



## **REQUEST FOR QUALIFICATIONS FOR CITY ENGINEER**

Prepared By:  
Marissa Trejo, City Manager  
City of Lemoore  
711 W. Cinnamon Drive  
Lemoore, CA 93245

Deadline for Submissions: August 13, 2025 at 5:00 p.m.

# **REQUEST FOR QUALIFICATIONS**

## **INTRODUCTION AND PURPOSE:**

The City of Lemoore is seeking qualified engineering firms to provide municipal city engineering services. The requested service will provide one person acting in the capacity of City Engineer. The City Engineer will be an important member of the executive team and in charge of the City of Lemoore Engineering needs and will report directly to the City Manager.

The selected firm will be required to enter into a professional services agreement ("Contract") with the City. The initial term of the Contract will be for three years but adjustments in the initial term may be made to coincide with City's fiscal year or on a calendar year basis.

## **BACKGROUND AND SETTING:**

The City of Lemoore is situated within the northern portion of Kings County, in the center of the San Joaquin Valley and home to approximately 27,085 residents. The City is conveniently located in the center of California near the junction of California State Route 198 (SR-198) and State Route 41 (SR-41) with Naval Air Station Lemoore (NASL) located approximately three (3) miles west. NASL is one of the Navy's master jet bases and a major economic driver for the City. Another major economic driver for the City is the Santa Rosa Rancheria located approximately two (2) miles south of the City limits.

## **CITY ENGINEER SCOPE OF SERVICES & TASK DESCRIPTIONS:**

The City Engineer is responsible for the review of all private development projects with infrastructure to be installed within City maintained streets, alleys, and easements. The City Engineer is also responsible for design, bidding, construction management, and financial aspects of the City's Capital Improvement Projects, although the City Council reserves the right to assign any specific capital project design and engineering to any licensed engineering firm.

The City Engineer must be a registered engineer in the State of California and have a thorough knowledge and proficiency in municipal civil engineering practices. The City Engineer or firm must be familiar with and have experience with grants, including knowledge of available grants to cities that relate to the tasks described herein, grant writing, and administration of grants. The selected City Engineer may utilize sub-contractors or strategic allies for grant-writing and construction management services so long as the City is not paying for duplicated services.

The following is a summary of duties that may be required by the selected City Engineer. This outline is not intended to represent the entire scope of work but rather a substantial list of tasks the City Engineer may be directed to do.

### **General Technical Assistance**

- Prepare and/or administer long and short range engineering project programs.
- Provide technical advice to City personnel assigned to Public Works activities.
- Advise the City as to engineering and construction financing available from other governmental agencies, and prepare and initiate applications for such funding.
- Provide technical assistance for water, sewer and storm drain issues.

- Prepare drawings, diagrams, graphs, charts, databases, spreadsheets and tables using common desktop, computer-aided design, and/or GIS software programs.
- Develop, review and update Engineer's reports for special assessment districts such as Landscape and Lighting Maintenance Districts.
- Develop and update Capital Improvement Plans and developer fees. Assist the City Manager on the Capital Improvement Program Budget to allow for the implementation of Master Plan Improvements.
- Review and provide written comments on planning programs and land development matters.
- Provide construction oversight and inspection of permit work within City streets and right-of-ways.
- Attend meetings such as City Council, Planning Commission, staff meetings, and other meetings as requested.

### Development Review

- Review tentative maps and other submittals for land divisions and proposed developments and make recommendations related to engineering matters.
- Meet with developers and members of the public on proposed development projects in order to communicate the processes and procedures involved with engineering and infrastructure development.
- Check improvement plans for compliance with zoning requirements, City Design Standards, and adopted building codes.
- Provide field observation inspection of the construction of improvements by private developers; recommend notice of completion and acceptance of the work.
- Review, check and provide written recommendations of land use applications to City's Planning Department.
- Assist in the preparation of "Conditions of Approval" for proposed development projects.
- Evaluate and provide recommendations regarding developer proposed mitigation measures for development projects.
- Establish performance, labor and material bond amounts, when required, and require the posting of such securities and other development fees within the proper time sequence of development review.
- Provide such necessary and related functions as are the normal practice of the City in the review of private developments.

### Capital Projects

- Prepare plans and specifications for City projects (City utilities, roads, structures, SCADA, reservoirs, Master Plan infrastructure, etc).
- Check plans and specification and provide construction administration and oversight and/or Construction Management for City projects designed by third parties.
- Provide and/or oversee real property engineering services.
- Provide special engineering reports regarding such matters as assessment district formation, developer fees, etc.
- Coordinate with utility companies in the relocation of affected utilities.

- Process plans and specifications through other agencies for review and approval in connection with special funding programs and permits.
- Prepare/review preliminary scoping, budget estimates, and project schedules.
- Coordinate the design with and obtaining the required approvals and permits for City Departments, utility companies, and other agencies, specifically addressing permitting agencies such as the Regional Water Quality Control Board, California Department of Health, and Departments of Fish and Game and Fish and Wildlife.
- Assist the City to communicate with the public regarding the project design.
- Assist the City in conducting CEQA and NEPA environmental review of projects by working with the City's Planning Department.
- Convene pre-construction meetings with staff, contractors, utility company representatives and respond to bidder's questions during bidding.
- Review of and recommend action for proposed change orders.
- Tabulate, review and evaluate bid documents received, make recommendations to City Council in the award contracts
- Manage punch lists, call-backs and warranties.
- Draft reports and assessments for City information and action.

#### Traffic Engineering

- Represent the City interfacing with the public, staff and other governmental agencies to address any and all matters relating to proposed traffic/transportation plans within and/or affecting the City.
- Respond to citizen questions, suggestions, complaints and concerns.
- Assist staff in the development of engineering and development policies, regulations, ordinances and resolutions related to traffic issues and standards.
- Provide traffic engineering design, assist with contract administration, interact with staff, consultants, the public, community groups, engineers, contractors, and inspectors during all phases of the design and construction of Capital Improvement projects.
- Prepare/review traffic warrants and conduct speed surveys as required.
- Review development proposals and conduct studies as appropriate to ensure consistency with City, County and State codes, standards, regulations, ordinances, policies, and statutes.

#### **MINIMUM CONSULTANT QUALIFICATIONS:**

1. The preferred Consultant team will be multi-disciplinary, with expertise in civil engineering, including site grading, drainage and stormwater management, and compliance with applicable fire code requirements. The team should have demonstrated experience reviewing engineering plans and technical documents for discretionary development projects of varying size and complexity.
2. The Consultant team is expected to have extensive experience applying engineering principles in compliance with the California Environmental Quality Act (CEQA), the Clean Water Act, the California Water Code (including the Porter-Cologne Act), the California

Endangered Species Act, and other applicable state and federal laws related to water quality, environmental protection, and land development.

3. The Consultant team must have demonstrated experience with meeting with the public (applicants), including the use of Zoom and other on-line forums, as well as the ability to review/comment on projects electronically (e.g. BlueBeam). They must also be able to work with and understand their role within a broad variety of stakeholders including elected officials, city staff, businesses, property owners and other members of the public.
4. The Consultant will be expected to have demonstrated experience with reviewing and commenting on submitted plans, reports and technical studies.
5. The Consultant will be expected to work remotely as much as possible.

## **PROPOSALS:**

### **1. Cover Letter - Provide the following information:**

- This letter should be on the Consultant's letterhead
- Firm name, office location(s), telephone numbers, and e-mail addresses of the main contact(s).
- Staff person we should contact regarding the provided RFQ
- Type of organization: individual, partnership, corporation, other (please specify).
- Number of years the firm has performed related professional services
- Indicate if your firm has any conflicts of interest related to your current contracts and the city.

### **2. Technical Approach**

- State why your firm is qualified for this RFQ.
- Provide a detailed summary of the services your firm can provide to the city
- Describe how your firm will deliver your services

### **3. Qualifications and Management**

- Present your expected project team for the services the firm anticipates providing, including an organization chart.
- Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.
- Describe how the project team will be supervised and managed
- Describe how the project team has worked together on past or current contracts
- Provide an overview of the firm's quality assurance efforts.

#### **4. Relevant Experience**

- Present your firm's relevant experience similar in scope to those identified in this RFQ with other public agencies. Include the magnitude of the contract scope and cost, the name of the agency these services were provided for, and contact information (address, phone, and email address) for the public agency's project manager. The qualifications package should include relevant experience with at least three (3) different public agencies where these services were provided.
- Provide specific examples of how the firm has successfully delivered planning services with other public agencies. This includes:
  - How does your firm adhere to agreed upon schedules?
  - How does your firm make efficient use of its personnel and resources?
  - What techniques does your firm use to deliver quality services?

#### **5. Cost Proposal**

- In order to assure that the City of Lemoore is able to acquire professional services based on the applicable criteria, the proposal shall include a cost proposal for each service of the proposal.

#### **SUBMISSION:**

One (1) electronic copy may be emailed or provided through a cloud service link of the statement of qualifications must be received by the City Clerk at [cityclerk@lemoore.com](mailto:cityclerk@lemoore.com) no later than 5:00 p.m. on August 13, 2025. Late SOQ's may be considered at the discretion of City Staff. It is the responsibility of the Consultant to ensure that the statement was received timely.

#### **EVALUATION:**

The SOQ's will be evaluated based on the following criteria:

All submittals will be evaluated by the City of Lemoore Selection Committee composed of City staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee.

The Committee will evaluate each submittal meeting the qualification requirements set forth in this RFQ. Proposers should bear in mind that any submittal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the City of Lemoore's requirements as set forth in this RFQ.

#### **SELECTION PROCESS:**

The selection process will include oral interviews. No less than three of the top-rated consultants will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted. If less than three proposals are received, the City reserves the right to make a selection from the total number of proposals received.

Selection of the Consultant for this project will be based on the following criteria:

- Demonstration of a clear understanding of the project and the scope of work.
- Experience with similar types of projects.
- The professional qualifications and technical capability of the Consultant team assigned to the project.
- The Consultant's ability to dedicate adequate staff to complete the various tasks identified in the scope.
- Hourly rates and timeframes for completing various tasks.

The City reserves the right to select and/or reject any and all SOQs submitted. It is the City's intent to negotiate a final Scope of Work and Fee for Service with the top selected firm based on the criteria above.

City staff prefers firms with:

- More than five years of providing the specified services
- Knowledgeable staff with strong interpersonal skills
- Depth of experienced staff
- Timely invoicing in compliance with the executed agreement

SOQ packages submitted by the deadline will be evaluated based upon qualifications, experience, ability to perform and understanding of the city.

#### **SCHEDULE:**

The following is the City Engineer selection milestone dates to assist in preparing an overall schedule for the Proposal.

Proposals Due:	August 13, 2025 by 5:00 p.m.
Oral Interviews:	August 18-21, 2025
Consultant Selection:	August 25-28, 2025
Negotiation of Professional Services Agreement	September 1-4, 2025
City Council Approval of Professional Services Agreement	September 16, 2025

*Note: Above dates are subject to change at City's discretion.*

The City reserves the right to select and/or reject any and all SOQs submitted. It is the City's intent to negotiate a final Scope of Work and Fee for Service with the top selected firm based on the criteria above.

**PROFESSIONAL SERVICES AGREEMENT:**

Prior to the start of work, the selected consultant will be required to execute a Professional Services Agreement (PSA) with the City.

**QUESTIONS:**

Please submit all questions in writing to Marissa Trejo at [citymanager@Lemoore.com](mailto:citymanager@Lemoore.com).