



## **Request for Proposal (RFP)** **City of Corcoran Archaeological Survey Report (ASR) & Historic Property Survey** **Report (HPSR) for Various Project Locations**

### **1.0 Submission Instructions**

Sealed Proposals must be submitted by: 4:00 P.M. Friday, March 24, 2023

Submit proposal via email to:

Orfil Muniz, PE  
City Engineer  
[orfil.muniz@cityofcorcoran.com](mailto:orfil.muniz@cityofcorcoran.com)

Number of copies to be submitted: One (1) electronic PDF copy.

Proposals received after the above-mentioned time and date may not be considered. Your proposal must include the name, e-mail address and telephone number of a contact person. If you would like to be considered for the RFP, you must email your contact information to Orfil Muniz, PE, [orfil.muniz@cityofcorcoran.com](mailto:orfil.muniz@cityofcorcoran.com) to be placed on the list of proposers. A non-mandatory meeting will be held at City Hall (832 Whitley Ave, Corcoran, CA 93212) to review scope of work items on March 14, 2023, at 10:00 A.M.

### **2.0 Introduction**

The City of Corcoran, hereinafter referred to as "City", is seeking proposals from consultants to perform survey reports for various project locations. The projects will be constructing sidewalks, center medians, curb and gutter improvements, drainage improvements, landscaping, and pavement improvements. Any questions regarding the RFP can be submitted to Orfil Muniz, PE ([orfil.muniz@cityofcorcoran.com](mailto:orfil.muniz@cityofcorcoran.com)).

### **3.0 Scope of Work/Project Descriptions**

The City of Corcoran is seeking proposals from consultants to perform a ASR & HPSR document for various project locations. Each project location will need to be address individually.

Consultant shall provide the following services:

- **Archaeological Survey Report (ASR)**
  - The templates listed in the link below are for use in completing cultural resources studies for Caltrans and the City of Corcoran projects.

- <https://dot.ca.gov/-/media/dot-media/programs/environmental-analysis/documents/ser/ex-5-1-asr-a11y.pdf>
- **Historic Property Survey Report (HPSR)**
  - The templates listed in the link below are for use in completing cultural resources studies for Caltrans and the City of Corcoran projects
  - <https://dot.ca.gov/programs/environmental-analysis/cultural-studies/templates>

#### 4.0 Proposal Requirements

Please include the following in the proposal:

1. Name and address of main office
2. A resume of the individuals who will be assigned to the design team. Descriptions of experiences in similar projects should be included within each resume. Identify the specific individuals who will actually do the report work. The project manager or the archaeologist must be a registered and licensed with the State of California with experience in similar projects.
3. A brief statement telling how the firm will undertake the project and why the consultant feels that its firm should be considered for this project.
4. A list of similar projects that the firm has worked on within the past five years. A brief statement describing each project and the specific work performed by the consultant should be included.
5. A schedule outlining the projects time for completion.
6. A fee proposal for the project under a separate file.

#### 5.0 Proposal Evaluation

Evaluation of the submitted proposal will be based on:

1. Experience of the firm in similar projects
2. Proposed plan of action (scope of work)

#### 6.0 Selection and Schedule

The CITY will select a consultant from the received proposals and may request interviews with the consultants if needed. After the most qualified firm is chosen, then the fee is negotiated. If negotiation of reasonable fees is not possible, then fees are negotiated with the next most qualified firm. The firm must be licensed to perform the required services in California.

- |   |                                       |                              |
|---|---------------------------------------|------------------------------|
| ● | RFQ Release Date                      | March 8, 2023                |
| ● | RFQ Responses Due                     | March 24, 2023, by 4:00 P.M. |
| ● | Interviews                            | Week of March 27             |
| ● | Contract Award                        | April 4, 2023                |
| ● | Issue Notice to Proceed Approximately | April 11, 2023               |

## **7.0 Cost Proposal**

Consultant shall provide a separate electronic cost proposal file to complete the work.

## **8.0 Disclaimers**

This RFP does not commit the CITY to enter a contract, nor does it obligate the CITY to pay for any costs incurred in preparation and submission of qualifications or in anticipation of a contract. The CITY may investigate the qualifications of any consultant under consideration, require confirmation of information furnished by a consultant, and/or require additional evidence of qualifications to perform the work described in this RFP. All qualifications will be subject to public disclosure as required by the California Public Records Act.

The CITY reserves the right to:

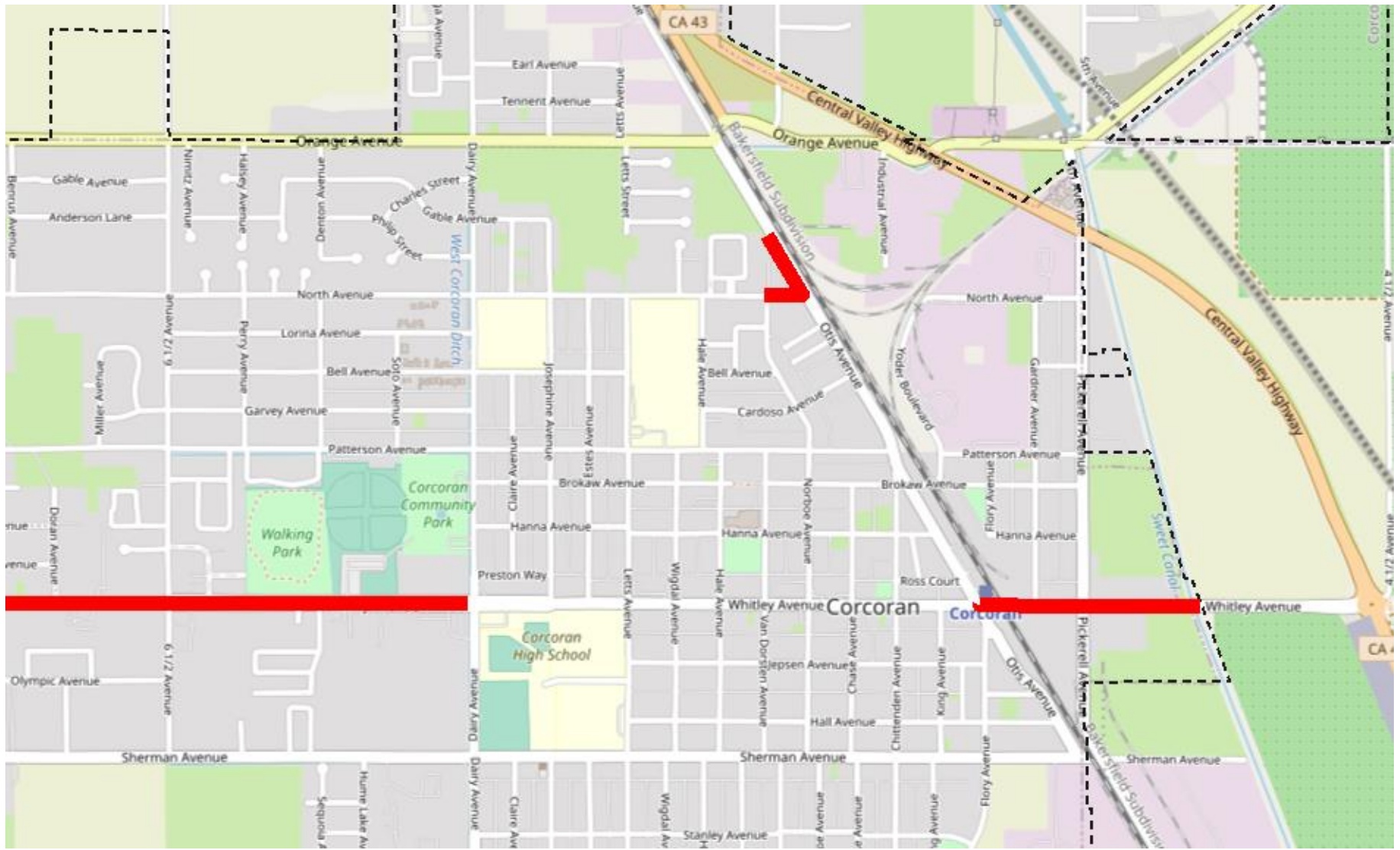
1. Reject any or all proposals.
2. Issue subsequent Requests for Proposal.
3. Cancel the entire Request.
4. Appoint an evaluation committee to review the qualifications.
5. Alter the Selection Process Dates.
6. Remedy technical errors in the RFP process.
7. Seek the assistance of outside technical experts in qualification evaluation.
8. Approve or disapprove the use of subcontractors.
9. Establish a short list of consultants eligible for interviews after review of written qualifications.
10. Negotiate with any, all, or none of the Proposers.
11. Solicit best and final offers from all or some of the Proposers.
12. Award a contract to one or more Proposers.
13. Accept other than the lowest offer; and/or,
14. Waive informalities and irregularities in proposals.

## **9.0 Other Requirements**

Consultant shall be required to possess, at his/her own expense, a valid and current City of Corcoran Business License, prior to commencing work.

## **10.0 Attachments**

1. Map of Project Locations



Note: Project Locations highlighted in Red.