



**CITY OF VISTA  
REQUEST FOR QUALIFICATIONS (RFQ)  
AS-NEEDED  
SEWER ASSET MANAGEMENT AND OPERATION AND MAINTENANCE (O&M)  
TECHNICAL SUPPORT SERVICES**

The City of Vista is soliciting written qualifications for as-needed sewer asset management and operation and maintenance (O&M) technical support services for the City of Vista and Buena Sanitation District (City) sewer utility on an as-needed basis over a three year period. The City will enter into a three (3) – year exclusive Master Consulting Agreement with one (1) selected Consultant. Services provided under the Agreement shall not exceed \$300,000 over the term of the Agreement. A detailed scope of work and fee will then be outlined for each task and assigned to the Consultant along with a Supplemental Agreement.

Consultants may submit qualifications as a single firm with in-house capabilities or as a primary consultant with sub-consultants in order to provide “full service” construction management services on an as-needed basis. For specialized work for which the prime consultant will require a sub-consultant, the prime consultant will serve as an administrative liaison between the City and the sub-consultant. The prime consultant mark-up for sub-consultants shall not exceed five percent (5%). The City reserves the right to request proposals from other firms throughout for special projects requiring unique qualifications.

The work in general consists of technical support for both sanitary and non-sanitary sewer utilities asset management, business process improvements, and sanitary sewer system management plan (SSMP) support service.

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|------------------------------------|-----------------------------|
| • City Releases RFQ                | January 21, 2020            |
| • Deadline for questions           | January 31, 2020            |
| • Qualifications Due               | February 18, 2020 @ 4:00 PM |
| • Consultant Shortlist (if needed) | February 28, 2020           |
| • Interviews (if needed)           | March 17, 2020*             |
| • Select Consultants               | March 19, 2020*             |
| • Contract Award                   | April 28, 2020*             |

\*Dates are subject to change

All questions must be submitted via email to Elmer Alex, [ealex@cityofvista.com](mailto:ealex@cityofvista.com). Phone call questions will not be accepted. Answers to all submitted questions will be provided in an addendum.

Kathy Valdez, City Clerk

**CERTIFICATION**

I, Kathy Valdez, City Clerk of the City of Vista, California, certify that I caused the foregoing public notice to be posted on January 21, 2020, at the following locations within the City of Vista: **1)** the Reference Desk of the Vista Branch of the San Diego County Public Library, 700 Eucalyptus Ave., **2)** the Lobby Counter at the Gloria McClellan Adult Activities & Resource Center, 1400 Vale Terrace Drive; and **3)** the City Clerk's Office, 200 Civic Center Drive.

Kathy Valdez, City Clerk