



CITY OF AMADOR

INCORPORATED JUNE 2, 1915

California

REQUEST FOR QUALIFICATIONS

RFQ No. 202526-01

Amador City - Old Highway 49 Resurfacing, Ped/Bike Crossings and Sidewalk Improvement Project

Project Approval & Environmental Document Related Services

ISSUED: April 17, 2026

DUE: 12:00 pm, May 22, 2026

REQUEST FOR QUALIFICATIONS

Amador City - Old Highway 49 Resurfacing, Ped/Bike Crossings and Sidewalk Improvement Project

Project Approval & Environmental Document Related Services

TABLE OF CONTENTS

I. INTRODUCTION..... 1

II. BACKGROUND..... 1

III. PROJECT SUMMARY AND DESCRIPTION..... 1

IV. SCOPE OF WORK/SERVICES 1

V. CONTACT PERSON 2

VI. SCHEDULE 2

VII. GENERAL CONDITIONS 2

VIII. SOQ CONTENT AND ORGANIZATION..... 5

IX. EVALUATION AND SELECTION 9

X. PAYMENT SCHEDULE 10

XI. ATTACHMENTS 11

I. INTRODUCTION

The City of Amador City is soliciting qualified firms to submit Statements of Qualifications (SOQs) to provide Project Approval and Environmental Document (PA&ED) support services on the: **Amador City - Old Highway 49 Resurfacing, Ped/Bike Crossings and Sidewalk Improvement Project.**

This project is located on Old State Highway 49 in the City of Amador focusing on enhancing safety for pedestrians and bicyclist and rehabilitating deteriorating pavement.

Interested firms should submit all information required herein to Sandy Staples, Mayor, City of Amador, City Hall 14203, Old Hwy 49/Main St. or P.O. Box 200, Amador City, CA 95601 prior to 12:00 p.m. on May 22, 2026. Postmarks will not be accepted.

II. BACKGROUND

Amador County, with a population just under 40,000 is located approximately two hours east of the San Francisco Bay area and one hour southeast of Sacramento on the western slope of the Sierra Nevada Mountains. The County is home to gold rush area communities such as Sutter Creek and Volcano and abounds with outdoor recreational activities from golf and boating to miles of backcountry trails and skiing (Kirkwood Meadows).

The City of Amador City (hereinafter “City”) is the smallest incorporated city in California and recently passed a ‘self-help’ transportation sales tax measure. The city prepared an Equivalent Project Study Report (ePSR) outlining the proposed Project Scope, Schedule and Cost . Funding for the PA/ED project phase has been approved by the California Transportation Commission.

III. PROJECT SUMMARY AND DESCRIPTION

The attached ePSR (Attachment 2) describes the Project Scope, Schedule and Cost. The first phase of project development will complete the PA/ED phase. The project envisions improvements to existing pedestrian crossing and the development of a new crossing. The Project includes improvements to existing, historic sidewalks within the downtown section of town along Old State Route 49 (relinquished in 2007 upon development of the Sutter Creek/Amador City SR 49 Bypass). The project also includes rehabilitation of approximately 0.51 miles from City Limit to City Limit.

It is important that consultants or individuals interested in carrying out the PA/ED phase of this project be experienced with Caltrans Local Assistance Procedures Manual and Guidelines as well as the Caltrans project reimbursement process. Consultants should have extensive experience in contract administration, managing projects that involve federal and state funds, requirements of the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA).

IV. SCOPE OF WORK/SERVICES

The scope of work is attached as Attachment 1. The selected consultant will be expected to perform all services described in the scope of work. For the task identified below, the consultant will confer with the Amador City’s Contract Administrator regarding specific work activities and consultant time required prior to carrying out any work. In addition, progress reports, days and hours worked, all work activities and accomplishments will be provided prior to any approval for payment. Specific written work task orders may or may not be necessary (as decided by the contract administrator), however, clear

communication regarding consultant's costs and work milestones to be accomplished must be maintained.

Funding identified for this project is \$200,000 and may be amended dependent upon work load and responsibilities. If the prospective consultant determines that the work called for in this Request for Qualifications cannot be carried out according to available funding or the schedule that is set forth herein, the consultant is nonetheless encouraged to specify clearly the reasons why said funding level or schedule should be exceeded or which project tasks should be deleted in order to meet said funding limits as well as intended project purposes.

V. CONTACT PERSON

Sandy Staples
Mayor, City of Amador
Physical Address: City Hall 14203, Old Hwy 49/Main Street
Mailing Address: P.O. Box 200
Amador City, CA 95601
(209) 267-0682
Email: Sandy.staples@amador-city.com

VI. SCHEDULE

April 17, 2026Issue Request for Qualifications
May 22, 2026.....Closing Date for Receipt of SOQs
May 29, 2026.....Finalists contacted to schedule interviews, if required
June 15, 2026.....Contract award

SOQs must be **received** no later than **12:00 pm on May 22, 2026** at the City of Amador City Hall.

SOQs must be submitted in a sealed envelope that is clearly marked **“Amador City - Old Highway 49 Resurfacing, Ped/Bike Crossings and Sidewalk Improvement Project Approval and Environmental Document (PA/ED) Related Services.”** If mail delivery is used, the consultant should mail the SOQ early enough to provide for arrival by this deadline. Consultant uses mail or courier service at his/her own risk. Amador City will not be liable or responsible for any late delivery of submittals. **Postmarks and electronic submittals will not be accepted.** Until award of the contract, the submittal shall be held in confidence and shall not be available for public review. Upon award of a contract, all submittals shall be public records. No submittal shall be returned after the date and time set for opening thereof.

By submitting, the consultant certifies that his or her name or firm’s name, as well as that of consultant’s subconsultants, does not appear on the Comptroller General’s list of ineligible contractors for federally assisted projects.

VII. GENERAL CONDITIONS

A. Limitations

This Request for Qualifications (RFQ) does not commit the City to award a contract, to pay any costs incurred in the preparation of the SOQ in response to this request, or to procure or contract for services or supplies. The City expressly reserves the right to reject any and all SOQs or to waive any irregularity or information in any SOQ or in the RFQ procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered. The City reserves the right to withdraw this RFQ at any time without prior notice. Further, the City reserves the right to modify the RFQ schedule described above.

B. Award

Amador City plans to ask RFQ finalists, if required, to present oral presentations regarding their firms and any special expertise in the necessary areas. The City also reserves the right to award the contract without discussion or interviews, based upon the initial SOQs. Accordingly, each initial SOQ should be submitted on the most favorable terms from a price and a technical viewpoint. However, selection will be based upon demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. Following the initial qualifications-based selection, the cost rate provided will be the basis for negotiations to ensure the City receives a fair and reasonable price.

C. RFQ Addendum

To handle questions or changes most effectively and to ensure that everyone has the same information, **we request that you promptly send a contact e-mail address to sandy.staples@amador-city.com**, if you intend to submit. The City will only respond to written questions mailed to City of Amador City Hall P.O. Box 200 Amador City, CA 95601 or emailed to sandy.staples@amador-city.com. Written interpretations, changes or answers to questions submitted to Amador City will be furnished to all proposers that have provided contact email addresses to sandy.staples@amador-city.com. Questions must be received no later than **April 24, 2026 at 12:00 p.m.**

Any changes to the RFQ requirements will be made by written addenda by Amador City and shall be considered part of the RFQ. Upon issuance, such addenda shall be incorporated in the RFQ documents, and shall prevail over inconsistent provisions of earlier issued documentation.

D. Verbal Agreement or Conversation

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of Amador City shall affect or modify any terms or obligations of the RFQ, or any contract resulting from this RFQ.

E. Precontractual Expense

Any costs incurred by proposers pursuant to this Request for Qualifications in anticipation of receiving a contract award, will not be reimbursed by the City. Payments will be made pursuant to a negotiated contract between the City and the selected consultant. The City shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFQ.

F. Signature

The submittal shall provide the following information: name, title, address, and telephone number of the individual with authority to bind the company and also who may be contacted during the

period of evaluation. The submittal shall be signed by an official authorized to bind the consultant(s). Execution of the contract is expected by June 15, 2026.

G. Term

The term of the contract will be from June 15, 2026 to June 30, 2027 or upon completion of the project, if sooner.

H. Termination

The City may, by written notice to Consultant, terminate the whole or any part of the Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof. Upon termination, Consultant shall be compensated only for those services which have been fully and satisfactorily rendered to the City through the effective date of the termination. Consultant may not terminate the Agreement except for cause.

I. Insurance

The consultant shall take out and maintain at all times during the performance of any services to be done under the terms of any contract awarded, a policy or policies of public liability and property damages insurance naming thereon the City of Amador, its officers, agents, and employees, as insured against any liability of any kind arising out of the work to be performed by, or on behalf of, the consultant. Said policy or policies shall provide coverage in the following minimum amounts: for personal injury - \$500,000 each person, \$1,000,000 each occurrence; for property damages - \$50,000 on account of any one occurrence with an aggregate limit of not less than \$200,000. Said policy or policies shall be satisfactory to the counsel of the City of Amador.

J. Contract Arrangements

The proposer is expected to execute a contract similar to the Sample Contract (Attachment 3) which meets federal and state requirements. If the proposer wishes to modify the attached contract, changes must be discussed in their submittal.

1. Disadvantaged Business Enterprise (DBE) Policy: It is the policy of the U.S. Department of Transportation that minority- and women-owned business enterprises (hereby referred to as DBE's) as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds, if used. DBE certified consultants are encouraged to submit. The City of Amador will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR, Part 26 on the basis of race, color, sex, or national origin.
2. DBE Obligation: By submitting, the prime consultant agrees to ensure that DBE's have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, prime consultant shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBE's have the maximum opportunity to compete for and perform contracts. The prime consultant shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts. **The DBE goal for this contract is 0%.**

3. Title VI of the Civil Rights Act of 1964: The contractor agrees to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (49 USC 2000d) and the regulations of the U.S. Department of Transportation issued thereunder in 49 CFR Part 21.
4. Equal Employment Opportunity: In connection with the performance of the contract, the contractor shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Each SOQ, to be considered responsive, must include the following:

1. A copy of the consultant(s) affirmative action policy (applicable for firms with 50 or more employees); and
2. A discussion of the consultant(s) program for use of DBE's in the performance of this work, including the following:
 - The names and addresses of DBE firms that will participate;
 - The description of the work each named firm will perform; and
 - The dollar amount of participation by each DBE firm.
5. Conflict of Interest: Firms submitting in response to this RFQ must disclose to the City any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for consulting services to be awarded pursuant to this RFQ. If this firm has no conflict of interest, a statement to that effect shall be included in the submittal.

VIII. SUBMITTAL CONTENT AND ORGANIZATION

Submittals should be limited to specific discussion of the elements outlined in this RFQ. The intent of this RFQ is to encourage responses which meet the stated requirements and which propose the best methods to accomplish the work. The submittal shall be limited to 30 (one-sided) pages including attachments. All attachments and exhibits shall be folded to 8.5"x11" and each folded sheet of paper will count as one page. The Cover page, transmittal, and dividers will not be included in the page count. Elaborate brochures, or expensive submittals are not necessary, and will not influence selection. The organization of the SOQ should follow the general outline below.

Transmittal Letter

The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the consultant(s) firm, and who may be contacted during the period of evaluation. Signing attests that the information provided in the submittal is current and factual, and that all firms on the proposed team agree to work on the project. Only one transmittal letter need be prepared to accompany all copies of the submittal. The transmittal letter is limited to 2 pages.

Section A: Contract Information.

Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the Request for Qualifications.

Section B: Prime Consultant Point of Contact

Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime consultant that the agency can contact for additional information.

Section C: Understanding of Commission's Needs

A thorough explanation of the consultant's understanding of the City's needs for this contract and a thorough explanation of how the consultant can provide the required services.

Section D: Proposed Team

Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime consultant if a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subconsultants and outside associates or consultants must be used, and any change must be approved by the contract administrator.

Section E: Organizational Chart of Proposed Team.

Present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section F and the firm they are associated with as listed in Section D.

Section F: Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime consultant's firms first. The following blocks must be completed for each resume:

- Name
- Role in This Contract
- Years' Experience.- Total years of relevant experience and years of relevant experience with current firm
- Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section D
- Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.
- Current Professional Registration. Provide information on current relevant professional registration(s)
- Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.
- Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section G for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section G. Indicate if the project was performed with any office of the current firm. If any of the

professional services or construction projects are not complete, leave year completed blank and indicate the status in Brief Description and Specific Role

Section G: Example Projects

Select Example projects which best illustrate proposed team's qualifications for this contract. Provide the following for each project:

- Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.
- Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract.
 - Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.
 - Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.
 - Point of Contract Telephone Number.
- Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.
- Firms from Section D Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section D.
- Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section F.

Section H: Fee Schedule

The cost rates shall describe both the hourly rate for principal(s) and employees to be assigned to this contract, by task, and a summary of any other related costs that are to be billed directly (mileage, printing, production, etc.) and a total “not-to-exceed” amount for this submittal.

The cost rates **shall** be submitted in a separately sealed envelope. This separately sealed envelope will not be opened until the consultants’ submittals have been ranked based on their qualifications at which time the highest ranked team’s cost rate sheet will be opened during contract negotiations. If a contract cannot be agreed upon, negotiations will begin with the second highest ranked team. Once a contract is awarded the remaining unopened envelopes containing the cost rate sheets will be returned.

The Certification of Costs & Financial Management Systems form 10-K shall be filled out and included in the sealed envelope with the cost rates.

Section I: Required Certifications and Statements

Include statements of assurance regarding the following requirements:

- Non-substitution of proposed staff members and subconsultants (if any) without prior approval by the City of Amador.
- Ability to fulfill the insurance and indemnification requirements contained in Section VII. The actual certificates of insurance are not required as part of this submittal.
- Levine Act Disclosure Statement (Exhibit A) in Attachments.
- Certification of Costs & Financial Management System (Exhibit D).
- Disclosure of Lobbying Activities (Exhibit E) in Attachments.

Submittal Requirements

The proposer must provide three (3) bound copies that are three-hole punched (three-ring binders are acceptable) and one (1) unbound original (suitable for reproduction) of all submittals in response to this Request for Qualifications.

All SOQs shall be **received** at the City of Amador no later than **12:00 pm on May 22, 2026** at the City of Amador City Hall P.O. Box 200 Amador City, CA 95601. All SOQs shall be submitted in a sealed envelope that is clearly marked **“Amador City - Old Highway 49 Resurfacing, Ped/Bike Crossings and Sidewalk Improvement Project Approval and Environmental Document (PA/ED) Related Services.”** Late submissions will not be accepted.

All submittals, whether selected or rejected, shall become the property of the City.

All submittals received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the consultant. To be considered, the modification must be received in writing, and in the same number of copies as the original submission, prior to the date and time specified for receipt of submission.

Until award of the contract, the SOQs shall be held in confidence and shall not be available for public review. Upon award of a contract, all SOQs shall be public records. No SOQ shall be returned after the date and time set for opening thereof.

Protest Procedure

1. Any proposers may file a written protest with the City Mayor not later than **five (5)** working days after of the date of a **Notification of Unsuccessful Proposals**.
2. The protest shall be delivered or sent by registered mail to the City Mayor.
3. The protest filed with the City Mayor shall:
 - a. Include the name, address, and business telephone number of the protestor;
 - b. Identify the project under protest by RFQ name and RFQ date;
 - c. Contain a concise statement of the grounds for protest including alleged violations of Federal, State, or local law; provided, however, RFQ or RFQ process and procedures, including evaluation criteria, shall not be proper grounds for protest and concerns related to those issues should be raised and addressed, if at all prior to the SOQ opening date to allow adjustments before evaluation of SOQs and;
 - d. Provide all supporting documentation, if any. Documentation submitted after filing the protest will not be considered during review of the protest or during any appeal.

Protest Review

1. Upon receipt of a protest, the Contract Administrator shall review all the submitted materials and shall create and retain a written record of the review. The Contract Administrator shall respond in writing at least generally to each material issue raised in the protest not later than **fifteen (15)** working days after receipt of the protest.
2. If the protested procurement involves Federal or State funds, the Contract Administrator shall give notice to the interested party that he or she has the right to appeal to the appropriate Federal or State agency which shall be identified by name and address. An appeal hereunder shall be filed with the appropriate agency within **five (5)** working days of the dispatch of **Notification of Unsuccessful Proposals** to the interested party(ies).
3. The Contract Administrator's decisions may be appealed in writing to the City of Amador prior to the award date, which is stated in the **Notification of Unsuccessful Proposals**. The City shall review and decide the appeal based on the grounds and documentation set forth in the original protest to the City Mayor. The appealing party may be represented by legal counsel if desired. Each party shall bear its own costs and expenses involved in the protest and appeal process, including any subsequent litigation. The decision of the City shall be final unless the protested procurements are obtained in whole or in part with Federal or State funds.

IX. EVALUATION AND SELECTION

A review panel made up of representatives of the City and its partners will evaluate the SOQs. Proposers may be telephoned and asked for further information, if necessary, and may be expected to appear for oral interviews on the date identified in the project timetable. Previous clients will also be called. The panel will make recommendations to the City on the basis of the submittal, oral interview, and reference check. The City reserves the right to select a consultant based solely on written statement of qualifications and not convene oral interviews.

Upon receipt of the submittal, a technical evaluation will be performed. Each of the major sections of the SOQ will be reviewed and evaluated with criteria designed to help judge the quality of the submittal. Evaluation criteria will include such considerations as:

Evaluation Criteria	Maximum Points
Understanding of the project’s needs.	20
Previous experience of the firm with similar or related work.	20
Qualification of the firm and individuals who will be assigned to work on this project.	20
Consultant’s approach to providing required services and products including personnel, tools, methods, schedules, etc.	20
Consultant support capability and experience with state and federal procedures as well as experience with small rural counties.	20
Total	100

Following the qualification-based ranking, negotiations shall be conducted with the most qualified proposer. If a draft agreement cannot be reached with the top ranked candidate within five days, then negotiations may be terminated. Negotiations may then be opened with the second choice and the process repeated. When negotiations are terminated with the consultant, negotiations will not be reopened with them during this process. If an agreement cannot be reached with any of the consultants recommended by the selection committee, the selection committee will be asked to make additional recommendations.

Upon attainment of a draft agreement, the draft agreement will be forwarded internally within the City for review on content prior to final approval and execution by the City.

The City retains the right to reject any and all submitted letters of interest and qualifications which do not comply with the provisions of this Request for Qualifications or for any other reasons deemed appropriate by the City.

X. PAYMENT SCHEDULE

The City intends to pay consultant on a time and reimbursable expense basis at the rates set forth in the contract. Although the work will be paid on a time and materials basis, the contract will contain a not-to-exceed amount. Not-to-exceed amounts may be required for sub tasks within the contract. All claims for progress payments must be accompanied by a progress report documenting percentage of work completed per task, hours spent by personnel or subcontractors working on the project in accordance with this RFQ and subsequent contract, and dates and hours worked. Progress payments will only be approved if the Contract Administrator has verified to the satisfaction of the City Council that the amount and value of work completed is closely comparable to the value of the progress payment being requested. Invoices should be mailed to the City of Amador City Hall at P.O. Box 200 Amador City, CA 95601 or emailed to sandy.staples@amador-city.com. For each statement received by the 22nd day of a given month, the City will endeavor to review the statement and approve payment of the invoiced amount at their next regular meeting.

XI. ATTACHMENTS

Attachments to this Request for Qualifications are available at City Hall or on the City's website <https://amador-city.com/>. The City will not mail or email copies of the Attachments. The exhibits followed by an asterisk below must be completed and submitted with SOQ.

- **Attachment 1**-Scope of Work
- **Attachment 2** -ePSR
- **Attachment 3** – Sample Contract & Contract Exhibits
 - **Exhibit A:** Levine Act
 - **Exhibit B:** DBE-Notice to Proposers (Form 10-I)
 - **Exhibit C:** Cost Proposal (Caltrans LAPM 10-H1)
 - **Exhibit D:** Certification of Costs & Financial Management System (Form 10-K)*
 - **Exhibit E:** Disclosure of Lobbying Activities (Form 10-Q)*