

City of Redlands

Municipal Utilities and Engineering Department
35 Cajon St., Suite 15A
P.O. Box 3005
Redlands, CA 92373
Phone: 909-798-7698
FAX: 909-798-7670
www.cityofredlands.org

REQUEST FOR PROPOSAL (RFP)
TO PROVIDE:

ON-CALL GENERAL ENGINEERING SERVICES
Project No. 20260714GD

Date Issued: June 22, 2026
Date Due: July 14, 2026, by 4:00 *p.m. P.S.T.*

Responses received and opened at:
Municipal Utilities and Engineering Department
35 Cajon Street, Suite 15A
Redlands, CA 92373



CALENDAR OF EVENTS / RFP TIMELINE

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change by the Purchasing Manager. If the Purchasing Division finds it necessary to change any of these dates or times prior to the proposal due date, the change will be accomplished by addendum.

| <u>ACTION</u> | <u>COMPLETION DATE</u> |
|--|----------------------------------|
| Issue RFP | <u>June 22, 2026</u> |
| Last Day for Questions | <u>July 6, 2026, by 4:00 pm</u> |
| Published response to questions | <u>July 8, 2026, by 4:00 pm</u> |
| Proposals Due | <u>July 14, 2026, by 4:00 pm</u> |
| Evaluation Committee Meeting | <u>TBD</u> |
| Vendor Presentations | <u>TBD</u> |
| City Council Approval | <u>TBD</u> |

1. INTRODUCTION

The City of Redlands ("City") invites proposals from qualified firms to provide professional on-call general engineering services to support the City's Capital Improvement Program ("CIP"). While the City has an engineering division to perform the design of CIP projects, it periodically needs assistance with the design and deliverables for said projects.

2. BACKGROUND

The City was incorporated in 1888 in the County of San Bernardino. The City is a full-service, general law city located about 60 miles east of Los Angeles with a current population of approximately 75,000. The City provides a full range of public services to the community.

The City's Engineering Division within the Municipal Utilities and Engineering Department ("MUED") designs, constructs and manages capital improvement projects year-round including, but not limited to, underground utility replacement (water, sewer, and storm drain), street resurfacing, and bicycle/pedestrian facilities replacement. The design and construction for each project is completed by the City, which many require general engineering services which includes but not limited to survey services in order to produce accurate final plans, specifications, and estimates as well as review of parcel and tract maps, easements, and other related survey documents for technical correctness and compliance with City standards; and review of improvement plans for technical correctness, and geotechnical services.

3. DESCRIPTION

Due to the sporadic need for such support services, the City is requesting proposals from professional engineering firms ("Consultant") with the intent of selecting two (2) firms to perform general engineering work on a "on-call" basis. The contract with each of the two (2) selected firms for general engineering services ("Selected Consultant") shall cover a two-year period for a not-to-exceed amount of \$200,000 for each year for each firm.

The contract with each Selected Consultant will consist of task orders prepared and issued by the City. Each task order shall define the exact scope of work for each project and what services the Selected Consultant shall provide. The Selected Consultant shall provide a cost proposal and a schedule for each task order issued. The Selected Consultant's proposal for each task order shall identify the deliverables to be provided and any work proposed to be performed by City staff. The budget for each task order shall be tracked separately.

Being selected does not guarantee that a Consultant will be requested to submit on any task order or that the Consultant will receive any assignments. Consultants should note that future work assignment would be based on the quality of work product produced, timely submittal of deliverables, and the Consultants ability to meet staff's expectations.

The number of projects is unknown, as the volume of work assigned to Consultant is dependent on the City staff workload and funding availability.

A general scope of services is included in Attachment A of this Request for Proposal ("RFP").

4. PROPOSAL FORMAT GUIDELINES

The submittal must follow the format described in this section. If the Proposer fails to provide the information the form requires, fails to return all of the forms, or fails to submit the required attachments, the City may treat the proposal as non-responsive. Respondents are encouraged to submit clear and concise responses to the RFP. The Proposals are limited to 20 single sided pages, (excluding cover page, table of contents, dividers and tabs, and resumes) arranged in the following manner:

A. Cover Page.

This is to be used as the first page of the submission. This form can be found in RFP and must be fully completed and signed by an authorized officer of the firm.

B. Executive Summary.

In a brief narrative, the Proposer shall describe the proposed approach and plans to meet the requirements of the RFP. The narrative should highlight the Proposer's qualifications and experience. The intent of this narrative is to convey to the City that the Proposer understands the objective of the requested service, the nature of the work, and the level of effort necessary to successfully provide the defined services. The narrative should stipulate how the Proposer's approach and plans to provide the services are appropriate to the tasks involved.

C. Approach and Methodology.

This section shall include a description of the Proposer's understanding of the project and demonstrate the necessary resources to perform the intended services. At a minimum, the proposal shall include a statement acknowledging the Scope of Services, a description of proposed technical memoranda, and a description of the report deliverables.

The proposal shall provide a detailed description of the proposed approach to general engineering services. The description shall include details to implement the tasks described in the Scope of Services. The Proposer is encouraged to provide comments and enhancements to the scope provided in the RFP. The proposal shall include a discussion regarding the technical issues regarding the project and the Proposer's approach to handling these issues. Emphasis should be placed on Proposer's technical approach to the project.

The proposal shall include a discussion regarding the Proposer's management approach, including coordination and monitoring of project schedule, cost, scope, communications, quality, resources, and other management issues that the Proposer feels should be addressed. Emphasis should be placed on how the Proposer's management approach will

promote the project's success. This section shall also include a description of the Proposer's approach to quality control in the preparation of documents and other deliverables.

D. Firm Information/Organization.

The Proposer shall identify the Project Manager(s) who will be working directly with the City and engaged in managing the work. Resumes must be included which reference individual's qualifications and experience in managing similar projects, a list relevant projects worked on, dates showing length of time spent on each project, and the specific duties responsibilities for each project.

Identify the responsibilities of the key individuals, other than the Project Manager(s), who will be assigned to the proposed contract, and who will have major responsibilities for performance of the services required. Include resumes that list relevant projects worked on, date showing length of time spent on each project, and the specific duties and responsibilities for each project.

The City reserves the right to approve or disapprove any change to the successful Proposer's Project Manager(s). Personnel changes that impact the contract may result in the cancellation of the contract.

E. Staffing.

Proposer shall provide an organizational chart showing all key personnel who will be assigned to this project, including Subcontractors with their qualifications. Each individual's proposed position/responsibility shall be indicated. Upon award of contract, principals may not be changed without approval of the City. Describe Proposer's support organization, accessibility, and quality assurance methods for optimizing staff utilization. Proposer shall include the assigned key staff and individual(s) authorized to negotiate the contract on behalf of the firms.

F. References.

Proposal shall provide at least three (3) references, within the last five years, that are similar in size and scope to demonstrate competence to perform these services. The City may contact the organizations and individuals. Information shall include:

- The following information from the Client:
 - Name
 - Project description
 - Project start and end dates
 - Project manager name, telephone, and electronic mail address
- Names of key staff that participated on named projects and their specific responsibilities
- A summary of the Proposer's demonstrated capability, including length of time that the Proposer has provided the services being requested in this RFP

Please note, references of local agencies are preferred.

G. Fee/Cost Proposal.

A fee proposal shall be submitted for the project. The fee proposals shall be provided in a sealed, separate envelope.

The fee proposal shall include an estimate of labor hours to conduct and complete each task of the Scope of Services, broken out by each personnel classification that will be assigned to the project. A matrix format showing hours and charge rates per personnel classification (management, engineering, technical, drafting, surveying, and support personnel) for each task shall be included. The fee proposal shall be valid throughout the duration of the agreement.

Compensation will be on a time and materials basis. The estimate shall include the following information:

- Hourly rate listing for those staff to be billed to the project.
- Estimated fee by task, including all fees associated to the task
- Types and estimated amount of direct (non-labor) costs to be billed to the project
- Adjustments in rates predicted to occur during the project
- Allowable markups will be 5% on Subconsultants and other direct costs (ODCs). ODC's shall not include meals or refreshments
- Provide a total cost for the project

5. EVALUATION CRITERIA

The City's evaluation process is based upon the following criteria in evaluation and comparison of proposals submitted. The criteria listed are not necessarily all-inclusive.

| | |
|--|-----|
| - Understanding of requested services | 30% |
| - Scope of Work/Methodology | 30% |
| - Qualifications and experience of proposed staff | 20% |
| - Work experience with other agencies for similar services | 20% |

The highest ranking firms may be short-listed and invited to an interview.

The City reserves the right to reject all proposals or to request and obtain, from one or more of the consulting firms submitting proposals, supplementary information as may be necessary for City staff to analyze the proposals pursuant to the Consultant evaluation criteria contained here. The distribution of this RFP does not bind the City to award an agreement. The City is not liable for costs incurred by the Consultant in preparing the proposal. The Consultant by submitting a response to this RFP, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

The following is an outline of the procedures the City will use in the selection process:

1. City Organizes the Screening and Selection Committee (Committee).

2. The Committee reviews the proposals submitted by the Proposers.
3. The Committee selects proposals, which qualify based on the qualifications and previous experience performing similar work.
4. The Committee will determine and identify the consultants that are qualified to perform the services and will rank the consultants based on their demonstrated competence and professional qualifications deemed necessary for the satisfactory performance of the services required. Consultants with top ranking proposals may be selected for an interview.
5. The Committee will make selection based on qualifications. Negotiations will be undertaken with the firm ranked most qualified with the City's goal being to secure the services at a cost equivalent to the lowest cost offered to the City by an approved and qualified vendor and provides to the City the best long range economic value by the qualified consultants.
6. If a contract cannot be successfully negotiated with the top rated vendor /firm, the negotiations with the designated vendor /firm may be terminated in writing and negotiations may be started with the next highest rated proposal. This process will continue until the negotiations are successfully concluded with a vendor /firm.

Note: As per City of Redlands' Municipal Code 2.16.180A, award will be made based on qualification: PROFESSIONAL SERVICES. Landscaping, Engineering, Architectural, Surveying, And Construction Management: The retention of professional services for architectural, landscape architectural, engineering, land surveying or construction project management shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required, and at fair and reasonable prices to the city, in accordance with section 4526 of the Government Code. A Request for Proposal and/or Statement of Qualifications shall be prepared by the initiating city department, and proposal requests solicited, where practical, from at least three (3) professional services providers.

6. PROCESS FOR SUBMITTING PROPOSALS

A. Content of Proposal.

The proposal must be submitted using the format as indicated in the proposal format guidelines.

B. Number of Proposals.

Submit three copies of your proposal to allow for thorough evaluation and comparative analysis along with a PDF copy on a USB drive. Proposal should be 8 ½ x 11 inches with removable bindings.

C. Submission of Proposals.

The proposal shall be signed by an authorized individual of the professional firm. Proposals can be submitted in paper no later than 4:00 p.m. PST on July 14, 2026.

Complete written proposals must be submitted in sealed envelopes, with a separate, sealed envelope for the Fee Proposal. The outside of the package shall be prominently marked with the following identification: "ON-CALL GENERAL ENGINEERING SERVICES Project No. 20260714GD" together with the name and address of the submitter.

Proposals can be mailed, hand-delivered or sent by courier to:

Attn: Goutam Dobey
City of Redlands
Municipal Utilities and Engineering Department
35 Cajon Street, Suite 15A
Redlands, CA 92373

D. Conditions for Proposal Acceptance.

This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or its entirety, and to waive minor irregularities in any proposal.

7. STANDARD TERMS AND CONDITIONS

A. Cost for Preparing Proposal.

The cost for developing the proposal is the sole responsibility of the proposer. All proposals submitted become the property of the City of Redlands. Submitted proposals, including fee proposals, are subject to the California Public Records Act.

B. Subconsultants/Subcontractors.

Contractor shall submit a list of Subconsultants and Subcontractors. No substitutions shall be made without prior written approval by the City.

C. Intangibles.

Describe any significant or unique accomplishments or awards for work performed for similar agencies. Provide any additional information which may be relevant to the evaluation of your submission relative to the City's project.

D. Litigation.

Please list any past and/or pending litigation or disputes relating to the work described herein, that the firm has been involved in within the last five (5) years. List shall include project name, nature of litigation and outcome of litigation (if resolved).

E. Licenses.

Firm shall submit proof of licensing as may be required by local, state, or federal agencies to perform the required work.

F. Proposal Forms:

- Proposal cover page
- Exceptions or Deviations Form

- Proposer Certification / Addenda Acknowledgement form or No-Proposal Response.
- IRS W-9 Form.

8. INSURANCE REQUIREMENTS

A Certificate of Insurance will be furnished by the successful Contractor upon Notice of Award. The certificate(s) shall be completed by the Contractor's authorized agent and submitted to the City's Risk Management Department. The successful Contractor shall not commence any work in connection with the Agreement until it has obtained all of the following types of insurance and shall maintain such insurance for the duration of the Agreement. The Contractor shall secure the minimum insurance coverage described below, and such insurance shall be primary with respect to any insurance or self-insurance programs maintained by the City.

- **Comprehensive Commercial General Liability.** Contractor shall obtain, and maintain throughout the life of the Agreement, Comprehensive Commercial General Liability Insurance in an amount of \$1,000,000 per occurrence and \$2,000,000 aggregate with an insurance carrier acceptable to the City and name the City as additional insured.
- **Commercial Automobile Liability Insurance.** Contractor shall obtain, and maintain throughout the life of the Agreement, Comprehensive Automobile Liability Insurance with minimum limits of \$1,000,000, combined single limit for bodily injury liability and property damage liability and name the City as additional insured. This coverage shall include all owned vehicles, hired and non-owned vehicles, and employee non-ownership vehicles.
- **Workers' Compensation and Employer's Liability Insurance.** If applicable, the Contractor shall obtain, and maintain throughout the life of the Agreement, Workers' Compensation and Employer's Liability Insurance in the amount that meets the statutory requirement and shall be in force with an insurance carrier acceptable to the City. Contractor and any Subconsultants or Subcontractors shall comply fully with the California Workers' Compensation Law.
- **Professional Liability Insurance.** If applicable, the Consultant shall obtain and maintain throughout the life of the Agreement Professional Liability Insurance in an amount of \$1,000,000 per claims made and \$2,000,000 aggregate with an insurance carrier accepted to the City.

The Contractor shall instruct their insurance broker to furnish properly executed certificates of insurance to the City.

- The name of the insured Contractor, the specified job by name and/or RFP number, the name of the insurer, the number of the policy, its effective date and its termination date.
- Certificates of insurance shall clearly evidence coverage required above.
- Certificates of insurance shall be submitted by the broker directly either via email (insurance@cityofredlands.org) or US Mail to: City of Redlands, Risk Management Division PO Box 3005 Redlands, CA 92373. The insurer will notify the City at least thirty (30) days prior to any material changes in

provisions or cancellation of the policy.

The city reserves the right to modify the insurance requirements set forth at any time during the process of solicitation or subsequent thereto.

9. EXAMINATION OF PROPOSAL DOCUMENTS

Each vendor shall carefully examine the Specifications and other applicable documents, and inform himself/herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the Contractor will in no way relieve him/her of the obligations and responsibilities assumed under the Contract.

Should a vendor find discrepancies or ambiguities in, or omissions from the Specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the City, in writing or by email to vmedina@cityofredlands.org.

10. INTERPRETATIONS, CLARIFICATIONS AND ADDENDA

No oral interpretations will be made to any vendor as to the meaning of the Proposal Documents. Any inquiry or request for interpretation received by the City before the indicated due date will be given consideration. Post all questions online at eProcurement system at www.cityofredlands.org/RFP. Answers will be provided posted at the city website, eProcurement system: www.cityofredlands.org/rfp

The City reserves the right to amend this RFP prior to the proposal due date. Addenda or addendum will be sent published on the City's website, eProcurement system at www.cityofredlands.org/rfp. In case any Proposer fails to acknowledge receipt of such addenda or addendum, his/her proposal will nevertheless be construed as though it had been received and acknowledged and the submission of his/her Proposal will constitute acknowledgment of the receipt of same. All addenda are a part of the Proposal Documents and each Proposer will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Proposer to verify that he/she has received all addenda issued before Proposals are opened.

In the case of unit price items, the quantities of work to be done and materials to be furnished under this Proposal/Contract are to be considered as approximate only and are to be used solely for the comparison of Proposals received. The City and its Consultants do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Proposer plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and other proposal documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices proposal.

11. CHANGES / MODIFICATIONS

The City reserves the right to order changes in the scope of work and resulting contract. The successful Proposer has the right to request an equitable price adjustment in cases where modifications to the contract under the authority of this clause result in increased costs to the contractor. Price adjustments will be based on the unit prices proposed by the Contractor in response to this solicitation. Any contract resulting from this solicitation may be modified upon written and mutual consent of both parties.

12. GOVERNING LAWS AND REGULATIONS

The Proposer is required to be familiar with and shall be responsible for complying with the city's Purchasing Policies and Procedures, City resolutions, City rules, all federal, state and local laws, ordinances, rules and professional standards or regulations that in any manner affect this solicitation, the selection process, protests, award of contract, contract management or any other activity associated with this solicitation and the subsequent work required of the successful Proposer.

13. PREVAILING WAGES

When applicable, the City is subject to the State of California prevailing wage laws as set forth in California Labor Code Section 1770 et seq. The contractor is responsible for determining the appropriate Department of Industrial Relations (DIR) classification for the various employees and Subcontractors used for a particular project or service. The rates for each classification are posted on the DIR website at <http://www.dir.ca.gov/DIRdatabases.html>. All contractors performing work for the City are responsible for abiding by all applicable prevailing wage laws, and must furnish the City with Certified Payroll Records upon request.

14. BLACK OUT PERIOD

The black out period is defined as between the time the submittals for an Invitation to Bid, Request for Proposals, Request for Qualifications or the Invitation to Negotiate, as applicable, are issued by the City's Purchasing Division and the time the City Council awards the contract. During this black out period, any attempt to influence the thinking of City staff or officials for or against a specific cause related to a solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication, may result in disqualification of their award and/or contract. This does not apply to pre-solicitation conferences, oral presentations before the selection committee, contract negotiations, or communications with staff not concerning this solicitation.

15. FISCAL YEAR FUNDING APPROPRIATION

Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the City, provided the term of

the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the fiscal period at the time of the contract. Payment and performance obligations for succeeding fiscal periods shall be subject to appropriation by the City of funds thereafter. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled and the contractor shall be entitled to reimbursement for the reasonable value of any nonrecurring cost incurred but not advertised in the price of the supplied or services delivered under the contract or otherwise recoverable.

16. PAYMENTS

Payments shall be made 30 days from the receipt of invoice, and follow all City policies promulgated thereby.

17. BUSINESS LICENSES

The successful proposer will be required to obtain a City of Redlands business license prior to commencement of work.

18. INDEMNIFICATION

The successful Proposer must fully indemnify the City. Such indemnification will be documented in the contract documents.

19. RIGHT OF REJECTION

The City of Redlands reserves the right to reject any and/or all proposals, reserve the right to waive any informalities or irregularities in the proposal or examination process, reserve the right to select low proposal per item, and reserve the right to award proposals and/or contracts in the best interest of the City.

20. REFERENCE TERMS

Any headings in this document are for the purposes of reference only and shall not limit or otherwise affect the meaning thereof. Any reference to gender shall be construed to include all genders, firms, partnerships and corporations. References in the singular shall be construed to include the plural and references in the plural shall be construed to include the singular. Any reference to the "City" or the "City of Redlands" shall be construed to refer to the City for which the solicitation was issued and the City shall be the legislative authority for all matters concerning this solicitation or the resulting contract(s).

21. RIGHT TO AUDIT RECORDS

The City shall be entitled to audit the books and records of the Contractor or any Subcontractor to the extent that such books and records relate to the performance of the Agreement or any Subcontract to the Agreement. Such books and records shall be

maintained by the Contractor for a period of ten (10) years from the date of final payment under the Agreement and by the Subcontractor for a period of ten (10) years from the date of final payment under the Subcontract unless a shorter period is otherwise authorized in writing.

22. ADDITIONAL TERMS AND CONDITIONS

No additional terms and conditions included with the proposal response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this proposal. If submitted either purposefully through intent or design or inadvertently appearing separately in transmitting letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this proposal and the Proposer's authorized signature affixed to the proposal attests to this.

23. PROPRIETARY INFORMATION

Responses to this Request for Proposals, upon receipt by the City, become public records. If any proposer believes that any portion of all of the response is confidential and proprietary, proposer shall clearly assert such exception and the specific legal authority of the asserted exemption. Such designation of an item as a trade secret may be challenged in court by any person. By the proposer's designation of material submitted to the City as a "trade secret", the proposer agrees to hold harmless the City for any award to a plaintiff for damages, costs or attorney's fees and for costs and attorney's fees incurred by the City by reason of any legal action challenging the Proposer's "trade secret" claim.

24. ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES

The Proposer by submitting a proposal acknowledges that other public agencies may seek to "Piggy-Back" under the same terms and conditions during the effective period of any resulting contract services and/or purchases being offered in this proposal/bid for the same prices and/or terms being proposed. The successful Proposer has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a public agency is allowed to Piggy-Back any contract, the agency must first obtain the Proposer's approval. Without the Proposer's approval, the seeking agency cannot Piggy-Back.

PROPOSAL DOCUMENTS:

PROPOSAL COVER PAGE

Name of Firm, Entity or Organization:

Federal Employer Identification Number (EIN):

State of California License Number (If Applicable):

Name of Contact Person:

Title:

E-Mail Address:

Mailing Address:

Street Address (if different):

City, State, Zip:

Telephone:

Fax:

Organizational Structure – Please Check One:

Corporation ☐ **Partnership** ☐ **Proprietorship** ☐ **Joint Venture** ☐ **Other** ☐

If Corporation:

Date of Incorporation:

State of Incorporation:

States Registered in as Foreign Corporation:

Authorized Signature:

Print Name: _____

Signature: _____

Title: _____

Phone: _____

This document must be completed and returned with your Submittal.

EXCEPTIONS OR DEVIATIONS TO SPECIFICATIONS

Note: Proposer must sign the appropriate statement below as applicable.

- () Proposer understands and agrees to all terms, conditions, requirements and specifications stated herein.

Firm:

Signature:

- () Proposer takes exceptions to terms, conditions, requirements or specifications stated herein. (Proposer must itemize each exception below and return with the Proposal Form.)

Firm:

Signature:

Proposer should note that any exceptions taken from the stated terms and/or specifications *may*, but not necessarily will be cause for their submittal to be deemed “non-responsive”, risking rejecting of the submittal.

Attached are _____ additional pages.

This document must be completed and returned with your Submittal

PROPOSER'S CERTIFICATION

| | | | | | | | | | | | |
|--|--------------------------------|--|------------|-------|-------|--------------------------------------|--------------------------------|-----------------------|------------|------------|------------|
| Submit To: City of Redlands Municipal Utilities and Engineering Department 35 Cajon Street, Suite 15A Redlands, CA 92373 Phone 909-798-7584 Fax 909-798-7670 | | CITY OF REDLANDS REQUEST FOR PROPOSAL (RFP) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT | | | | | | | | | |
| DUE DATE: July 14, 2026 | DUE TIME: 4:00pm | ON-CALL GENERAL ENGINEERING SERVICES Project No. 20260714GD | | | | | | | | | |
| TITLE: | | | | | | | | | | | |
| VENDOR NAME: | | PHONE NUMBER: | | | | | | | | | |
| VENDOR MAILING ADDRESS: | | FAX NUMBER: | | | | | | | | | |
| CITY/STATE/ZIP: | | E-MAIL ADDRESS: | | | | | | | | | |
| <p>"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for assessment of liquidated damages claims. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offer or and have not colluded with any offerors or parties to an RFP whatsoever for any fraudulent purpose."</p> | | | | | | | | | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 25%;">_____</td> <td style="border: none; width: 25%;">_____</td> <td style="border: none; width: 25%;">_____</td> <td style="border: none; width: 25%;">_____</td> </tr> <tr> <td style="border: none;">Addendum # Addendum #</td> <td style="border: none;">Addendum #</td> <td style="border: none;">Addendum #</td> <td style="border: none;">Addendum #</td> </tr> </table> | | | | _____ | _____ | _____ | _____ | Addendum # Addendum # | Addendum # | Addendum # | Addendum # |
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| Addendum # Addendum # | Addendum # | Addendum # | Addendum # | | | | | | | | |
| <p>"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for the City of Redlands respondent agrees that if this proposal is accepted, the respondent will convey, sell, assign, or transfer to the City all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the City. At the City's discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."</p> | | | | | | | | | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%;">_____</td> <td style="border: none; width: 50%;">_____</td> </tr> <tr> <td style="border: none;">Authorized Agent Name, Title (Print)</td> <td style="border: none;">Authorized Signature Date</td> </tr> </table> | | | | _____ | _____ | Authorized Agent Name, Title (Print) | Authorized Signature Date | | | | |
| _____ | _____ | | | | | | | | | | |
| Authorized Agent Name, Title (Print) | Authorized Signature Date | | | | | | | | | | |
| <i>This form must be completed and returned with your Submittal</i> | | | | | | | | | | | |

NO-PROPOSAL RESPONSE

City of Redlands Statement of "No Proposal"

If you do not intend to submit a proposal for this project, please complete and return this form prior to date shown for receipt of proposals to:

City of Redlands, Municipal Utilities and Engineering Department
35 Cajon Street, Redlands, CA 92373
Attn: Goutam Dobey, City Engineer

We, the undersigned, have declined to submit a proposal on your **ON-CALL GENERAL ENGINEERING SERVICES, Project No. 20260714GD** for the following reasons:

- _____ Specifications are too "tight", i.e. geared toward one brand or manufacturer only (please explain reason below)
- _____ Insufficient time to respond to Request for Proposals.
- _____ We do not offer this product/s or equivalent.
- _____ Remove us from your bidders' list for this commodity or service.
- _____ Our product schedule would not permit us to perform to specifications.
- _____ Unable to meet specifications.
- _____ Unable to meet insurance requirements.
- _____ Specifications unclear (please explain below).
- _____ Competition restricted by pre-approved owner standards.
- _____ Other (please specify below).

Remarks:

Company Name: _____

Address: _____

Signature and Title: _____

Telephone Number _____ Date _____

ATTACHMENT “A”

SCOPE OF SERVICES

The professional services may include, but not be limited to, the following: land surveying, hydrologic and hydraulic analysis, landscape/grading design, roadway design, drainage and flood control design, peer review, utility locating and conflict analysis, geotechnical services, or other similar engineering services. These services may result in the preparation of engineering reports, public presentations or the preparation of plans, specifications, and estimates suitable for the public bidding process.

The following is a list of the types of consulting services being considered. Each consultant is not required to have expertise in all of the items listed:

- Provide staff and services on an on-call, as-needed basis.
- Respond to plan check comments for permit works.
- Work with regional teams including Caltrans, San Bernardino County, and other nearby local jurisdictions regarding locally enforced state/federal regulations such as recycling, solid waste, flood control, and stormwater quality.
- Street geometrics, striping and signage analysis and design.
- Provide civil design and/or construction management services repair and replacement of City infrastructure, including curb, gutter, sidewalk, driveways, ramps, street trees, signs, pavement, etc.
- Provide in-house personnel or sub-consultants for civil, geotechnical, traffic, mechanical, electrical, and landscaping architecture.
- Provide full range of engineering services including preliminary studies, public outreach; review and develop engineering plans, specifications, and estimates; and other professional services.
- Grading design.
- Storm drain infrastructure analysis and design, including hydrology and hydraulic analysis.
- Structural analysis and design.
- Traffic signal design.
- Traffic studies.
- Erosion control and design of Best Management Practices.
- Floodplain analyses.
- Mapping existing utilities and evaluating new/existing utility conflicts.
- Construction support services include attending construction meetings, responding to requests for information (RFIs), reviewing contract material submittals, and evaluating design changes during construction.
- During construction, make on-site visits; shop drawings and test results; draft change orders; and review pay estimates.

- Geotechnical engineering services including but not limited to pavement evaluation, field observations, construction material testing, laboratory testing, plan review, geotechnical investigation, and reporting.

Additional requirements are as follows:

1. The Consultant's Project Manager shall be available for periodic meetings to discuss issues related to task orders.
2. The Consultant must be adequately insured for liability and property damage pursuant to the conditions of the Agreement.
3. All work shall be performed and delivered in English Standard Units or as required by the City.
4. All survey work shall be performed on CCS/NAD 83 horizontal coordinates and use true NAVD 88 vertical controls.
5. Plans and Maps shall be submitted in the AutoCAD format in use by the City at the time of issuance of the task order, point files shall be submitted in ASCII format, and any estimates, schedules, or reports shall be submitted in Microsoft Office format.
6. Consultant shall be required to provide topographic surveys to support their work product as necessary.

Typical projects may include:

1. Street resurfacing and reconstruction, including pavement design.
2. PCC driveways, sidewalk, curb, gutter, and ADA ramps.
3. Bike lanes, crosswalks, and other traffic striping.
4. Sewer, water and storm drain infrastructure rehabilitation and replacement.
5. Site grading, retaining walls and utility replacement.
6. Park improvements, including play fields and courts, pathways, buildings, and field lighting.
7. Traffic signal and street lighting equipment replacement, including pole and cabinet foundations and conduits.