



# REQUEST FOR QUALIFICATIONS (RFQ)

for

## Establishing a Pre-Qualification List for Consultant Services – Various Disciplines



City of San Bruno  
Department of Public Works

567 El Camino Real  
San Bruno, CA 94066

RFQ Due Date: Thursday, November 20, 2025, at 5:00 pm



## 1. PURPOSE OF THIS REQUEST FOR QUALIFICATIONS (RFQ)

The City of San Bruno (“City”) wishes to establish a list of qualifying firms to provide various engineering and professional consulting services, including architectural, design, civil, construction, environmental, geotechnical, structural, landscape architecture, traffic and transportation, project management, plan check, development review, electrical, mechanical, plumbing, fire suppression, geographic information system, financial advisory, real property transaction, and public outreach and engagement.

This list of services will be valid for five (5) years. There is no guarantee of work, and firms will be considered as relevant projects are developed.

As projects are developed, a Consultant Services Agreement will be entered into with one (or more) consultant(s) to provide professional services for a variety of projects on an on-call basis. The work assigned may be discrete, short-term assignments or may be part of larger capital projects, planning projects, maintenance efforts or engineering efforts. On an on-call, as-needed basis, the selected firm(s) may later be asked to provide professional engineering services proposals on specific needs, based on an agreed-upon scope of services and fees.

The City, at any time, may abolish the list(s) established using this process prior to the expiration period and initiate a new Consultant selection process to establish new list(s). The City reserves the right to reject any or all responses received as a result of solicitation; to extend the submission due date for; to modify, amend, re-issue or re-write this document; and to procure any or all services by other means.

All costs associated with the preparations and responses to this Request for Qualifications (RFQ) shall be borne solely by the Consultant and at no cost to the City.

Submission of the Statement of Qualifications (SOQ) indicates acceptance by the firm of the conditions contained in the RFQ unless clearly and specifically noted in the SOQ submitted and confirmed in the contract between the City of San Bruno and the firm selected.

## 2. GENERAL INFORMATION

The City’s Public Works Department provides professional, strategic, and cost-effective maintenance and capital improvement to critical City infrastructure, including the delivery of potable water, traffic and transportation, street lights, wastewater and stormwater collection systems, recycling and environmental sustainability, facility maintenance, and the City fleet. The Department is made up of eight divisions that are responsible for managing administration and engineering activities, the City’s streets maintenance, water, stormwater, wastewater, building and facilities, central garage, and solid waste operations.

The City annually adopts a Capital Improvement Program (CIP) budget, which provides funding for major infrastructure improvements throughout the City. The general engineering projects may include storm drain, water and sewer improvements, pump



stations, sidewalks, bike paths, pavement rehabilitation, park and facilities improvements, green infrastructure design, striping, neighborhood traffic calming studies, traffic signal modifications, landscaping and irrigation systems design, HVAC system designs, building security, facility electrical design, structural design, plumbing design and other related projects as required. On occasion, the City may need consultant services for surveying, plan check, geotechnical, traffic studies, electrical design, mechanical design, structural design, construction management and inspection, environmental and public health plan reviews and inspections, public outreach and engagement, and financial advisory and utility rate modeling.

### 3. SCOPE OF SERVICES

Under general direction of the City's staff, qualified firms may be responsible for, but not limited to, providing the services in the following areas listed below:

- 1) Architectural
- 2) Civil (inclusive of Surveying)
- 3) Construction Management and Inspection
- 4) Development Review
- 5) Electrical
- 6) Environmental Public Health and Safety
- 7) Financial, Economic Advisory and Utility Rate Modeling
- 8) Fire Suppression
- 9) Geographic Systems Information (GIS)
- 10) Geotechnical
- 11) Landscape Architecture
- 12) Mechanical
- 13) Plan Check / Plan Review
- 14) Plumbing
- 15) Project Management:
  1. General
  2. Capital Improvement Program (CIP)
  3. Land Development
- 16) Public Outreach and Engagement
- 17) Real Estate (Commercial) Advisory and Brokerage
- 18) Special Testing / Inspection
- 19) Structural
- 20) Transportation / Traffic

The Scope of Services, found in **Attachment 1**, includes examples of the general tasks to be performed by the Consultant. Final tasks shall be developed as a Consultant is selected for a particular project. At that time, if the Consultant believes the project can be enhanced in any way by the addition of other tasks or the deletion of any specified tasks, such information should be incorporated into the final project proposal.

Consultants who wish to be considered for multiple disciplines must include individual responses and qualifications within the submittal for each discipline. Only one comprehensive submittal is required. Submittals must include the Service Category Checklist provided in **Attachment 3**.



Consultants responding to this RFQ must focus their responses with specificity describing the expertise, direct involvement, and experience of the anticipated team to be allocated for completing the requested services. If there are any exceptions to the core of requested services, the Consultant shall list said exceptions in the SOQ. For specialized work for which the prime consultant shall require a sub-consultant, the prime consultant shall service as an administrative liaison between the City and the sub-consultant.

Services shall be requested by the City on an as-needed basis and paid according to an approved rate schedule. Upon determination of a need for service, the City will inform the selected firm(s) of the specific staffing need and/or scope of work. The firm(s) will prepare a detailed scope and cost proposal. Upon agreement of a detailed scope and cost, the City will issue a task order for the work.

#### 4. SELECTION PROCESS

The RFQ process will establish a ranking based on how each SOQ meets the qualifications of the Scope of Services and the requirements of the RFQ. The SOQ shall conform to the Qualifications Format and Submittal Requirements (**Attachment 2**). It is important that all listed items be included in the SOQ. Responses which do not comply with all of the requirements per the RFQ deadline will not be considered. The City reserves the right to reject any or all SOQs without qualifications and negotiate specified requirements and costs using the selected proposal as a basis.

The selected consultant shall be required to enter into the City's standard consultant services agreement (**Attachment 4**). All Consultants that respond to the RFQ shall assume that the execution of the agreement, without changes, will be a required condition.

All submitted Proposals must include:

- 1) Complete the "Service Discipline Category Checklist" (**Attachment 3**)
- 2) A signed copy of the "Standard Agreement Acknowledgement" (**Attachment 5**); and
- 3) A statement responding to the "Litigation and Criminal Investigation" questionnaire (**Attachment 6**).

Furthermore, the City reserves the right to reject any or all SOQs without qualifications, negotiate specific requirements and costs using the selected proposal as a basis, and waive any and all irregularities to choose the firm which, in the City's opinion, best serves the City's interests.



## 5. SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

### Criteria

- |    |   |             |
|----|---|-------------|
| 1. | <u>Quality and completeness of Proposal.</u><br>Presentation, completeness, clarity, organization, and conformance to the RFQ content and requirement.  | 5%          |
| 2. | <u>Proposed Work Plan and Approach.</u><br>Consultant's proposed work plan and approach.  | 5%          |
| 3. | <u>Project Management and Problem Solving.</u><br>Demonstrated ability and specific experience with problem solving, development of solutions, project management, and quality control/quality assurance, and successful management of multiple projects of varying sizes. Strongest examples will include those identifying and representing the specific project managers proposed for the City's projects. | 15%         |
| 4. | <u>Experience with Government Agencies and Community Stakeholders.</u><br>Prior experience and ability to work with governmental agency staff and direct interactions with community members and other stakeholders; and translating various requirements and interests into successful projects.   | 15%         |
| 5. | <u>Staff and Resource Availability and Depth.</u><br>Availability and depth of staff and resources to deliver quality products on schedule, including work and short notice and under time constraints.   | 15%         |
| 6. | <u>Staff Qualifications and Experience.</u><br>Qualifications and experience of the firm's key personnel, particularly those being proposed as project managers.  | 25%         |
| 7. | <u>Completion of Similar Projects and References.</u><br>Demonstrated professional work examples and references.  | 15%         |
| 8. | <u>Communication Skills.</u><br>Strength of written and verbal communication/presentation skills.   | 5%          |
|    |   | <b>100%</b> |



## 6. CONSULTANT SELECTION SCHEDULE

The following schedule has been established for conducting this consultant selection process. The City of San Bruno reserves the right, however, to modify this schedule at any time.

<u>Task</u>	<u>Approximate Dates</u>
Issuance of Request for Qualifications	Thursday, October 23, 2025
Deadline to Submit Questions	Thursday, November 13, 2025
Response to Questions Released	Monday, November 17, 2025
<b>Statement of Qualifications Due</b>	<b>Thursday, November 20, 2025</b>
City to review and rank Statement of Qualifications	November – December 2025
Award Consultant Agreement(s)	As Needed

## 7. QUESTIONS

Questions regarding the information contained in the RFQ document must be submitted by email, in writing, or by fax, and addressed to:

Attention: Robert Wood, Management Analyst  
 Email: [rwood@sanbruno.ca.gov](mailto:rwood@sanbruno.ca.gov)  
 Phone: (650) 616-7046  
 Fax: (650) 794-143

Mailing Address: City of San Bruno  
 Public Works Department  
 567 El Camino Real  
 San Bruno, CA 94066-4299

All questions must be received by **5:00 p.m. on November 13, 2025**. Questions will be responded to in writing. Written summaries of all questions and answers will be distributed to each consultant. Anonymity of the source of specific written questions will be maintained in the written responses. A clarification addendum will be issued, if necessary.

Telephone requests for information or inquiries will be allowed only if the nature of the request or inquiry does not lend itself to formulation into a written question. Verbal inquiries, however, are discouraged and calling parties may be requested to submit written questions in lieu of receiving a verbal response. The intent behind this requirement is to ensure that consultants have available to them the same information and no inconsistent, incomplete or misinformation is communicated to any team.

If any changes or updates to the RFQ are made, a copy of the current RFQ will be posted on the City’s website at:

<https://www.sanbruno.ca.gov/Bids.aspx>



## 9. PUBLIC RECORDS ACT DISCLOSURE

All proposals submitted in response to this Request for Proposals (RFP) shall become the property of the City of San Bruno and will be considered public records subject to disclosure under the California Public Records Act (Government Code Section 6250 et seq.) after the City Council's approval of a resulting contract.

Proposers are advised that the City does not consider proposals submitted in response to this RFP to be confidential during evaluation; however, once a contract has been approved by the City Council, all materials become public records and are subject to disclosure.

If a proposer believes any portion of its proposal contains proprietary, trade secret, or other confidential information exempt from disclosure, such material must be clearly marked as "CONFIDENTIAL." The proposer must also provide a written explanation and legal basis for each exemption claimed.

The City will use reasonable efforts to notify the proposer prior to releasing any such material. However, by submitting a proposal, the proposer acknowledges and agrees that the City shall not be liable for disclosure of any information that is not clearly marked as confidential, or if disclosure is required by law, court order, or the California Public Records Act.

### Attachments:

1. Scope of Services
2. Format and Submittal Requirements
3. Service Discipline Category Checklist
4. City Standard Consultant Agreement
5. Agreement Acknowledgement
6. Litigation and Criminal Investigation Questionnaire



## **ATTACHMENT 1**

### **SCOPE OF SERVICES**

The following Scope of Services describes the general tasks to be performed by the Consultant. Final tasks shall be developed as a Consultant is selected for a particular project. At that time, if the Consultant believes the project can be enhanced in any way by the addition of other tasks or the deletion of any specified tasks, such information should be incorporated into the final project proposal.

#### **SCOPE OF Services**

Under general direction of the City's staff, qualified firm(s) may be responsible for, but not limited to, providing the services in the following areas listed below:

- 1) Architectural
- 2) Civil (inclusive of Surveying)
- 3) Construction Management and Inspection
- 4) Development Review
- 5) Electrical
- 6) Environmental Public Health and Safety
- 7) Financial, Economic Advisory and Utility Rate Modeling
- 8) Fire Suppression
- 9) Geographic Information System (GIS)
- 10) Geotechnical
- 11) Landscape Architecture
- 12) Mechanical
- 13) Plan Check / Plan Review
- 14) Plumbing
- 15) Project Management:
  1. General
  2. Capital Improvement Program (CIP)
  3. Land Development
- 16) Public Outreach and Engagement
- 17) Real Estate (Commercial) Advisory and Brockerage
- 18) Special Testing / Inspection
- 19) Structural
- 20) Transportation / Traffic

In addition to general engineering projects, Consultants may be asked to perform the following tasks:

- Hydraulic modeling of the water distribution, storm water, and sewage collections systems
- Evaluations, studies, and recommendations related to water and sewer pump stations
- Electrical systems evaluation and design
- Mechanical systems evaluation and design
- Private Development Review



- Review of the engineering and encroachment permits
- Surveying services
- Environmental/Planning Support (CEQA)
- Pavement Management
- Determining/Reviewing Streetscape and Planting Palates

The following technical qualifications are examples of experience and knowledge the City may expect Consultants to possess. The list is not all-inclusive, and a single firm is not expected to be able to provide all services. Consultants should select a category (e.g., Civil, Transportation/Traffic, etc.) that best describes their area of expertise and the professional services proposed to be provided. Submittals must indicate the Consultants' categories for consideration in the Service Category Checklist provided in **Attachment 2**.

### **1) Architectural**

- a. Demonstrated experience and knowledge of architectural services for mid-size projects with a focus on renovations and modifications to existing facilities, including but not limited to: office buildings, libraries, recreation and senior centers, maintenance buildings, and site work.
- b. Demonstrated experience and knowledge in building design and construction, assessment of existing facilities, renovations, expansions, regulatory permits applications, planning permit applications, coordinating environmental processes, and other improvements.
- c. Demonstrated experience and knowledge of all applicable building codes and the American with Disabilities Act / Facilities.
- d. Demonstrate experience and knowledge of ADA Transition Plans, International Building Code, federal, state, and local by-laws as applicable.
- e. The consultant shall be licensed to practice architecture in the State of California.

### **2) Civil, inclusive of Surveying**

- a. Demonstrated experience and knowledge of site surveying and civil engineering for planning and development purposes.
- b. Demonstrated experience and knowledge of civil engineering services for new construction, assessment of existing facilities, renovations, expansions, and other improvements.
- c. Demonstrated experience and knowledge with design of water distribution and sewer collection systems.
- d. Demonstrate experience and knowledge with design of storm water pollution prevention systems for facilities' collection.
- e. Demonstrated experience and knowledge of design of trenchless improvements and corrosion control engineering.
- f. Demonstrated experience and knowledge of construction support service related to civil engineering work.
- g. The consultant shall be licensed to practice in the State of California.



### **3) Construction Management and Inspection**

- a. Demonstrated experience and knowledge of construction management, project management, monitoring, administration, and coordination services.
- b. Demonstrated experience and knowledge of design documents review for coordination, constructability, and completeness.
- c. Demonstrated experience and knowledge of cost estimating services of construction documents, and construction changes.
- d. Demonstrated experience and knowledge of construction claim avoidance and resolution.
- e. Demonstrated experience and knowledge of federal-aid construction and administration requirements.

### **4) Development Review**

- a. Demonstrated experience in reviewing planning development applications for compliance with applicable Federal, State, and local regulations, policies and ordinances on behalf of Public Works.
- b. Demonstrated experience in coordinating with planners, applicants, California Environmental Quality Act (CEQA) consultants, technical consultants, and other City reviewing departments on application completeness review requests.
- c. Demonstrated experience in coordinating technical review of deliverables by subject matter experts, which may include other consultants' technical memoranda, and City staff.
- d. Demonstrated experience in reviewing technical memoranda and providing and coordinating comments.
- e. Demonstrated experience in preparing necessary staff reports.
- f. Demonstrated experience in presenting and/or supporting presenting staff before governing bodies.
- g. Other tasks related to entitlement development application review.
- h. The consultant shall be licensed to practice in the State of California.

### **5) Electrical**

- a. Demonstrated experience and knowledge of electrical engineering services for new construction, assessment of existing facilities, renovations, expansions, and other improvements (e.g., Telemetry, SCADA, Instrumentation, Control, PLC Programming, street lighting and traffic signal).
- b. Demonstrated experience and knowledge of construction report services related to electrical engineering work.
- c. The consultant shall be licensed to practice in the State of California.



**6) Environmental Public Health and Safety**

- a. Demonstrated experience and knowledge of conducting environmental site assessment (ESA) investigations and activities in compliance with current regulations, codes, and practices, and provide detailed reports of findings and any subsequent recommendations.
- b. Demonstrated experience and knowledge conducting site visits to identify issues, collect data, and prepare plans related to environmental concerns for facility operations, occupancy, and compliance requirements.
- c. Provide environmental compliance activities related to ESAs, including preparing surveys, reports, and specifications for identifying asbestos-containing material (ACM), lead-based paint (LBP), polychlorinated biphenyls (PCBs), and other hazardous materials.
- d. Inspected and managed remedial clean-up activities, including the removal of hazardous materials/hazardous waste.
- e. Monitor and manage clean-up of air, soil, and water/groundwater resources.
- f. Provide oversight during hazardous waste abatement activities including consultant selection, managing permits, managing abatement work, and performing close-out activities.
- g. Represent the City's interest in meetings with environmental regulatory agencies and others.
- h. The consultant shall be licensed to practice in the State of California.

**7) Financial, Economic Advisory and Utility Rate Modeling**

- a. Demonstrated experience and knowledge of researching, reviewing, and analyzing expenditure and revenue forecasting projections, including grant funding and debt issuance for major capital investment projects and utility enterprise operations; and preparation of special studies and presentations.
- b. Demonstrated experience and knowledge of developing comprehensive utility rate studies (e.g., water, sewer, stormwater, solid waste) and provide service cost analysis, review financial and reserve status and project needs; development of proposed rates, including inter-agency rate comparative analysis; revenue forecasting; and funding capacity analysis and recommendations.
- c. Demonstrated experience and knowledge of analyzing short-term, intermediate, and long-term financing options; and evaluating Agency outstanding indebtedness.
- d. Advising on the timing, method, and structure of security sales, and consultation in negotiating the components of the underwriters' spread, pricing, and other terms.
- e. Assisting in the analysis and implementation of commercial paper or other short-term borrowing programs, and integration into the overall capital financing strategy.
- f. Presenting findings and recommendations to governing oversight committees.
- g. The consultant shall be licensed to practice in the State of California.



## 8) Fire Suppression

- a. Demonstrated experience and knowledge of fire suppression systems, and national and California state standards, including, but not limited to: National Fire Protection Association (NFPA) Standards 25 (“Standard for the Inspection, Testing, and Maintenance of Water Based Fire Protection Systems”), NFPA 2001 (“Standard on Clean Agent Extinguishing Systems”), NFPA 72 (“National Fire Alarm Code”), NFPA 101 (“Life Safety Code”), NFPA 13 (“Sprinkler Installation Code”), NFPA 1 (“Fire Code”), and related NFPA standards.
- b. Demonstrated experience and knowledge completing field investigations and preparation of assessment reports, assessment calculations, technical specifications and drawings, establishment of system design criteria and strategies, peer review, cost estimating, and value engineering.
- c. Demonstrated experience and knowledge completing assessments of Fire Safety Equipment, including, but not limited to fire extinguishers, sprinkler system(s)/apparatus, kitchen fire suppression, and fire pumps.
- d. The consultant shall be licensed to practice in the State of California.

## 9) Geographic Information System (GIS)

- a. Demonstrated experience and knowledge of Geographic Information System (GIS) services, including, but not limited to: digital conversion services such as updating and editing asset data layers (including parcel, zoning, and utility infrastructure); “data mining” from State, County, Census, and utility district sources; build and implement GIS public web portal applications, providing access to data published in ArcGIS Online; create new specific GIS data; create GIS connections between different programs used across the City (including utility CMMS systems and permit databases); and prepare GIS evaluations, reports, and operational recommendations.
- b. Demonstrated experience and knowledge with technical support and knowledge transfer on City GIS Enterprise, ArcGIS Online, and Geocortex infrastructure and system design strategy, upgrade, configuration, and implementation.
- c. The consultant shall be licensed to practice in the State of California.

## 10) Geotechnical

- a. Demonstrated experience and knowledge of geotechnical engineering services, including, but not limited to: conducting hazardous materials sampling and testing, preparing a hazardous materials abatement work plan, undertaking a geophysical survey and preparing bid documents including plans and specifications for hazardous materials abatement and demolitions.
- b. Demonstrated experience and knowledge of performing soil borings and analyzing soil properties.
- c. Demonstrated experience and knowledge of construction support services related to geotechnical engineering work.
- d. The consultant shall be licensed to practice in the State of California.



### **11) Landscape Architecture**

- a. Demonstrated experience on various landscape architectural projects that involve renovations to existing facilities and/or new construction, such as such as parks, playgrounds, ballfields, and trails.
- b. Demonstrated experience and knowledge for the following services which include but are not limited to the following: site surveys, site assessments, park planning, programming, facilitating community meetings and other outreach or analysis, preparation of conceptual construction design documents, regulatory permit applications, cost estimating, and construction support.
- c. The consultant shall be licensed to practice in the State of California.

### **12) Mechanical**

- a. Demonstrated experience and knowledge of mechanical engineering services including, but not limited to: design and development of communications, security, lighting systems, existing system analysis, redesign of electrical panels, HVAC system revisions, layout and design (conduit, riser, and raceway), expertise on MDF/IDF mechanical, new design and renovations, and cost estimating.
- b. The consultant shall be licensed to practice in the State of California.

### **13) Plan Check / Plan Review**

- a. Demonstrated experience and knowledge of, including, but not limited to, entitlement development application review, building and fire life safety plan review, Certified Access Specialist Program (CASP), planning building permit plan review, small wireless facilities (including major and minor Conditional Use Permit modifications), public works engineering plan review (including stormwater quality plans, National Pollution Discharge Elimination System [NPDES] and other applicable federal, state, and local laws, policies, procedures, and standards), and street improvement and traffic engineering plan reviews.
- b. Demonstrated experience and knowledge of plan check review services, including pre-application, entitlement, and construction submittals.
- c. The consultant shall be licensed to practice in the State of California.

### **14) Plumbing**

- a. Demonstrated experience and knowledge of facility plumbing services including, but not limited to: design and development of water, sewer, and storm drain plumbing including layout and design (conduit, riser, and raceway), expertise on new design and renovations, and cost estimating.
- b. The consultant shall be licensed to practice in the State of California.



**15) Project Management: 1. General (Large or Specialty Project)  
2. Capital Improvement Program (CIP), and  
3. Land Development**

A single firm is not expected to be able to provide all services listed below. Consultants should specify which area of expertise (General, CIP, or Development) that best describes the professional services proposed to be provided. The services to be provided by the selected consultant(s) (or "Consultant(s)") may include, but are not limited to, the following:

- a. Demonstrated general experience and knowledge planning, organizing and directing the completion of a variety of infrastructure (Civil or Facility) projects and ensuring that the projects are on time, on budget, and within scope.
- b. Demonstrated experience with document controls, financial controls, budget management, schedule management and coordinating value engineering review.
- c. Demonstrated experience clearly defining the scope and scope management of project with all stakeholders
- d. Demonstrated experience in establishing detailed project management and construction management plans that clearly define roles, key tasks, project schedule and project management tools to be used.
- e. Demonstrated experience in developing a communication organization chart for communication flow and decision making.
- f. Demonstrated experience in monitoring the project schedule, report deviations to the City and resolve schedule issues.
- g. Demonstrated experience in preparing comprehensive project budget, update the project budget regularly, and project monthly status reports.
- h. Demonstrated experience in coordinating with City finance and accounting departments on related budget and financial matters.
- i. Demonstrated ability to coordinate the communication and work of the project team, including the City, architect, builder, subcontractors, and various project stakeholders.
- j. Demonstrated ability to provide project recommendations and facilitate, as needed, City decisions regarding the project.
- k. Demonstrated experience in assisting the City in giving presentations to the City Council, boards, commissions, stakeholders and community.
- l. Demonstrated experience in acting as liaison between the project team members and City and provide progress on the design and construction and authorizations and sign-off's as necessary for the design, construction and operations of the project.
- m. Demonstrated knowledge to provide interpretation of plans and specifications.
- n. The consultant shall be licensed to practice in the State of California.



### **16) Public Outreach and Engagement**

- a. Demonstrated experience and knowledge of providing public outreach and engagement services for engineering, construction, and large development projects.
- b. Demonstrated experience and knowledge of high-quality public outreach and creative services, including media relations, event planning and logistical support, media training, graphic and web design, and marketing support.
- c. Demonstrated experience and knowledge with plans for public outreach, research demographics information, prepare written content for various media, including brochures, posters, press releases, speeches, newsletter articles, ads, video scripts, feature stories, and social media/online content.
- d. The consultant shall be licensed to practice in the State of California.

### **17) Real Estate (Commercial) Advisory and Brokerage**

- a. Demonstrated experience and knowledge of real estate brokerage services, including, but not limited to site searches/selections, listing and selling vacated facilities or property, negotiating and leasing short- and long-term rentable spaces, and other miscellaneous broker services.
- b. Site Search, Selection, and Acquisition: provide market research, conduct site searches based on specified criteria, coordinate and conduct site tours for assigned projects, analyze all responses and provide input, scrutinize each property and obtain due diligence data, provide cost benefit analysis, and attend meetings as necessary.
- c. Sales and Dispositions: conduct market research, provide Broker Opinion of Values, and represent the City in the listing and sale or disposition of vacated facilities or property.
- d. Leasing: conduct market research; obtain information on operating expenses and provide comprehensive financial analysis; obtain due diligence data; and assist with negotiations on assigned projects for new leases, lease amendments, purchase options, and any other lease-related real estate function.
- e. Advertising and miscellaneous Broker Services.
- f. The consultant shall be licensed to practice in the State of California.

### **18) Special Testing and Inspection**

- a. Demonstrated experience and knowledge of testing of all construction work and construction materials including soils testing and special testing (e.g. soil compaction testing, pavement temperature monitoring).
- b. Interpretation of construction documents for special inspections and project compliance inspections.
- c. Monitoring construction progress in the field in relation to schedules.
- d. The consultant shall be licensed to practice in the State of California.



### 19) Structural

- a. Demonstrated experience and knowledge of structural engineering services, including, but not limited to: conducting field investigations and preparation of structural reports, structural calculations, technical specifications and drawings, establishment of structural design criteria and strategies, structural peer review, cost estimating, and value engineering.
- b. The consultant shall be licensed to practice in the State of California.

### 20) Transportation / Traffic

- a. Demonstrated experience and knowledge of transportation engineering services including, but not limited to: traffic modeling, traffic operation analysis, traffic calming analysis, traffic impact assessments, design of multimodal transportation facilities.
- b. Demonstrated experience and knowledge of transportation planning including, but not limited to: multimodal plans, parking assessments and parking plans, transportation demand management.
- c. Demonstrated experience and knowledge of electrical work pertaining to traffic signals and lighting.
- d. The consultant shall be licensed to practice in the State of California.

Consultants who wish to be considered for multiple disciplines must include separate qualification response sections within the submittal for each discipline selected. Only one comprehensive submittal is required - with separated sections divided for each discipline category selected. Submittals must include the Service Category Checklist provided in **Attachment 2**.

Consultants responding to this RFQ must focus their responses with specificity describing the expertise, direct involvement, and experience of the anticipated team to be allocated for completing the requested services. If there are any exceptions to the core of requested services, the Consultant shall list said exceptions in the SOQ. For specialized work for which the prime consultant shall require a sub-consultant, the prime consultant shall service as an administrative liaison between the City and the sub-consultant.



## **ATTACHMENT 2**

### **FORMAT AND SUBMITTAL REQUIREMENTS**

The Proposal shall be submitted to the City by: **Thursday, November 20, 2025, at 5:00 p.m.**

The City will accept proposals submitted by either: 1) via electronic mail (email) or on electronic media, or 2) as a physical or hard copy.

#### **1) Electronic Submission**

If selecting to submit an electronic version of the Proposal:

Proposal and Fee Proposal/Rate shall be submitted via email to:

[rwood@sanbruno.ca.gov](mailto:rwood@sanbruno.ca.gov)

Be certain to request and obtain confirmation of receipt of this emailed submission.

#### **2) Physical, or Hard Copy, Submission**

If selecting to submit a physical or hard copy version of the Proposal:

Proposal shall be submitted to:

City of San Bruno  
Public Works Department  
567 El Camino Real  
San Bruno, CA 94066-4299  
Attention: Robert Wood

#### **FORMAT:**

The Proposal documents shall be brief, precise, and shall not include unnecessary promotional material.

The Proposal shall include the following items and organized as follows:

1. Letter of Transmittal.  
Describe your firm or team's interest and commitment in providing consulting services for the City of San Bruno. An officer of the Consulting firm who is authorized to contractually bind the firm and to negotiate a contract with the City shall sign the letter. Provide name, title, address, email, and telephone number of this officer.
2. Table of Contents.  
Each submittal shall include an index to the major topics contained in the Qualification documents and all pages shall be numbered.



3. Work Plan and Approach.  
Discuss your firm's understanding of the Scope of Services (**Attachment 1**) to be performed. Describe the method for management of overall project costs, schedule, quality assurance/quality control, and other issues critical to this project.
4. Key Personnel Background.  
Name, position, summary of qualifications, resumes, related experience and proposed responsibilities of the project manager and key personnel.
5. Team Experience.  
List of similar projects performed within the last 5-years. Include the following information:
  - Clients name, point of Contact, addresses, and telephone numbers
  - Description of study and year of completion
  - Key personnel involved
6. References.  
Provide at least three (3) references (name, company title, address, email, and telephone number).
7. Standard Agreement Acknowledgement.  
A signed copy of the Acknowledgement (**Attachment 5**) that the Consultant agrees with the City's Standard Professional Services Agreement without any changes.
8. Litigation and Investigation Questionnaire.  
A statement responding to the Litigation and Investigation Questionnaire (**Attachment 6**).
9. Staffing Allocation.  
Consultant shall provide an estimate of the required personnel hours by task and job title in the proposal for the tasks described in the scope of services. This information is not meant as a fee proposal, but only an indication of the level of effort envisioned for completion of the project(s) at hand.
10. Cost.  
Provide a complete schedule of the hourly rates for each classification and function for the Scope of Services to be performed.



**ATTACHMENT 3**

**SERVICE CATEGORY CHECKLIST**

Indicate which service discipline category or categories your company wishes for consideration. Select as many categories as applicable.

Consultants who wish to be considered for multiple disciplines must include separate qualification response sections within the submittal for each discipline selected.

- Architectural
- Civil (inclusive of Surveying)
- Construction Management and Inspection
- Development Review
- Electrical
- Environmental Public Health and Safety
- Financial, Economic Advisory and Utility Rate Modeling
- Fire Suppression
- Geographic Information System (GIS)
- Geotechnical
- Landscape Architecture
- Mechanical
- Plan Check / Plan Review
- Plumbing
- Project Management – General (Large or Specialty Project) \*
- Project Management – Capital Improvement Program (CIP) \*
- Project Management – Land Development \*
- Public Outreach and Engagement
- Real Estate (Commercial) Advisory and Brockerage
- Special Testing / Inspection
- Structural
- Transportation / Traffic
  
- By checking this box, the consultant firm acknowledges that it has examined the above discipline categories and intends to include related background and experience material in the Qualifications submittal.**

*\* Firms that received a Pre-Qualification confirmation in July/August 2025 for these services **DO NOT** need to re-submit. Those firms will be incorporated into this Master List. All other companies are welcome to submit for these, or any, listed discipline category above.*



**ATTACHMENT 3**

**AGREEMENT FOR CONSULTANT SERVICES**

THIS AGREEMENT is made and entered into as of the \_\_\_\_ of \_\_\_\_\_ 202\_\_, by and between the CITY OF SAN BRUNO (“City”), a municipal corporation, and \_\_\_\_\_, a [insert form of company: corporation of \_\_\_\_\_, limited liability company, sole proprietor], with offices located in \_\_\_\_\_ (“Consultant”).

**RECITALS**

WHEREAS, City desires to engage Consultant to \_\_\_\_\_;

WHEREAS, Consultant possesses the skill, experience, ability, background, certification and knowledge to provide the services described in this Agreement.

WHEREAS, Consultant has affirmed its willingness and ability to perform such work.

It is agreed between the City of San Bruno, California, and Consultant as follows:

1. **Term.** The term of this Agreement shall commence on the above written date, and shall terminate on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 14. Services are to be performed on an as-needed basis as set forth in **Exhibit A**. The time provided to Consultant to complete services required by this Agreement shall not affect the City’s right to terminate the agreement as provided in Section 14. The time for completion of the contracted work shall only be extended by written approval of the City Manager.

2. **Scope of Services to be performed.** Consultant shall diligently perform all the services described in the Project Description & Scope of Services attached hereto as **Exhibit A** and incorporated herein by reference. In summary, the scope of service includes but is not limited to data review and analysis, development of demand projections, analysis of demand management measures, population and demographic analysis, system supplies, water supply reliability, water shortage contingency planning, climate change, and other factors as identified by the Urban Water Management Planning Act. The design consultant will prepare draft reports to be reviewed and approved by the City. Once the draft report has been approved, a final report will be submitted and adopted. The City may elect to delete certain tasks of the Scope of Services at its sole discretion.

3. **Time is of the Essence.** Time is of the essence for each and every provision of this Agreement. The time for completion of the contracted work shall only



be extended by written approval of the City Manager as provided for in Section 1. The failure of Consultant to strictly adhere to the project schedule to or complete duties in a timely fashion as determined by the City may result in termination of this Agreement by the City.

4. **Compensation to Consultant.** City shall pay Consultant for the services on a time and expense not-to-exceed basis in accordance with the provisions of this Section and the Compensation Schedule attached hereto as **Exhibit B** and incorporated herein by reference. Consultant's compensation for all work performed in accordance with this Agreement, including all reimbursable items and sub-consultant fees, shall not exceed \_\_\_\_\_ **Dollars and no/100 (\$ \_\_\_\_\_)** without additional authorization from the City Manager. No billing rate changes shall be made during the term of this Agreement without the prior written approval of the City Manager. In the event of a conflict between this Agreement and Consultant's proposal regarding the amount of compensation, this Agreement shall prevail.

4.1 Consultant shall submit monthly invoices to City describing the work performed the preceding month. Consultant's bills shall include the name of the person who performed the work, a brief description of the services performed and/or the specific task in the Scope of Services to which it relates, the date the services were performed, the number of hours spent on all work billed on an hourly basis, and a description of any reimbursable expenditures. City shall pay Consultant no later than thirty (30) days after approval of the monthly invoice by City staff.

4.2 City shall reimburse Consultant only for those costs or expenses specifically approved in this Agreement, or specifically approved in advance by City. Unless otherwise approved, such costs shall be limited and include nothing more than the following costs incurred by Consultant:

- A. The actual costs of sub consultants for performance of any of the services that Consultant agrees to render pursuant to this Agreement, which have been approved in advance by City and awarded in accordance with this Agreement.
- B. Approved reproduction charges.
- C. Actual costs and/or other costs and/or payments specifically authorized in advance by the City Manager in writing and incurred by Consultant in the performance of this Agreement.

4.3 Consultant shall not receive any compensation for Extra Work without the prior written authorization of the City Manager. As used herein, "Extra Work" means any work that is determined by City Manager to be necessary for the proper completion of the Project, but which is not included within the Scope of Services and which the parties did not reasonably anticipate would be necessary



at the execution of this Agreement. Compensation for any authorized Extra Work shall be paid in accordance with the Schedule of Billing Rates as set forth in **Exhibit B**.

4.4 Notwithstanding any other provision of this Agreement, when payments made by City equal 90% of the maximum fee provided for in this Agreement, no further payments shall be made until City has accepted the final work under this Agreement.

4.5 Consultant is solely responsible for all of its recurring business costs, including, but not limited to the payment of all taxes, business permit fees, professional licenses and overhead and shall not separately charge those costs to the City.

5. **Designated Staff Contact.** Public Works Director will be responsible for monitoring performance of this agreement.

6. **Standard of Performance.** All of the services shall be performed by Consultant or under Consultant's supervision. Consultant represents that it possesses the professional and technical personnel required to perform the services required by this agreement and that it will perform all services in a manner commensurate with community professional standards. Qualified and experienced personnel who are not employed by the City shall perform all services, nor have any contractual relationship with the City.

7. **Relationship of the Parties.** Consultant agrees and understands that the work/services performed under this Agreement are performed as an Independent Consultant and not as an employee or agent of the City and that Consultant acquires none of the rights, privileges, powers or advantages of City employees. Consultant expressly warrants not to represent, at any time or in any manner, that Consultant is an employee or agent of the City. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind the City to any obligation whatsoever.

8. **Insurance.** Consultant shall return an executed copy of this Agreement with proof of insurance and endorsements to insurance coverage satisfactory to the City that shows that on or before beginning any of the services or work called for by any term of this Agreement, Consultant, at its own cost and expense, shall carry, maintain for the duration of the Agreement insurance coverage as follows: a) statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant with limits not less than \$2,000,000, b) Commercial General and Automobile Liability insurance in an amount not less than two million dollars per occurrence, naming the City, its officers, officials and employees as additional insureds, and c) professional liability insurance for licensed professionals performing work pursuant to this agreement in an amount not less than \$2,000,000 covering the licensed professionals' errors and omissions. Consultant shall not allow any sub Consultant to commence work on any subcontract until all insurance required of the Consultant has also been obtained for the sub Consultant.



9. **Indemnification.** To the fullest extent permitted by law, Consultant shall defend (with legal counsel reasonably acceptable to the City), indemnify and hold harmless City and its Council, officers, agents, departments, officials, representatives and employees (collectively "Indemnitees") from and against any and all claims, suits, actions, losses, costs, damages, injuries (including, without limitation, economic harm, injury to or death of an employee of Consultant or its Subconsultants), expenses and liabilities of every kind, nature and description, at law or equity (including, without limitation, incidental and consequential damages), and reasonable attorneys' fees and costs, litigation expenses, court costs, and fees of expert consultants or expert witnesses, and costs of investigation (collectively "Defense Costs") that arise from, relate to or pertain to, directly or indirectly, in whole or in part, any negligent or reckless act or omission or any willful misconduct of Consultant, any Subconsultant, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). Consultant shall pay and satisfy any judgment, award or decree that may be rendered against the Indemnitees except to the extent that liability is caused by the Indemnitees' sole negligence, active negligence, or willful misconduct, but shall apply to all other Liabilities.

Notwithstanding the foregoing, nothing herein shall be construed to require Consultant to defend or indemnify the Indemnified Parties from any Claim arising from the sole negligence, active negligence, or willful misconduct of the Indemnified Parties. This Section 9 shall be interpreted and applied to be consistent with the limitations in Civil Code sections 2782 and 2782.8. Nothing in this indemnity shall be construed as authorizing any award of attorney's fees in any action on or to enforce the terms of this Agreement. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by the Consultant.

10. **Advice and Status Reporting.** Consultant shall provide the City with timely reports, orally or in writing, of all significant developments arising during performance of its services hereunder.

11. **Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this agreement. If City asks Consultant to remove a person assigned to the work called for under this Agreement, Consultant agrees to do so immediately regardless of the reason, or the lack of a reason, for City's request.

12. **Assignment and Subcontracting.** Consultant shall not assign this Agreement or any portion thereof to a third party without the prior written consent of City, and any attempted assignment without such prior written consent in violation of this Section shall automatically terminate this Agreement. Unless otherwise specified in Exhibit "A", Consultant shall not subcontract any portion of the performance contemplated and provided for herein without prior written approval of the City.



13. **Ownership of Documents.** All work product produced by Consultant or its agents, employees, and sub Consultants pursuant to this Agreement is the property of the City. In the event this Agreement is terminated, all work product produced by Consultant or its agents, employees or sub-Consultants shall be delivered at once to the City.

14. **Termination of Agreement.** The City may, at any time from execution of Agreement, terminate this Agreement, in whole or in part, for the convenience of the City, by giving written notice specifying the effective date and scope of such termination. In the event of termination, all finished or unfinished documents, shall immediately become the property of the City and shall be promptly delivered to the City as per above. In the event of termination, Consultant shall be paid for all work satisfactorily performed until termination, except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment, which is determined by the City Manager by comparing the work/services completed to the work/services required by this Agreement.

15. **Standard of Care and Payment of Permits/Licenses.** Consultant represents and warrants it has or shall obtain all licenses, permits, qualifications, insurance and approvals of whatsoever nature that are legally required of Consultant to practice its profession and to perform said work/services or forfeit any right to compensation under this Agreement. Consultant shall maintain a City of San Bruno business license during the term of this Agreement.

16. **Discrimination and Harassment Prohibited.** Consultant will comply with all applicable local, state and federal laws and regulations prohibiting discrimination and harassment.

17. **Retention of Records.** Consultant shall maintain all records related to this Agreement for no less than three years after the City makes final payment or after termination of this contract and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the City, the State of California and/or Federal grantor agencies.

18. **Merger Clause.** This Agreement, including any exhibits attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the City Manager. In the event of a conflict between the terms, conditions, or specifications set forth herein and those in the exhibits attached hereto, the terms, conditions, or specifications set forth herein shall prevail. This Agreement, or facsimile proposal of the Agreement, constitutes the entire Agreement between City and Consultant.



19. **Waiver, Severability, Choice of Law, Venue.** The waiver by either party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this Agreement. Should any part of this Agreement be declared by a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this agreement, which shall continue in full force and effect, provided that the remainder of this agreement can be reasonably interpreted to give effect to the intentions of the parties. The laws of the State of California shall govern this Agreement and all matters relating to it and venue for state court shall be in San Mateo County Superior Court, Redwood City and for federal court in San Francisco.

20. **Compliance with Laws.** In the performance of this Agreement, Consultant shall abide by and conform to any and all applicable laws of the United States and the State of California, the County of San Mateo, and the San Bruno Municipal Code. To the extent this Agreement calls for a “public work” as defined by state law, prevailing wages shall be paid pursuant to Cal. Labor Code 1720, et seq.

21. **Conflict of Interest.**

a. **In general.** Consultant represents and warrants that, to the best of the Contractor’s knowledge and belief, there are no relevant facts or circumstances that could give rise to a “conflict of interest,” as that term is defined in the Political Reform Act, as codified at California Government Code Section 81000, et seq., on the part of the Consultant, or that Consultant has already disclosed all such relevant information in writing.

b. **Subsequent Conflict of Interest.** Consultant agrees that if an actual or potential conflict of interest in the part of the Consultant is discovered after award, the Consultant will make a full disclosure in writing to the City. This disclosure shall include a description of the actions, which the Consultant has taken or proposes to take, after consultation with the City to avoid, mitigate, or neutralize the actual or potential conflict and shall take all such steps within thirty (30) days.

c. **Interests of City officers and staff.** No officer, member or employee of City and no member of the City Council shall have any pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof. Neither Consultant nor any member of the Consultant’s family shall serve on any City board or committee or hold any such position which either by rule, practice or action nominates, recommends, or supervises Consultant’s operations or authorizes funding Consultant.

22. **Confidentiality.** All communications and documents, including drafts, preliminary drawings, or plans, notes that result from the services under this Agreement,



shall be kept confidential unless City authorizes in writing to release the information or document. Consultant understands the City is a public agency and is subject to laws that may compel it to disclose information about Consultant's business.

**23. Independent Contractor.** City is retaining consultant on an independent contractor basis and Consultant is not an agent or employee of City. Nothing in this Agreement shall be deemed to constitute approval for Consultant or any of Consultant's employees or agents to be the agents of the City. Anything in this Agreement that may appear to give the City the right to direct Consultant as to the details of the performance or to exercise a measure of control over Consultant shall mean only that Consultant shall follow the desires of City with respect to the results of the services.

**24. Consultant.** Notices required by this Agreement, and invoices for payments due shall be mailed to:

City of San Bruno  
Attention: Steven Salazar, Water Services Manager  
Department of Public Works  
567 El Camino Real  
San Bruno, CA 94066

Notices to Consultant shall be mailed to:

Name  
Company Name  
Consultant's Address  
City, State, Zip

**25. Use of Recycled Products.** Consultant shall endeavor to prepare and submit all reports, written studies and other printed materials on recycled paper, and to use recycled products, where possible and economically feasible, for the work subject to this Agreement.

**26. Solicitation.** Consultant agrees not to solicit any business at any meeting, focus group or interview related to this Agreement, either orally or through any written materials.

**27. Alternative Dispute Resolution.** If any dispute arises between the parties that cannot be settled after engaging in good faith negotiations, City and Consultant agree to resolve the dispute in accordance with the following:

- (a) Each party shall designate a senior management or executive level representative to negotiate any dispute;



- (b) The representatives shall attempt, through good faith negotiations, to resolve the dispute by any means within their authority.
- (c) If the issue remains unresolved after ten (10) days of good faith negotiations, the parties shall attempt to resolve the disagreement by negotiation between legal counsel. If the above process fails, the parties shall resolve any remaining disputes through mediation to expedite the resolution of the dispute.
- (d) The mediation process shall provide for the selection within 15 days by both parties of a disinterested third person as mediator, shall be commenced within 30 days and shall be concluded within 15 days from the commencement of the mediation.
- (e) The parties shall equally bear the costs and fees of any third party in any alternative dispute resolution process.
- (f) The alternative dispute resolution process is a material condition to this Agreement and must be exhausted as an administrative remedy prior to either Party initiating legal action. This alternative dispute resolution process is not intended to nor shall be construed to change the time periods for filing a claim or action specified by Government Code § 900, et. Seq.

**28. Attorneys Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose. Attorneys fees and related costs incurred by the parties in conjunction with Section 27 shall be borne by the incurring party.





**ATTACHMENT 4**

**ACKNOWLEDGEMENT FORM  
FOR  
CONSULTANT SERVICES STANDARD AGREEMENT**

By signing below, the consultant firm acknowledges that it has examined the enclosed City of San Bruno's Standard Agreement "AGREEMENT FOR CONSULTANT SERVICES".

If the City accepts the proposal, the agreement, **without any changes**, shall be executed by the consultant firm within three (3) working days of being notified by the City.

**Legal Name of the Consultant Firm:**

\_\_\_\_\_

**Business address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Authorized Person:**

\_\_\_\_\_

**Signature of Authorized Person:**

\_\_\_\_\_

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

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_



## **ATTACHMENT 6**

### **LITIGATION AND CRIMINAL INVESTIGATION**

Within the past 10 years, have you, or any related company, been involved in:

- 1) Any civil litigation in state or federal court?;**
  
- 2) Any federal, state, or local administrative proceeding?; or**
  
- 3) Any criminal investigation, charged with any crime, or been convicted of any crime?**

If so, please explain in detail the circumstances and provide case and docket information sufficient to identify the proceeding(s).