



CITY_{OF} SAN PABLO

City of New Directions

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

REQUEST FOR PROPOSALS

Construction Management Services

For

Giant Road Bridge Repair Project
Giant Road Pavement Rehabilitation

Published on July 9, 2026

Proposals Must Be Received By:

July 23, 2026 by 12:00 p.m.

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A. INTRODUCTION

1. About San Pablo

San Pablo is located in West Contra Costa County off Interstate 80, minutes away from the Bay Area cultural centers of Berkeley, Oakland and San Francisco. Interstate 80 is the principal arterial route between the Bay Area and Sacramento. The City of San Pablo is nestled between the cities of Pinole and Richmond and by the neighboring cities of El Cerrito and Hercules. Historically one of the oldest Spanish settlements in the region, San Pablo has become a thriving residential and business community with a population of about 32,000 in an area of approximately two and one-half square miles. Additional information about the City can be obtained from the City of San Pablo website: www.sanpabloca.gov.

2. Purpose of Request for Proposals

The City of San Pablo ("City") invites professional engineering consultant services to submit competitive proposals in response to this Request for Proposals ("RFP"). The City seeks proposals for construction management services to manage and inspect Giant Road Bridge Repair Project and Giant Road Pavement Rehabilitation ("Project"). Professional disciplines expected to be involved with the project include, but are not limited to: construction management, civil, environmental and geotechnical. Please see **Consultant Services** (Section B, Item #3) for full description of services required.

B. SCOPE OF WORK

1. Project Description

0200 Giant Road Bridge Repair Project:

The Giant Highway Bridge (State Bridge No. 28C0326), which spans San Pablo Creek, was constructed in 1981. According to the latest Caltrans inspections, there were no critical findings for structural or safety-related deficiencies that require immediate follow-up inspections or actions. However, the report found the bridge deck is worn, has pattern cracking, deck delamination from the southwestern metal beam guard railing and minor spalling with exposed reinforced steel. The approaching roadway in both directions also has pattern cracking.

The project scope includes, but is not limited to:

- The removal and replacement of bridge deck joints
- The removal and replacement of deteriorated and unsound concrete
- The cleaning and treatment of exposed reinforcing steel

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- The bridge deck pavement conform work
- The placement of a polyester concrete overlay across the entire bridge deck
- The replacement of roadway striping and pavement markings
- Associated traffic control and incidental work necessary to complete the improvements.

This Project is categorically exempt under the CEQA process.

0601 Giant Road Pavement Rehabilitation Project:

The Giant Road Pavement Rehabilitation Project is located on Giant Road between Brookside Drive and Miner Avenue. The Project is intended to improve pavement condition, enhance pedestrian accessibility, and extend the useful life of the roadway.

The project scope includes, but is not limited to:

- Localized pavement base repairs
- Crack sealing
- Slurry seal
- ADA-compliant curb ramps
- Sidewalk
- Roadway striping and pavement markings
- Associated traffic control and incidental work.

This Project is categorically exempt under the CEQA process.

2. Project Background

0200 Giant Road Bridge Repair Project:

The Giant Road Bridge Repair Project (CIP 0200) is partially funded through the Federal Highway Bridge Program (HBP) and is administered through the California Department of Transportation (Caltrans) Local Assistance Program. As a federally funded project, all construction management, inspection, documentation, and contract administration activities shall comply with the current Caltrans Local Assistance Procedures Manual (LAPM), applicable federal requirements, and the terms of the funding agreement.

0601 Giant Road Pavement Rehabilitation Project:

The Giant Road Pavement Rehabilitation Project (CIP 0601) is partially funded through the Surface Transportation Program – Local (STPL) and is also administered through the Caltrans Local Assistance Program. Construction administration shall comply with the current Caltrans LAPM, applicable federal regulations, and all grant requirements.

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Environmental clearance has been completed for the project. In addition to being categorically exempt from CEQA, the project included environmental and archaeological evaluations that resulted in an Environmental Sensitive Area (ESA) Action Plan. The successful consultant shall ensure construction activities comply with all applicable environmental requirements, including excavation limitations, protection of identified environmentally sensitive areas, and implementation of required ESA fencing and monitoring measures, as applicable.

Due to federal funding deadlines, the City is working under an accelerated schedule to award both construction contracts and begin construction as soon as practical following contract award.

The City intends to the start of the construction of the Giant Road Bridge Repair Project first, immediately followed by the Giant Road Rehabilitation Project.

3. Consultant Services

The Consultant selected shall provide all services to complete construction management, inspections, and monitoring services.

Specifically, the Consultant selected will be required to complete the following tasks:

Task 1. Pre-Construction Services

- Review contract documents, plans, specifications, and bid documents to identify potential construction issues.
- Coordinate and participate in pre-construction meetings with the City, contractor, design consultant, utility companies, and other stakeholders.
- Coordinate utility relocation activities and resolve utility conflicts with agencies such as PG&E, EBMUD and WCWD.
- Manage Requests for Information (RFIs) and coordinate with the design team to resolve technical issues before and during construction.

Task 2. Project Administration

- Administer the construction contract in accordance with City, Caltrans LAPM, federal funding, and contract requirements.
- Manage project correspondence, document control, RFIs, submittals, progress payments, contract change orders (CCOs), and proposed change orders (PCOs).
- Review contractor schedules and monitor construction progress.
- Conduct weekly construction meetings to discuss schedule, budget, construction status, and upcoming activities, resolve construction issues, prepare agendas and meeting minutes.

- Coordinate with the design engineer, utility companies, regulatory agencies, and affected property owners.
- Review traffic control, staging, detour, and Water Pollution Control Plans and implementation.
- Oversee materials testing, quality assurance, and contractor compliance with contract documents.
- Identify potential claims, evaluate contract changes, negotiate recommendations, and prepare supporting documentation.
- Maintain complete project records in accordance with City, Caltrans, and federal requirements.
- Assist the City during audits by state or federal agencies.
- Complete project closeout activities, including punch list coordination, as-built drawings, final quantities, final estimates, final reports, and construction contract closeout documentation.

Task 3. Grant Management

- Prepare documentation required under Caltrans LAPM and federal grant agreements.
- Maintain grant documentation supporting project eligibility and reimbursement.

Task 4. Public Outreach

- Coordinate construction communications with the contractor and City staff.
- Prepare and distribute construction notices and schedule updates.
- Develop public updates for social media or City news sources as requested.
- Respond to public inquiries and assist in resolving complaints.
- Coordinate with residents, businesses, transit providers, emergency service providers, and other affected stakeholders regarding construction activities, closures, and access.

Task 5. Construction Inspection

- Perform daily field inspections of all construction activities.
- Maintain detailed daily inspection reports, diaries, photographs, and documentation.
- Verify contractor compliance with contract plans, specifications, approved submittals, schedules, traffic control requirements, and safety regulations.
- Coordinate special inspections, materials testing, geotechnical review, and quality assurance activities.
- Review materials certifications and testing results.
- Measure quantities and document labor, equipment, and extra work.
- Immediately notify the City of deficient work or safety concerns and prepare written reports documenting corrective actions.
- Verify implementation of approved traffic control and environmental protection measures.

- Coordinate field meetings and inspections necessary to resolve construction issues.

C. PROPOSAL REQUIREMENTS

Each Proposal must be submitted in compliance with the requirements of this RFP. The City may, acting in its sole discretion, elect to reject any Proposal that it determines to be nonresponsive. It reserves the right, but not the obligation, to waive any immaterial irregularities. Clarity and brevity are preferable to volume; submittals shall be limited to 25 pages, excluding proposal cover, cover letter, table of contents, dividers. Each Proposal must include the following, organized as Sections 1 through 12.

1. Letter of Interest/ Cover Letter

A letter of interest/cover letter must be provided transmitting the firm(s) submittal for consideration. The letter of interest/cover letter must be signed by the person authorized to negotiate a contract for proposed services with the City on behalf of the team.

2. Organization Chart/ Personnel

Since the Project may consist of several professional disciplines, submittals must provide an organization or personnel chart to delineate communication, coordination, and hierarchical structure of the project team.

3. Firm(s) Statement of Qualifications

Provide the qualifications and experience of the firm(s) proposed for the project in the submittal. This should include information describing the team's experience with:

- a. Construction management services for roadway and bridge construction projects.
- b. Adhering to projects of similar type, size and funding requirements, as well as similarly challenging timelines.
- c. Successfully meeting City and grant funding requirements, including expense tracking when there are multiple funding sources.

4. Staff Statement of Qualifications or Resumes

Provide the qualifications or resumes of key personnel proposed for the project in the submittal. In this section, identify similar/related projects that key members of the submittal have worked on. *Note: key team members identified in the submittal shall not change in the executed contract unless notified in writing and approved by the City.*

5. Project Management and Staff Availability

Consultant should have one individual who will function as the main coordinator and point of contact for all the other consultants and sub-consultants; they will oversee project updates under the direction of City staff. This person will monitor timelines, review and evaluate products, ensure quality control and assist in facilitating meetings. Any substitutes of staff after submittal is received must be provided in writing and approved by the City if the contract is awarded.

6. Project Approach

In two pages or less, describe the Consultant's proposed approach to this project and, if relevant, the typical approach to projects similar to this one. The approach should identify how the Consultant will ensure adherence to the required delivery schedule, all grant requirements, and be flexible to potential changes in scope.

7. Schedule of Work

The Proposal must affirm the Consultant's ability to meet the planned construction timeline as outlined below.

- August 2026 – Begin preconstruction activity and may start construction
- September to December 2026 – Construction
- November 2026 – Substantial completion and project closeout starts

8. Cost Proposal

The cost proposal shall include a cost estimate for each work task outlined in the scope of services for this project. Prices quoted shall include key project team member(s) proposed for each task and the number of management, technical, drafting and support personnel hours, cost per hour for each project team member and total cost envisioned for each task. Identify any other costs to be billed to the project, including project expenses and sub-consultant fees. Include any proposed mark-up for sub-consultant fees. Proposing Consultants will need to submit certified payroll records, if required. Include a copy of the proposed rate schedules(s) to be used throughout the duration of the project and any adjustments that are predicted to occur during the execution of the project.

9. Method of Payment

The method of payment for this contract will be a Lump Sum agreement with the ability of progress payments. The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit.

10. References

Provide a short summary (one-page maximum) of at least three projects in progress or completed, with the following information for each:

- a. Reference name, with current contact information
- b. Type of project/development
- c. Client type (clarifying role of private sector client, if any)
- d. Size and scale of geographic area
- e. Current status

11. Consultant Contract Statement

Consultant will include a statement that the firm(s) accepts the terms of the City's Consultant Agreement sample (**Attachment 1**) and/or the submittal will include a list of any proposed modifications to the Agreement by the consultant. Any proposed changes will be negotiated as part of the contracting process with the selected Consultant.

D. PROPOSAL CONDITIONS

1. Local Employment and Contracting Opportunities

a. Employment of Local Residents.

Pursuant to the San Pablo Economic Opportunity Policy, consultant and any subcontractors shall contact the San Pablo Economic Development Corporation ("EDC" at info@sanpabloedc.org or 510-215-3200) at least seven business days prior to hiring or staffing for fulfillment of the Contract, describing number, duties and qualifications needed for available positions, and shall fairly consider for employment any workers referred by the EDC within three business days. "Local Resident" means an individual having an adjusted household income of less than the Area Median Income for Contra Costa County, and domiciled in the City of San Pablo as of the relevant hiring date, with "domiciled" as defined by Section 349(b) of the California Election Code. Discrimination against Local Residents on the basis of their local status is prohibited.

b. Outreach to Local Businesses.

At least five days prior to: (i) consultant's submission of a Proposal that includes specified subcontractors and (ii) consultant's award of any subcontract to a subcontractor not included in consultant's Proposal, Consultant will contact the San Pablo Economic Development Corporation ("EDC" at info@sanpabloedc.org or 510-215-3200) and provide notice and details regarding subcontracting opportunities. The EDC will notify local businesses of subcontracting opportunities, and provide technical assistance to local businesses during the subcontracting bidding process.

2. Questions. Questions regarding this RFP, the Project, or site access may be submitted *in writing only* and directed to Jimmie Zhou: JimmieZ@sanpabloca.gov. Written responses will be provided in addenda to this RFP distributed by email to all short-listed

consultants. Written questions must be submitted no later than July 16, 2026 at 12:00 p.m. Questions received any later may not be addressed before the RFP deadline.

3. General Terms and Conditions

- a. All proposals, whether selected or rejected, shall become the property of the City.
- b. The cost of RFP preparation shall be that of the consulting firm and shall not be paid by the City.
- c. Proposals shall be signed by an authorized employee in order to receive consideration.
- d. City will not be responsible for proposals delivered to a person or location other than that specified herein.
- e. The successful proposer will be asked to enter into an agreement with the City reflecting the terms and conditions of the proposal based on the City's Professional Services Agreement (Agreement) requirements. A copy of the Agreement and Insurance requirements is included as **Attachment 1** to this RFP. The City highly prefers that no further modifications to the agreement be made. If necessary, proposals should include a list of any proposed modifications to the Agreement by the consultant. Award of an agreement is subject to approval by the City Council of the City of San Pablo.
- f. Neither the City of San Pablo, its City Council, officers, employees, agents, representatives, nor any of its consultants will be liable for any claim or damages resulting from the RFP process.
- g. By submitting a proposal in response to this RFP, the proposer accepts the evaluation process and acknowledges and accepts that determination will require subjective judgments by the City. All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure after the solicitation is completed.

4. Agreement

The anticipated duration of the agreement will be for nine months, with the term tentatively to begin in August 2026 and end in April 2027.

A sample agreement is attached (**Attachment 1**) that includes terms regarding conflict of interest, insurance, indemnification and assignment. The consultant selected to perform the work will be required to comply with these terms.

E. PROPOSAL PROCEDURE

1. Submission of Proposals

Each Proposer must submit a ***sealed envelope*** or package containing three (3) print copies and one electronic copy (PDF or comparable) of its Proposal, each copy clearly

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identified as “Proposal for Giant Road Bridge Repair and Rehabilitation Project Construction Management Services”. The electronic copy may be included on a thumb drive in the sealed envelope or package, or emailed to: JimmieZ@sanpabloca.gov. The sealed proposal package must be delivered to:

**City of San Pablo
City Clerk’s Office
1000 Gateway Ave
San Pablo, CA 94806**

All Proposals, in both print and electronic format, must be received by the City Clerk’s Office by July 23, 2026, no later than 12:00 p.m. (“Proposal Deadline”).

Proposals may not be modified after the Proposal Deadline.

2. Consultant Selection Process

The first step in the evaluation process will be to determine that each submittal contains all forms and other information required by this RFP. Any submittals missing the required information may be considered nonresponsive and rejected without evaluation. Late submittals, submittals to the wrong location, and submittals with inadequate copies are considered nonresponsive and shall be rejected. Submittal of additional information after the due date shall not be allowed.

All proposals will be evaluated by a City of San Pablo Selection Committee. The Selection Committee, made up of key City staff and other parties that may have expertise or experience in the services described herein, will review all submittals deemed complete according to the evaluation criteria and weighting factors below. The Selection Committee will make independent random checks of one or more of the consultant’s references. This reference check applies to major sub-consultants as well.

The Selection Committee will establish a shortlist of consultants that are considered to be best qualified to perform the contract work. The selection process may or may not include an oral interview. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted.

3. Evaluation Criteria

Proposals will be evaluated according to each criterion below. The scores for all the Criteria will be added for each proposal. The proposal with the highest score will be deemed the best proposal. The total maximum score for any project is 100 points.

	Criteria	Maximum Points
A	Completeness of Response	Pass/Fail
B	Understanding of the Work/Project	30

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C	Experience with Similar Work	25
D	Quality and Availability of Staff	10
E	Cost Proposal and Financial Responsibility	20
F	Project Delivery	15
	Total	100

A. Completeness of Response (Pass/Fail)

Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.

B. Understanding of the Work/Project (30 points)

Understanding of the Project objectives, scope of services, accelerated schedule due to deadline, and potential construction challenges.

C. Experience with Similar Work (25 points)

Experience of the firm(s) with similar projects of size and type, such as federally funded transportation projects administered through Caltrans Local Assistance, bridge rehabilitation, and roadway rehabilitation. Local knowledge regarding City of San Pablo, Contra Costa County and past successful projects.

D. Quality and Availability of Staff (10 points)

Qualification, experience, availability of the proposed project manager or resident engineer, inspection and/or other key personnel.

E. Cost Proposal and Financial Responsibility (20 points)

Clearly defined cost breakdown in spreadsheet format for each of the tasks.
Payment under this contract will be made using local funds and will follow the procurement requirements of the City of San Pablo Municipal Code.

F. Project Delivery (15 points)

Demonstrated technical ability, quality control procedure, communication and coordination practice, and schedule management.

4. Tentative Schedule

Below is a tentative schedule for the selection and procurement process. Dates are subject to change by City staff and/or unforeseen circumstances.

Item	Date
RFP Release Date	<i>July 9, 2026</i>
Pre-Proposal Meeting Date	<i>N/A</i>
Last day to submit any questions	<i>July 16, 2026</i>
RFP Proposal submittal Date	<i>July 23, 2026 at 12 p.m.</i>

F. ATTACHMENTS

Attachment 1 - Sample Consultant Agreement

Attachment 2 – City’s Contract Bid Documents for Giant Road Bridge Repair Project

Attachment 3 – Giant Road Bridge Project Plan

Attachment 4 – City’s Contract Bid Documents for Giant Road Rehabilitation Project

Attachment 5 – Giant Road Rehabilitation Project Plan

Attachment 6 – ESA Action Plan

Attachment 7 – QAP