



# City of Gonzales

P.O. BOX 647  
PHONE: (831) 675-5000

147 FOURTH STREET

GONZALES, CA 93926  
[www.GonzalesCA.gov](http://www.GonzalesCA.gov)

May 15, 2026

Dear Consultants

**Subject: Request for Qualifications for Engineering, Surveying and Building Division Services**

The city is seeking Statement of Qualifications (SOQ) from consulting firms for capital project delivery, development review, staff augmentation and other professional services. The attached RFQ describes the services the city is seeking.

As distribution of this RFQ is by email, it's the proposer's responsibility to advise city staff that you intend to submit a SOQ and therefore need to be included on the official distribution list in order to receive any addenda.

The deadline to submit SOQ packages is June 4, 2026, at 4:00PM at the City Hall Front Counter. Direct questions to [ohurtado@ci.gonzales.ca.us](mailto:ohurtado@ci.gonzales.ca.us) or call (831) 675-5000.

Sincerely,

Octavio Hurtado  
Public Works Director/ City Engineer

Enclosures

Copies: Admin file

**CITY OF GONZALES**

**ENGINEERING, SURVEYING and BUILDING DIVISION**  
**SERVICES**

**REQUEST FOR QUALIFICATIONS**

## **DUE DATE: 4:00 P.M. THURSDAY, JUNE 4, 2026**

### **I. PURPOSE**

The City of Gonzales, California (“the City”) is seeking Statements of Qualifications from consulting firms (“Consultant”) for a variety of municipal engineering, surveying, building division services, capital project delivery, development review, staff augmentation, and other professional services. The firm selected must demonstrate experience in providing professional services, must be exceptionally capable of producing the desired services in a highly professional and cost-conscious manner, and must have established relationships with regional and State agencies. Responses to this Request for Qualifications (RFQ) will be used to: 1) select a lead firm to serve as the City Surveyor and provide ongoing surveying services to the City 2) qualify firms to create an eligibility list in several areas of expertise to provide on-call services on an as needed basis.

### **II. BACKGROUND**

The City of Gonzales is located on Highway 101 in the Salinas Valley, 17 miles south of Salinas. The population is 8600. Gonzales serves as a gateway and access point for Monterey County wine region, a thriving agricultural area rich in history. The city prides itself on being a net-importer of jobs due to the city’s Industrial Business Park attracting a variety of major ag-related processing facilities.

Gonzales is a full-service city and maintains a variety of facilities, including several parks and sports fields, municipal buildings, wastewater treatment plant and serves as its own water purveyor.

The City utilizes contract engineering services to augment City staff for engineering activities, including, but not limited to, civil design, surveying services, traffic engineering, wastewater projects, development review, construction management and other professional services. The City is anticipating a variety of projects that will need varying levels of engineering and management services, including, but not limited to the following:

- Roundabouts at Fifth Street and US 101
- Annual Street Improvement and Resurfacing Projects
- Wastewater (Domestic and Industrial) Treatment Plant Upgrades and Maintenance
- Wastewater Distribution System Maintenance and Upgrades
- Water Improvement Projects
- Residential, Industrial and Commercial Projects
- Citywide Sidewalk and Bike Path Improvements
- Park and Streetscape Improvements
- Municipal Maintenance Contracts – Tree Trimming, Road Restriping, Custodial Maintenance

- Stormwater and Wastewater Permit assistance
- GIS Support
- SCADA Support
- 750-acre annexation (application currently submitted to LAFCO) for residential and commercial development within the City's Sphere of Influence, east of US 101

More information about the city can be found at our website: [www.GonzalesCA.gov](http://www.GonzalesCA.gov)

### III. SCOPE OF WORK

The City is seeking expertise in the following disciplines:

#### A. Program/Project Management/Specialty Services

1. Capital project delivery
2. Grant writing and management
3. Coordination with City staff/Staff augmentation
4. Right-of-way management and transactions
5. Utility coordination
6. Permit coordination
7. Project planning and management
8. Geographic Information System (GIS) support
9. Supervisory Control and Data Acquisition (SCADA)
10. Energy projects

#### B. Civil Design

1. Pavement rehabilitation
2. Wastewater treatment and collection
3. Well and water distribution
3. Stormwater

#### C. Development Management and Review

1. Development application completeness review
2. Improvement plan review - review of parcel maps, final maps, tract improvement plans, grading plans, street improvement plans, plot plans and building permit plans for conformance with published City and State regulations and engineering standards of practice, including ADA and accessibility requirements
3. Review technical reports
4. Prepare conditions of development
5. Mitigation measure tracking
6. Construction Admin/Inspection of Private Development Projects

- D. Traffic Engineering
  - 1. Review and coordination of traffic related items to promote traffic safety and ensure compliance with MUTCD
  - 2. Transportation planning
  - 3. Complete streets
  - 4. Intersection design and analysis
  
- E. Surveying
  - 1. Field surveying
  - 2. City surveyor Services (Map reviews, etc.)
  - 3. Mapping and GIS
  
- F. Geotechnical Engineering and Testing
  - 1. Geotechnical Investigations
  - 2. Construction inspection and testing
  
- G. Stormwater Permit Compliance
  - 1. Annual Report
  
- H. Construction Management and Inspection
  - 1. Construction administration
  - 2. Field inspection
  
- I. Building Division Services, including Remote Virtual Inspection (RVI)

This RFQ is based on standard municipal practices for engaging on-call building services (plan review and inspection) to handle fluctuating development volumes and/or staffing shortages. Notable to this RFQ is that the City is looking to utilize advanced and cost effective RVI Remote Virtual Inspections and reduce the City's and the Public's cost exposure for building inspection services.

Present building services activity in the City are accommodated by a **single building inspector** working the equivalent of one full day or less. The general balance of construction activity in the City has been ADUs, solar installs and reroofs. The **Building Official's** hours have been reduced to one full day in office, yet the City is not sufficiently recovering expenses for these duties.

With the Community Development Director poised to assume more "non-life-and-safety" code enforcement, the City hopes to reduce the Building Official budget burden by a half day (to 4 hours) or shift fully to on-call as needed. The City is considering adjusting fees for services for more cost recovery as well.

All Building Division Services are to be provided on an as needed basis. Consultant shall provide only well-qualified personnel to provide the following service to the City.

**1. Building Plan Check Services**

- a. Services shall consist of the review of plans and documents for compliance with the City's adopted or enforced codes and regulations. Additionally, services should be provided in accordance with accepted standards of practice for government planning review, and in conformance with the policies, procedures, interpretations and practices of the City.
- b. Services shall include but may not necessarily be limited to the examination of the following plans: Non-structural fire and life-safety; structural; electrical, mechanical & plumbing code; disabled access code; Green Building Code; Energy Code; Fire Sprinkler and Alarm, and Fire Code compliance.
- c. During the plan review process, Consultant shall meet, if requested, with the applicant or architect/engineer, City staff or consultants at any time.
- d. Turn-around time shall be a maximum of ten (10) business days for the first check. The turnaround time for subsequent checks (i.e., back-check) shall be five (5) business days. Consultant shall notify City and negotiate additional time required to ensure an appropriate level of review.
- e. City prefers to transmit plans for review in an electronic format. At their option, Consultant may provide courier service to pick up and return plans to City.
- f. Consultant shall provide expedited plan check services upon request of City. The review time shall be per an adopted Payment Schedule.
- g. City shall provide Consultant local changes to State codes as adopted from time to time.

**2. Building Plan Check Services**

City may request that Consultant act as the City's Building Official for specific actions, periods of time, or continuously. All requests shall be made in written form.

**3. Zoning Code Violations**

In the course of providing building inspection services, Consultant's inspectors are encouraged to recognize and make City staff aware of violations of the City's zoning ordinance and building codes.

**4. Certified Access Specialist Services (CASp')**

- a. Consultant shall perform CASp plan review and inspection services at the request of the City.
- b. Consultant shall be available to City staff to answer questions, interpret standards and regulations, and provide advice on local situations regarding the reuse of existing buildings and spaces.

**5. Building Inspection Services, including Remote Virtual Inspection (RVI)**

- c. Read and study project specifications, plans and drawings to become familiar with project prior to inspection, ensuring that structural and/or architectural changes have been stamped as approved by appropriate authority, and recognizing the need for and requiring plan checks for electrical, plumbing and mechanical code requirements.
- d. Perform and document inspections on construction projects to determine that all aspects of the project (i.e., foundations, building, and electrical, plumbing and mechanical systems) conform to applicable building codes, zoning ordinances, energy conservation and disabled access requirements, including all city, state and federal requirements.
- e. Review plans for building construction, plumbing, electrical and mechanical details prior to making inspection.
- f. Participate in reviews with fire, health, and other governmental agency inspectors, as well as project owners.
- g. Maintain a record of non-compliance items, and follow-up to resolve such items.
- h. Upon request, inspect existing buildings for substandard, unsafe conditions.
- i. Service provided upon at least one (1) day notification. Consultant shall provide City with the name and phone number of the firm's inspection dispatcher and/or scheduler.
- j. Consultant shall be able to provide Remote Virtual Inspections (RVI).
  - i. Objective and Purpose: To conduct inspections remotely using live video streaming, ensuring work complies with approved plans, building codes, and regulations.
  - ii. Upon award of contract, a Scope of Work (SOW) shall be returned to the City that outlines the procedures for using live video technology to verify construction, maintenance, or safety compliance without in-person site visits.

- iii. On the City side, it mandates certain City and customer responsibilities, such as requiring that a qualified on-job-site proxy be available, reliable internet be present, that video calls are scheduled (Zoom / FaceTime / Teams), and that there be appropriate documentation submissions to ensure code compliance.
- iv. Applicable projects: Single-family, duplex and townhouse project types shall be qualified for virtual inspections:

- Air Handlers
- Appliance Vent/Chimney
- Backflow Preventor - Domestic
- Boiler
- Chiller
- Condensing Unit for HVAC
- Drain – Repair/Replacement
- Dryer Vent
- Electrical panel and circuits up to 400 Amps
- Electrical vehicle charging stations
- Exhaust Fan
- Furnace/FAU/Wall Heater
- Gas System Leak Repair
- Gas System/Meter
- Heat Pump
- Heater
- Mini-Split Systems
- Pressure Reducing Valve - Domestic
- Reinspection of minor corrections
- Rooftop-mounted solar photovoltaic
- Sewage Ejector
- Temporary power
- Water heaters
- Water Softener
- Water/Waste Pipe Repair/Replacement
- And others as may be deemed reasonable and accountable.

End Scope of Building Services RFQ Request.

Consultants may submit a Statement of Qualifications for all, any one, or any combination of these services that the firm has in-house expertise. Submit one Statement of Qualifications for all services the consultant is interested in providing to the City.

#### **IV. SUBMITTAL CONTENT AND REQUIREMENTS**

##### **A. Cover Letter**

1. Firm name, office location(s), telephone numbers, and e-mail addresses of the main contact(s)
2. Staff contact
3. Number of years the firm has performed related professional services
4. Type of organization: individual, partnership, corporation, other (please specify).
5. Indicate if your firm has any conflicts of interest related to your current contracts.
6. Provide a statement of the firm's ability to execute the City's standard consultant services agreement and include any desired revisions to the City agreement in the separate envelope with the Consultant Rate Schedule.

##### **B. Approach**

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

##### **C. Project Team**

1. Present the proposed project team for the services the firm anticipates providing, including an organization chart, their expertise, professional background, office location, and role they will play for the various types of services described in the RFQ.
2. Describe management oversight and quality assurance

##### **D. Experience and Qualifications**

1. Present the firm's relevant experience with public agencies similar in scope to that identified in this RFQ. Include the magnitude of the contract scope and cost, the name of the agency these services were provided for, and contact information (address, phone, and email address) for the public agency's project manager. The qualifications package should include relevant experience with at least five (5) different public agencies where these services were provided.
2. Provide specific examples of how the firm has successfully delivered engineering projects to other public agencies.

#### **V. SUBMITTAL INSTRUCTIONS**

Submit the Statement of Qualifications by 4:00 p.m. on Thursday June 4, 2026, to:

**Octavio Hurtado  
Public Works Director/City Engineer  
147 Fourth Street  
Gonzales, CA 93926**

Provide the submittal package in two separate envelopes inside one larger envelope. Include three (3) copies of the Statement of Qualifications in one envelope. Include one copy of the Consultant Rate Schedule in the second envelope. The rate schedule will not be opened until the recommended eligibility list is determined.

Please direct any questions to Octavio Hurtado at 831-675-5000.

**VI. SELECTION PROCESS**

Staff will review and make a recommendation to the City Council for a list of eligible firms (2 to 3) in each category to serve for a 3-year term. If more than one firm is selected in the Surveying and Building Division Services category, one firm will be selected as the lead surveying consultant to act as the Contract City Surveyor and one firm will be selected as the lead consultant to act as the City's Building Official. Firms will be selected based on the following criteria:

- A. Staff expertise
- B. Experience of firm
- C. Accessibility and availability
- D. Degree to which approach meets City's needs
- E. Overall degree to which proposal meets the City's needs

**VII. SCHEDULE**

Deadline for submittals	June 4, 2026
Review of submittals by Staff Review Committee	June 5, 2026
Interviews if requested	June 9, 2026
Recommended contract and eligibility list finalized	June 10, 2026
City Council consideration of contract and eligibility list	June 15, 2026