate, as applicable, on Attachment A, Question D (for prime Respondent) and/or on Attachment D (for Sub-Service Providers).

C. Evaluation Procedure

1. A Selection Review Panel, generally made up of District staff, will review the submittals and establish a list of finalists based on pre-established review criteria. The names of the Selection Review Panel members are not revealed prior to the interviews. The Selection Review Panel may interview the finalists. If interviews are conducted, the respondent should allow approximately 1 hour for the oral interview and a question and answer session. The Project Manager must lead a 10-12 minute presentation before the Selection Review Panel.
2. Interviews may be conducted on **September 29 & 30, 2026**. Each Respondent is asked to keep these dates open. No other interview dates will be provided. The District reserves the right to select consultants based solely on written submittals without conducting interviews.
3. The Selection Review Panel will evaluate the submittals. The rating and evaluation forms prepared by Panel members will not be revealed. The scores in the evaluation matrix shown below **DO NOT** indicate a "winning score" and the highest score is not guaranteed selection. The final decision is at the discretion of the District and is based on the scores, reference checks, negotiated pricing, and further analysis of the submittals including any risks associated with selecting any submittal.



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Evaluation Criteria	Weight	Firm A		Firm B		Firm C	
		Score	Total	Score	Total	Score	Total
Experience of Proposed Staff	10						
Approach to the Project	9						
Capability to Perform	8						
Firm's Relevant Experience	6						
Fair and Reasonable Cost	5						
<b>Totals</b>							
ADA Scope Enhancement							
DVBE/Disabled Staff							
Veterans Status							
SBE Participation							
<b>Grand Total</b>							

- D. Award. When the Selection Review Panel has completed its work, the District may negotiate for the extent of services to be rendered and the method of compensation. Because District may award without conducting negotiations, the submittal submitted shall contain the Respondent's most favorable terms and conditions.

The District reserves the right to consider the financial responsibility and general complexity of each respondent, as well as its reputation within the industry to determine if the respondent has the apparent ability to meet and complete successfully the requirements of the work. Upon request, the respondent shall provide a financial statement, audited if necessary, in addition to any other information requested by the District.

## **VII. EQUAL OPPORTUNITY PROGRAM REQUIREMENTS**

### **A. Equal Opportunity Contracting Policy Statement**

1. It is the policy of the San Diego Unified Port District (District) that all businesses be provided equal opportunity to participate in the performance of District contracting and leasing opportunities, and to insure that, workers on public works projects of one thousand dollars (\$1,000) or more are paid the general prevailing rate of per diem wages for regular, holiday, and overtime work as provided by California Labor Code Section 1771.
2. The District is committed to take all necessary and reasonable steps to increase its utilization of small businesses for a positive economic impact to the region. District policy prohibits discrimination against any person because of age (over 40), ancestry, color, disability (mental or physical), gender (including identity, appearance, or behavior, whether or not that identity, appearance, or behavior is different from that



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traditionally associated with the person's sex at birth), marital status, medical condition, military status, national origin, pregnancy, race, religion, sexual orientation, genetic information, or veteran status, in the award or performance of District contracts or leases.

3. The District will create a level playing field on which small businesses can compete fairly for District contracts. This policy will help remove barriers to the participation of small businesses in District contracts and assist in the development of firms to compete successfully in the marketplace outside the District's Equal Opportunity Contracting Program.

**B. Americans with Disabilities Act Requirements**

**1. Americans with Disabilities Act (ADA) Policy**

- a. The San Diego Unified Port District (District) does not discriminate on the basis of disability in employment and complies with the ADA, and all other applicable federal, state, and local laws, regarding barrier-free access to all District services, programs, and activities.
- b. In conjunction with BPC Policy No. 361, it is the District's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.
- c. An individual with a disability, who can be reasonably accommodated for a job, without undue hardship to the District, will be given the same consideration for that position as any other applicant. Additionally, the District will engage in an interactive process to attempt to reasonably accommodate qualified individuals with disabilities so they can perform the essential functions of a job. All employees are required to comply with safety standards.
- d. The District is committed to ensure all services, programs, and activities are accessible and usable by all individuals except where to do so would result in a fundamental alteration in the nature of the service, program or activity, or in undue financial and administrative burdens.
- e. To ensure high visibility, the District will participate in community outreach events, report on activities that further enhance accessibility, and consider the use of Universal Design, which is the design of products and environments to be usable by all



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people, to the greatest extent possible, without the need for adaptation or specialized design, to support and include people with disabilities in all services, programs, and activities as appropriate.

- f. In conjunction with BPC Policy No. 361, the District will promptly investigate all complaints of employment discrimination and barriers to services, programs, and activities, and when appropriate, take effective remedial action to address and remedy any complaints.
- g. The Executive Director will designate person(s) responsible for developing and implementing the District's ADA program and ensuring that District employees, agents, lessees, and Service Providers adhere to the provisions of the ADA program.
- h. The ADA program will be implemented at the same priority as compliance with all other legal obligations incurred by the District.

C. Small Business Enterprise (SBE) Participation

- 1. **NO SBE participation goal** was established for this opportunity. Should sub-participants be utilized, respondent should make good faith efforts to include small businesses in their solicitation process. SBE eligibility is based on economic size standards determined by number of employees or gross receipts. The SBE Plan recognizes both federal and state size standards for small businesses. Small business concerns can be certified as SBEs by the U.S. Small Business Administration, State of California, Department of General Services, or any U.S. Department of Transportation, Disadvantaged Business Enterprise (DBE) certification using Title 49 Code of Federal Regulations Part 26 criteria.
- 2. The District's Small Business Enterprise Program utilizes external resources in their search for small businesses to participate on contract opportunities. This information is maintained and updated by those sources and their registered clients. Businesses that are registered within these data sources claim they meet the federal or state size standards to qualify as a small business. Please be aware that the District's Small Business Enterprise program does not control or guarantee the accuracy, or completeness of this outside information. Questions regarding a small business size protest should be addressed with the outside source.

**NOTE:** Equal Opportunity Contracting Certified Small Business data resources are available at [www.portofsandiego.org](http://www.portofsandiego.org). Click on the



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Business Tab, then, click on the Equal Opportunity Contracting Information "link", scroll down to the SBE resource links. Click on any of the three (3) SBE database resource links. This will provide you with small business sub-participants to contact for sub-contracting opportunities on specific work categories pertaining to this project. If you do not have access to the Internet, please contact Equal Opportunity Contracting in the Human Resources Department at (619) 686-7245.

3. Required SBE Sub Participation Information. Respondent must list all proposed Sub-Service Providers on the enclosed Respondent's Sub-Service Providers form. If any of your sub Service Providers are certified SBE, please provide a copy of their certification.
  4. SBE Participation: The District shall award five (5) bonus points to a firm's total score of the evaluation criteria/matrix when the Respondent is certified as a Small Business Enterprise (SBE), as defined by the Small Business Administration (SBA), or is utilizing one or more SBEs to perform the work required under the agreement. Respondent shall provide SBE verification for their firm and any SBE sub participants to ensure that firms receiving bonus points are eligible.
  5. SBE Verification: The District will require successful Respondent(s) to provide SBE sub participation verification monthly reports for all listed SBE subs included on the Respondent(s) Attachment D-Respondent's Sub-Service Providers form to verify SBE participation commitment levels as measured by total dollars paid to the SBE divided by the total dollars paid to the prime. Monthly reports shall be submitted by email to the Project Labor & Compliance Administrator by the 15<sup>th</sup> of each month following award at [gjacobs@portofsandiego.org](mailto:gjacobs@portofsandiego.org)
- D. Equal Employment Opportunity Policy Statement. It is the policy of the San Diego Unified Port District (District) that all Service Providers and lessees interested in conducting business with the District shall not discriminate against any employee or applicant for employment because of age (over 40), ancestry, color, disability (mental or physical), gender (including identity, appearance, or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with the person's sex at birth), marital status, medical condition, national origin, pregnancy, race, religion, sexual orientation, or veteran status, and shall take action to assure applicants are employed, and that employees are treated during employment, without regard to age (over 40), ancestry, color, disability (mental or physical), gender (including identity, appearance, or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with the person's sex at birth), marital status, medical condition, national origin, pregnancy, race, religion, sexual orientation, or veteran status.





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**E. Equal Employment Opportunity Program Information**

1. As prescribed under Board Policy 358, the District requires all consultants, vendors, contractors and lessees to comply with all applicable Federal, State, and local law or regulation relating to equal employment opportunity and nondiscrimination, including any such law, regulation, and policy hereinafter enacted for the promotion of equal employment opportunities and nondiscrimination.
2. Questions regarding Section VII or Americans with Disabilities Act Requirements of this opportunity should be directed to:

*Gina Jacobs, Small Business Enterprise Administrator  
Human Services*

*Phone: (619) 821-6210*

*E-mail: [gjacobs@portofsandiego.org](mailto:gjacobs@portofsandiego.org)*

**VIII. SERVICE PROVIDER/CONTRACTOR REGISTRATION PROGRAM**

- A. In accordance with the provisions of Labor Code section 1771.1. (a) A contractor or subcontractor shall not be qualified to bid on; be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.
- B. No contractor or subcontractor may be listed on a bid for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
- C. No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
- D. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

**IX. INDEMNIFY, DEFEND, HOLD HARMLESS.** Respondent will indemnify the District as stated in the Sample Agreement, Paragraph 9.



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**X. INSURANCE REQUIREMENTS.** Respondent and each Respondent's Sub-Service Provider will at all times during the term of this Agreement maintain, at its expense, the minimum levels and types of insurance as stated in the Sample Agreement, Paragraph 10.

**XI. PROTESTS**

- A. Prior to the closing date for submittal of submittals, Respondent may submit to District protests regarding the procurement process, or alleged improprieties in specifications or alleged restrictive specifications. Such protests shall be filed no later than 10 working days prior to the scheduled closing date. If necessary, the closing date of the solicitation may be extended pending a resolution of the protest. Protests dealing with alleged improprieties in the procurement or the procurement process that can only be apparent after the closing date for receipt of submittals shall be filed within five (5) working days of issuance of the Notice of Recommended Award. Protests shall contain a statement of the grounds for protests and supporting documentation. Protestor will be notified of District's final decision prior to issuance of Award.
- B. A Respondent may discuss the procurement documents with District. Such discussions, however, do not relieve Respondents from the responsibility of submitting written protests as required.
- C. Requests and protests shall be addressed to: San Diego Unified Port District, Attn: Matt Earle, Chief Procurement Officer, 3165 Pacific Hwy, San Diego, CA 92101.



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**ATTACHMENT A**  
**STATEMENT OF QUALIFICATIONS**

A response to this Request for Qualifications (RFQ) for providing services as described in the Scope of Services within the jurisdiction of the San Diego Unified Port District (District) in the cities of Chula Vista, Coronado, Imperial Beach, National City, and San Diego, California, will not be considered unless all the information requested in the Statement of Qualifications (questionnaire) is provided by the Respondent. Statements must be complete and accurate. Omissions, inaccuracies, or misstatements may cause the rejection of a response or subsequent revocation of the Agreement.

By submission of a response, the Respondent authorizes the District to make any inquiry or investigation it deems appropriate to verify or augment the information contained in this questionnaire, and authorize others to release to the District any and all information sought by District in such inquiry or investigation.

**Legal Name of Respondent as it will appear on any final Agreement:**

\_\_\_\_\_  
Company or Organization Name

**Respondent's Representative for purposes of communication relating to this submittal:**

Name, Title	Tel. No.	Email
Street	City	State
		ZIP

**Respondent's Representative with signature authority for contract documents:**

Name, Title	Tel. No.	Email
Street	City	State
		ZIP

(IF DIFFERENT THAN ADDRESS STATED ABOVE)

**The Respondent is a (check one):**

- ( ) Sole Proprietorship  
( ) Partnership  
( ) Corporation – STATE OF INCORPORATION: \_\_\_\_\_  
( ) Joint Venture

or Explain if necessary: \_\_\_\_\_

I, \_\_\_\_\_ (PRINT NAME), affirm that all the information furnished in and with this questionnaire, is true, complete and correct to the best of my knowledge.

_____ (Signature)	_____ (Date)
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**MINIMUM QUALIFICATIONS**

Firms submitting submittals should meet the following minimum qualifications. Please answer “yes” or “no”, and include an explanation, As Needed.

1. Respondent has a liability insurance policy with a policy limit amount as required on the Sample Agreement or a statement from their broker that the Respondent can have such insurance in place after notice of award.

☐ **Yes**                      ☐ **No**

2. Respondent has current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor code section 3700 ET. Seq. or is exempt because Respondent has no employees. Respondent has continuously had workers’ compensation insurance or state approved self-insurance.

☐ **Yes**                      ☐ **No**                                      ☐ **Exempt**

3. Respondent has automobile liability insurance policy with a policy limit of at least \$1,000,000 per claim or a statement from their broker that the Respondent can have such insurance in place after notice of award.

☐ **Yes**                      ☐ **No**

4. At any time during the last five years, has your firm, or any of its owners or officers been convicted of a crime involving the bidding, awarding or performance of a government contract or agreement?

☐ **Yes**                      ☐ **No**

5. Is your firm currently in a bankruptcy case, in Chapter 11, an applicant for Chapter 11, or an adjudicated bankrupt?

☐ **Yes**                      ☐ **No**

6. Respondent has key staff currently licensed as a professional Civil Engineers in the State of California as required by the Scope of Services.

☐ **Yes**                      ☐ **No**



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**SPECIAL QUALIFICATIONS**

Respondents should provide the following information relevant to its operations as the basis for evaluation:

**7. OTHER REQUIRED RESPONSE INFORMATION**

**A. REFERENCES**

Provide a list, including names, addresses, and phone numbers of at least three (3) clients that your firm has served within the last two (2) years with a scope of service similar to this RFQ. By providing references, you are authorizing the District to contact such clients for an appraisal of the services they received from your firm.

<b>Client Name, Address, Email and Phone Number</b>	<b>Number of Years performing similar scope of services</b>	<b>Describe services provided</b>

**B. PENDING LITIGATION**

Are you, or any of the principals in your organization holding more than a 10% interest, presently a party to any pending litigation, liens, claims or judgments?

☐ **Yes**                      ☐ **No**

If yes, provide detailed information for each action. Include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Respondent or by its Sub-Service Providers where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Respondent or its insurers within the last five years.



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**C. CONFLICT OF INTEREST**

Does the company have any existing or potential conflicts of interest with the District?

☐ Yes                      ☐ No

If yes, attach a statement detailing the conflicts of interest.

**D. SMALL BUSINESS ENTERPRISE (SBE) BONUS POINTS**

Is the Respondent claiming Small Business Enterprise (SBE) Bonus Points?  
Note: This is for prime Respondent only. If claiming SBE Bonus points for Sub-Service Providers, indicate so on Attachment D.

☐ Yes                      ☐ No

If yes, indicate SBE type (DBE, WBE etc.) and Certifying Agency below, and provide copy of SBE Certification.

SBE Type and Certifying Agency: \_\_\_\_\_

\_\_\_\_\_

**E. SERVICE PROVIDER/CONTRACTOR REGISTRATION PROGRAM (IF NECESSARY)**

Respondent's Department of Industrial Relations (DIR) PWC Registration Number \_\_\_\_\_ and expiration date \_\_\_\_\_, 20\_\_\_\_.

**F. RESPONDENT'S PROFESSIONAL CIVIL ENGINEERING LICENSE(S)**

- |    |       |                |
|----|-------|----------------|
| 1. | _____ | _____          |
|    | Name  | License Number |
| 2. | _____ | _____          |
|    | Name  | License Number |
| 3. | _____ | _____          |
|    | Name  | License Number |



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**ATTACHMENT B  
EXCEPTIONS TO AGREEMENT**

**Exceptions to the Agreement.** If Respondent takes exception to the Sample Agreement, the Respondent must state the reason for the exception and state the specific proposed Agreement language to include in place of the provision. At the discretion of the District, exceptions not called out here will not be negotiable after the due date for submission of submittals.

☐ **I acknowledge that any exceptions to the Agreement, listed below, are not preferences but are absolutely necessary for acceptance of an Agreement with the District.**

**1. Exceptions:** Identify below if Respondent takes exception to the Sample Agreement (CHECK ONE):

<b>EXCEPTIONS</b> <input type="checkbox"/>	<b>NO EXCEPTIONS</b> <input type="checkbox"/>
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**2. List of Exceptions:** If Respondent has exceptions to the Sample Agreement, as acknowledged above, please provide in the preferred format below.

Agreement Provision to which exception is taken	Reason for Exception	Proposed Agreement Language

**Name of Respondent (Company):** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



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**ATTACHMENT C  
FEE SCHEDULE**

LABOR CLASSIFICATION	POSITION TITLE	FULLY BURDENED HOURLY RATE
1. Principal Engineer		
2. Senior Civil Engineer		
3. Engineer		
4. CADD Technician / Designer		
5. Administrative Assistant		

Other Direct Cost Mark-Up at zero (0%)

Sub-Service Provider's Mark-Up at zero (0%)

Escalation shall be 3.59% per year (See Note 3, below).

**NOTES:**

1. Descriptions for the classifications listed above, numbered 1 through 5, are attached as **Exhibit A**.
2. Position Title is to be the position title within the Respondent's organization.
3. Escalation of rates: provide hourly rates for first year of services which shall be valid as late as December 31, 2027. Resulting agreement(s) will include escalation for years 2 through 5.
4. Respondent shall list labor rates for the labor classifications that most closely match the descriptions listed in Exhibit A. Only the labor rates for the labor classifications in Exhibit A will be used for evaluation in the Fair and Reasonable Cost evaluation criteria. Do not provide a range of rates for any one labor classification.
5. All classifications (1-5) above should be listed, whether services are performed by Respondent or by Sub-Service Provider.
6. The following shall be considered part of the fully burdened hourly rates stated in this Fee Schedule: vehicle expenses, parking, tolls, film, postage, facsimiles, computer usage, printing, normal copying and document reproduction, blue print services, travel, lodging, telecommunications, photography, and all other costs and expenses incurred in completing such services.

**DO NOT MODIFY THE ABOVE FEE SCHEDULE;  
DOING SO MAY DEEM YOUR SUBMITTAL NON-RESPONSIVE.**

**Name of Respondent (Company):** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**





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**ATTACHMENT D  
RESPONDENT'S SUB-SERVICE PROVIDERS**

<b>Name, Address and DIR Registration Number (if applicable) of Sub-Service Provider</b>	<b>Type of Service</b>	<b>SBE Type (DBE, WBE etc.)</b>	<b>*Certifying Agency</b>	<b>**Percent of Service</b>	<b>Dollar Value of Services</b>

\* Must provide copy of SBE Certification.

\*\*Must provide percentages of work to be subcontracted. If unknown, what is your overall percentage for all subs combined for the project?



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**ATTACHMENT E  
EQUAL OPPORTUNITY PROGRAM BONUS POINTS**

**ADA SCOPE ENHANCEMENT:** The District shall award five (5) points to a firm's total score from the evaluation criteria/matrix that has included ADA Enhancements that are **OVER AND ABOVE MINIMUM REQUIREMENTS AND WITHIN THE SCOPE OF SERVICES**, including taking into consideration Universal Design. The respondent must submit written documentation to support their ADA Enhancements for the District's review and consideration.

**Is your firm proposing ADA enhancements within the scope of services for the added bonus points? Yes \_\_\_ No \_\_\_**

May include, but not be limited to the following **examples** listed below:

Incorporation of Universal Design  
Review by recognized ADA committee or organization  
ADA outreach  
Wider sidewalks as applicable  
More disabled parking as applicable  
Features such enhanced Crosswalks (latest technology)

**RESPONDENT'S ADA PROGRAM AS PER THIS SCOPE OF SERVICE: \_\_\_\_\_**

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**STAFFING:** The District shall award five (5) points to a firm's total score from the evaluation criteria/matrix that has staff with disabilities as defined by the ADA, or that has included one or more Disabled Veteran Business Enterprise (DVBE) subcontracting firm(s). The respondent **MUST** submit DVBE certification documentation and workforce statistical data reporting number and percentage of total employees with disabilities as defined by the ADA.

**Acceptable Agency DVBE Certification documentation:** Central Contractor Registration (CCR) or State of California Department of General Services (DGS)

**Is your firm claiming DVBE or Staffing bonus points? Yes\_\_\_ No\_\_\_**

Please complete workforce statistical data:

Job Group	Disabled Staff	
	#	%
Officials/Managers		
Professionals		
Technicians		
Sales Workers		
Admin Support		
Craft Workers		
Operators		
Laborers		
Service Workers		
<b>Total:</b>		



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**VETERAN'S STATUS:** The District shall award five (5) points to a firm's total score from the evaluation criteria/matrix that has Veteran's status or has staff with Veteran's status. **Documentation of a firm's Veteran's status is acknowledged through the firm's good faith by completing the statistical data report listed below.**

**Is your firm claiming Veteran's Status bonus points? Yes\_\_\_ No\_\_\_**

Please complete workforce statistical data:

Job Group	VETERANS STATUS	
	#	%
Officials/Managers		
Professionals		
Technicians		
Sales Workers		
Admin Support		
Craft Workers		
Operators		
Laborers		
Service Workers		
Total:		



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**ATTACHMENT F  
STATEMENT REGARDING DIVERSITY, EQUITY, AND INCLUSION**

Respondents represent that they are an equal opportunity employer, and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex, gender, gender expression, sexual orientation, or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

**Provide here a written statement of Respondent's commitment to diversity, equity and inclusion, which shall include a commitment and brief description of its plan to implement good faith efforts to recruit subconsultants and employees in a non-discriminatory manner.**

**ATTACH ADDITIONAL SHEETS IF NECESSARY**



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**ATTACHMENT G**



# **Employment and Ownership Report**

**Submitted to:**

**Diversity, Equity, and Inclusion  
Port of San Diego**

**Submitted by:**

Name of Business	
Contact Person	
Address	
City, State, Zip Code	
Phone Number	
E-Mail Address	
Date	
Signature	

The submittal of this information and subsequent DEI updates and/or reports required by Agreement language is for recordkeeping and tracking purposes only and will not be used as a basis for decisions, unless Design Professional fails to provide such information.

## A. Employment Report

	Number of Employees – Report Employees in only one category						
Job Categories	Race/Ethnicity						
	Women						
	White	Black or African American	Hispanic	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races
	A	B	C	D	E	F	G
Executives							
Mid-Level Executives							
Professionals							
Technicians							
Sales Workers							
Admin Support							
Craft Workers							
Operatives							
Laborers							
Service Workers							
Total							



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	Number of Employees – Report Employees in only one category						
Job Categories	Race/Ethnicity						
	Men						
	White	Black or African American	Hispanic	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races
	H	I	J	K	L	M	N
Executives							
Mid-Level Executives							
Professionals							
Technicians							
Sales Workers							
Admin Support							
Craft Workers							
Operatives							
Laborers							
Service Workers							
Total							





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	Number of Employees – Report Employees in only one category							
Job Categories	Race/Ethnicity							
	Nonbinary							
	White	Black or African American	Hispanic	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	Total Col A-U
	O	P	Q	R	S	T	U	V
Executives								
Mid-Level Executives								
Professionals								
Technicians								
Sales Workers								
Admin Support								
Craft Workers								
Operatives								
Laborers								
Service Workers								
Total								



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### B. Explanation for Completing Employment Data

Employment data must include ALL current full-time and part-time employees. Employees must be counted by sex and race/ethnic category for each of the occupational categories. You may acquire the race/ethnic information necessary for this report either by voluntary self-identification surveys of the workforce, or from post-employment records, or visual surveys of the workforce. Eliciting information on the race/ethnic identity of an employee by direct inquiry is not allowed.

For the purpose of this report, an employee may be included in the group to which they appear to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group. The race/ethnic categories for this survey are:

- Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American – A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian – A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races – All persons who identify with more than one of the above five races.

To assist you in determining where to place your jobs within the occupational categories, a description of job categories is as follows:

- ***Executives (Officials and Managers):*** Individuals, who plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/organizations for the development and delivery of products or services, within the parameters approved by boards of directors or other governing bodies. Residing in the highest levels of organizations, these executives plan, direct or coordinate activities with the support of subordinate executives and staff managers. They include, in larger organizations, those individuals within two reporting levels of the CEO, whose responsibilities require frequent interaction with the CEO. Examples of these kinds of managers are chief executive officers, chief operating officers, chief financial officers, line of business heads, presidents or executive vice presidents of functional areas or operating groups, chief



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information officers, chief human resources officers, chief marketing officers, chief legal officers, management directors and managing partners.

- **Mid-Level Executives:** Individuals who serve as managers, other than those who serve as Executive/Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services, or functions at group, regional or divisional levels of organizations. These managers receive directions from the Executive/Senior Level management and typically lead major business units. They implement policies, programs, and directives of executive/senior management through subordinate managers and within the parameters set by Executive/Senior Level management. Examples of these kinds of managers are vice presidents and directors, group, regional or divisional controllers; treasurers; human resources, information systems, marketing, and operations managers. The First/Mid-Level Officials and Managers subcategory also includes those who report directly to middle managers. These individuals serve at functional, line of business segment or branch levels and are responsible for directing and executing the day-to-day operational objectives of enterprises/organizations, conveying the directions of higher-level officials and managers to subordinate personnel and, in some instances, directly supervising the activities of exempt and non-exempt personnel. Examples of these kinds of managers are: first-line managers; team managers; unit managers; operations and production managers; branch managers; administrative services managers; purchasing and transportation managers; storage and distribution managers; call center or customer service managers; technical support managers; and brand or product managers.
- **Professionals:** Most jobs in this category require bachelor and graduate degrees, and/or professional certification. In some instances, comparable experience may establish a person's qualifications. Examples of these kinds of positions include accountants and auditors; airplane pilots and flight engineers; architects; artists; chemists; computer programmers; designers; dietitians; editors; engineers; lawyers; librarians; mathematical scientists; natural scientists; registered nurses; physical scientists; physicians and surgeons; social scientists; teachers; and surveyors.
- **Technicians:** Jobs in this category include activities that require applied scientific skills, usually obtained by post-secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required. Examples of these types of positions include drafters; emergency medical technicians; chemical technicians; and broadcast and sound engineering technicians.
- **Sales Workers:** These jobs include non-managerial activities that wholly and primarily involve direct sales. Examples of these types of positions include advertising sales agents; insurance sales agents; real estate brokers and sales agents; wholesale sales representatives; securities, commodities, and financial services sales agents; telemarketers; demonstrators; retail salespersons; counter and rental clerks; and cashiers.
- **Administrative Support Workers:** These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings. Examples of these types of positions include office and administrative support workers; bookkeeping; accounting and auditing clerks; cargo and freight agents; dispatchers; couriers; data entry keyers; computer



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operators; shipping, receiving and traffic clerks; word processing and typists; proofreaders; desktop publishers; and general office clerks.

- **Craft Workers:** Most jobs in this category include higher skilled occupations in construction (building trade craft workers and their formal apprentices) and natural resource extraction workers. Examples of these types of positions include boilermakers; brick and stone masons; carpenters; electricians; painters (both construction and maintenance); glaziers; pipe layers; plumbers, pipe fitters and steamfitters; plasterers; roofers; elevator installers; earth drillers; derrick operators; oil and gas rotary drill operators; and blasters and explosive workers. This category also includes occupations related to the installation, maintenance and part replacement of equipment, machines, and tools, such as: automotive mechanics; aircraft mechanics; and electric and electronic equipment repairers. This category also includes some production occupations that are distinguished by the high degree of skill and precision to perform them, based on clearly defined task specifications, such as millwrights, etchers, and engravers; tool and die makers; and pattern makers.
- **Operatives:** Most jobs in this category include intermediate skilled occupations and include workers who operate machines or factory-related processing equipment. Most of these occupations do not usually require more than several months of training. Examples include textile machine workers; laundry and dry-cleaning workers; photographic process workers; weaving machine operators; electrical and electronic equipment assemblers; semiconductor processors; testers, graders, and sorters; bakers; and butchers and other meat, poultry, and fish processing workers. This category also includes occupations of generally intermediate skill levels that are concerned with operating and controlling equipment to facilitate the movement of people or materials, such as: bridge and lock tenders; truck, bus, or taxi drivers; industrial truck and tractor (forklift) operators; parking lot attendants; sailors; conveyor operators; and hand packers and packagers.
- **Laborers:** Jobs in this category include workers with more limited skills who require only brief training to perform tasks that require little or no independent judgment. Examples include production and construction worker helpers; vehicle and equipment cleaners; laborers; freight, stock, and material movers; service station attendants; construction laborers; refuse and recyclable materials collectors; septic tank services; and sewer pipe cleaners.
- **Service Workers:** Jobs in this category include food service, cleaning service, personal service, and protective service activities. Skill may be acquired through formal training, job-related training, or direct experience. Examples of food service positions include cooks; bartenders; and other food service workers. Examples of personal service positions include medical assistants and other healthcare support positions; hairdressers; ushers; and transportation attendants. Examples of cleaning service positions include cleaners; janitors; and porters. Examples of protective service positions include transit and railroad police and fire fighters; guards; private detectives and investigators.



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**C. Statement of Ownership**

Is your firm currently certified as any of the following (check all that apply) and if so, please identify the certifying agency:

- |   |   |
|---|---|
| <input type="checkbox"/> Small Business Enterprise (SBE) certified by:            | <input type="checkbox"/> Veteran owned business (VBE) certified by: |
| <input type="checkbox"/> Woman owned business (WBE) certified by:                 | <input type="checkbox"/> LGBTQIA+ owned business certified by:      |
| <input type="checkbox"/> Minority owned business (MBE) certified by:              | <input type="checkbox"/> HUBZone                                    |
| <input type="checkbox"/> Disabled Veteran owned business (DVBE),<br>certified by: | <input type="checkbox"/> Other:                                     |

Please check here ☐ if you believe you are eligible for any of the above certifications, and for WBE or MBE please voluntarily self-identify as follows and DEI staff will contact you with certification information:

Gender:	Ethnicity:	
<input type="checkbox"/> Woman	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Native Hawaiian/Pacific Islander
<input type="checkbox"/> Male	<input type="checkbox"/> White	<input type="checkbox"/> American Indian/Alaska Native
<input type="checkbox"/> Nonbinary	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Two or More Races

Type of Legal Business Structure: (check all that apply)

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Corporation
<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Partnership	<input type="checkbox"/> Privately Held
<input type="checkbox"/> Publicly Traded	<input type="checkbox"/> Other, please describe:

Identify the majority owner(s) of the firm:

Name/Title:	Address:	Email:	Phone:	% Owned:	Years Owned:



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**AS-NEEDED CIVIL ENGINEERING SERVICES**

**EXHIBIT A**  
**LABOR CLASSIFICATION DESCRIPTIONS**  
**San Diego Unified Port District**

<b>LABOR CLASSIFICATION</b>		<b>EDUCATION &amp; EXPERIENCE</b>
<b>1. Principal Engineer</b>		
	<p>Provide principal-level technical leadership and accountability for complex public works civil engineering projects. Exercise overall technical and managerial authority by directing and integrating project functions including civil engineering planning and design, multidisciplinary coordination, cost estimating, scheduling, regulatory compliance, and public contracting requirements.</p> <p>Serve as the agency's senior technical advisor, applying advanced engineering judgment and strategic problem-solving to complex technical and coordination challenges. Review and approve technical deliverables, ensure quality control, and lead and mentor senior engineering staff.</p>	<ul style="list-style-type: none"> <li>• Bachelor's or advanced degree.</li> <li>• Professional registration required.</li> <li>• 15+ years of project management experience on public-sector or infrastructure projects.</li> <li>• Project management training or PMP certification preferred.</li> </ul>
<b>2. Senior Civil Engineer</b>		
	<p>Oversee and coordinate technical aspects of civil engineering projects of moderate to high complexity. Lead multidisciplinary project design teams in the planning, analysis, and design of civil engineering improvements, including preparation and review of plans, specifications, calculations, cost estimates, and technical reports.</p> <p>Perform and supervise complex engineering work involving challenging site conditions, conflicting design requirements, and significant coordination with utilities, stakeholders, and other disciplines. Develop and recommend technical solutions to project challenges and support resolution of design and constructability issues.</p>	<ul style="list-style-type: none"> <li>• Bachelor's or advanced degree in applicable field.</li> <li>• 8+ years of related work experience.</li> <li>• Professional registration, State of California (PE).</li> </ul>



**RFQ 26-15JLR**  
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<b>LABOR CLASSIFICATION</b>		<b>EDUCATION &amp; EXPERIENCE</b>
<b>3. Engineer</b>		
	<p>Perform professional civil engineering work under the supervision of a Senior or Principal Engineer. Assist with planning, analysis, and design of civil engineering improvements. Prepare engineering calculations, drawings, technical specifications, cost estimates, and reports. Apply established engineering principles, standards, and codes to assigned tasks and coordinate with other disciplines to support project delivery.</p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in related field.</li> <li>• 4+ years of related work experience.</li> <li>• Professional registration preferred, if available in field.</li> </ul>
<b>4. CADD Technician / Designer</b>		
	<p>Perform routine as well as non-routine and complex drafting assignments requiring judgment in resolving issues or making recommendations. Develop, organize and prepare a variety of complex layouts, drawings and designs from written or verbal instructions from technical professionals. Make minor mathematical calculations.</p>	<ul style="list-style-type: none"> <li>• High school diploma plus 2 years specialized training such as an associate's degree.</li> <li>• Formal CADD training preferred.</li> <li>• 5+ years of related work experience.</li> </ul>
<b>5. Administrative Assistant</b>		
	<p>Provide support for the project management and design staff. Maintain document control system. Make travel, meeting and presentation arrangements. Maintain recurring team reports.</p>	<ul style="list-style-type: none"> <li>• Related administrative courses or degree preferred.</li> <li>• 3+ years of related work experience.</li> </ul>