



**REQUEST FOR QUALIFICATIONS
for**

**Feasibility Study for the Camarillo to California State
University Channel Islands Shared-Use Path**

Project No. 50064

RESPONSE DUE

by

5:00 p.m.

on

August 7, 2023



FOR THE COUNTY OF VENTURA, PUBLIC WORKS AGENCY
ROADS & TRANSPORTATION DEPARTMENT

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I. INTRODUCTION AND SCOPE OF SERVICES

The Ventura County Public Works Agency Roads & Transportation Department (PWA-RT) is seeking the services of qualified consultants to prepare a Feasibility Study for the Camarillo to California State University Channel Islands (CSUCI) Class I Shared-Use Path and is hereby sending out this Request for Qualifications (RFQ). This solicitation is expected to be used to hire one consultant. The estimated completion date of the contract is April 2024.

The Feasibility Study will include potential alignments along Calleguas Creek from the City of Camarillo to CSUCI and additive alignments from CSUCI to Point Mugu for a shared-use Class 1 bike path. Design will be required to be in accordance with Americans with Disability Act and Caltrans Highway Design Manual standards. The Feasibility Study scope of work would also include planning level cost estimates for the alignments, right-of-way needs, discussion of ownership and maintenance, identification of potential right-of-way negotiation tools, utility conflicts, potential environmental constraints, and lighting needs along the pathway.

II. SCHEDULE OF EVENTS

The following schedule will be followed in this solicitation process.

Issuance of RFQ	July 17, 2023
Last Date to Submit Inquires	August 3, 2023
Closing Date for SOQ	August 7, 2023
Hold Interviews	August 21-25, 2023
Anticipated Final Selection	September 1, 2023

III. FUNDING

Funding for the Feasibility Study for the Camarillo to CSUCI has been secured from the State Transportation Development Act (TDA) Article 3 in the amount of \$132,795.00.

IV. SUBMISSIONS & SUBMITTAL DEADLINE

Statements of Qualifications (SOQ) should be submitted electronically to Susanna Arroyo (Susanna.Arroyo@ventura.org) no later than 5:00 P.M. on August 7, 2023. Consultants may submit questions via email to Susanna.Arroyo@ventura.org no later than 2:00 P.M. on August 3, 2023. All inquiries shall be made only through this email address; telephone calls will not be accepted.

The SOQ shall include the following:

1. Transmittal Letter – This letter should outline the firm’s ability to provide the services requested. Describe company size, management, and ownership, including name, address, telephone number, years in business, number of employees, primary contact, and ID number. This letter must be signed by an authorized representative of the consulting firm.
2. Statement of Understanding and Qualifications of Firms – Consulting firm shall include a statement describing their understanding of the work to be performed under this contract and how the objectives of the scope of services will be accomplished. Provide a brief description of the firm including similar experience and the various types of services offered.
3. Staff Experience - Provide a description of the of the key personnel who will be involved in this project, their roles, and responsibilities. Provide relevant experience in the preparation of feasibility studies for Class 1 shared use bike paths meeting Caltrans Highway Design Manual and American’s with Disability Act Standards, environmental documents and related support materials, and specialized environmental studies on similar past projects. In addition to this summary, provide a brief resume for each describing their education, experience, and qualifications.
4. Communication Plan - Provide a description of your Firm’s approach to communicating effectively with County and Caltrans staff, stakeholders and the public to facilitate successful delivery of the environmental documents.
5. Consultant shall list a minimum of three (3) projects of similar nature completed in the last 5 years. Services should reflect the anticipated scope of services of this RFQ. Please include:
 - Project Description
 - Description of services provided and Key personnel
 - Client name, contact person, and current phone number.

A schedule of costs and fees shall **NOT** be submitted with the SOQ. Upon receipt of SOQ’s, County will schedule interviews. After interviews and upon ranking of the firms, one firm will be selected for the Camarillo to CSUCI Shared-Use Path Feasibility Study project and will be requested to submit a detailed scope of work and fee proposal. Upon successful negotiations that firm will be invited to enter into a contract with the County.

V. EVALUATION CRITERIA FOR SOQ

Evaluation Criteria	Rating (1-10)	Rating Factor	Total Weighted # of Points	Max. Possible
Project Understanding and Approach		x 3.5		35
Quality, Clarity, Responsiveness, & Overall Impression		x 2.5		25
Experience of Team Members		x 2.0		20
Experience of Firm		x 2.0		20