



## City of San Pablo

### REQUEST FOR PROPOSAL AND STATEMENT OF QUALIFICATION

**SAN PABLO AVENUE COMPLETE STREETS PROJECT**  
City of San Pablo Project Number SPA-CST  
Federal Project Number: CML-5303(016))

#### CONSTRUCTION MANAGEMENT/INSPECTION SERVICES

**Closing Date: July 19, 2017**

This Request for Qualifications and attachments are available on the City website at <http://www.sanpabloca.gov/bids.aspx>. **IT IS THE RESPONSIBILITY OF PROSPECTIVE PROPOSERS TO CHECK THE CITY WEBSITE FOR ANY FUTURE ADDENDUMS TO THIS RFP.**

#### **I. INTRODUCTION**

The City of San Pablo (City) invites proposals from qualified firms, partnerships, corporations, associations, persons or professional organizations to respond to this combined Request for Proposal and Statement of Qualifications ("RFP/SOQ") for construction management/inspection services for the San Pablo Avenue Complete Streets Project (Project).

This is a federal-aid funded project and the services shall be provided in accordance with federal standards and requirements as detailed in the Caltrans Local Assistance Procedures Manual (CTLAPM). This contract has a 6% DBE participation goal. All Consultants must meet this goal, or document a good faith effort to meet the contract goal by using DBEs in accordance with requirements outlined in the CTLAPM.

The Project construction plans are currently being finalized and is expected to be advertised for bid in July 2017. A 95% draft plan set is included as Attachment A.

#### **ABOUT SAN PABLO**

The City of 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 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 at [www.sanpabloca.gov](http://www.sanpabloca.gov).

## **II. PROJECT DESCRIPTION**

The San Pablo Avenue Complete Streets Project is an approximately one-mile long project on San Pablo Avenue from Rumrill Boulevard in the City of San Pablo to Hilltop Drive in the City of Richmond. The City of San Pablo was awarded approximately \$6 million in One Bay Area Grant (OBAG) funding for Project construction. Design, environmental review and construction management are jointly funded by the City of San Pablo and the City of Richmond. The City of San Pablo is the lead agency and will be administering the Project.

The Project will modify the existing road section to add Class 2 bike lanes in both directions of travel. The Project will install sidewalk on the west side of San Pablo Ave. from Rivers Street to Hilltop Drive, and from Rivers Street to Lancaster Drive on the east side. The Project will also remove an existing slip lane into Robert H. Miller Drive and replace it with a right turn pocket. A new traffic signal will be constructed at La Puerta Dr. and the existing traffic signals at Rivers St., Robert H Miller Drive, and Hilltop Drive will be modified. Soil nail retaining walls will be constructed to allow the roadway to be widened sufficiently to accommodate the new facilities for non-motorized roadway use. The Project also includes pavement striping and signage improvements, concrete curb and gutter, storm drain improvements, street lighting and landscaping.

The Project has a construction budget of \$5,200,000 to \$5,900,000 and the planned timeframe for construction duration is 200 calendar days.

## **III. CITY OF SAN PABLO QUALITY ASSURANCE PLAN**

The consultant shall ensure that all aspects of the Quality Assurance Plan (QAP) are adhered to during the course of construction of the San Pablo Avenue Complete Streets Project. The City's approved QAP is included as Attachment B.

## **IV. SCOPE OF SERVICES**

The construction management/inspection services shall consist of the activities necessary to advertise, award and administer the construction contract for the Project. Construction of the Project is funded by a grant from the OBAG Program and must adhere to the requirements set forth for federally-assisted contracts in the CTLAPM. The selected consultant will be responsible for ensuring that the construction of the Project is administered in accordance with the construction contract documents and applicable statutes, procedures and other requirements related to federal-aid contracts described or referenced in the CTLAPM. The Consultant will be expected to possess a thorough

understanding of the current CTLAPM as it pertains to the management and administration of construction contracts funded wholly, or in part, by federal funds, and will be responsible for generating and organizing the various documentation described in the CTLAPM for administration of the construction contract, including cost support for requests for reimbursement to be submitted by the City to Caltrans in accordance with the provisions of the CTLAPM.

The construction management/inspection Scope of Services contemplated, include, but are not limited to, the following tasks:

### **Pre-Construction Services**

- Perform constructability and bid-ability review on the latest contract plans and specifications.
- Manage the bid process for the City from advertisement through the bid period. This includes preparation of addendums, coordinating with the design engineer for Request for Information (RFIs) and answering questions from contractors. Consultant shall track RFIs sent to the designers and/or other agencies for their timely response.
- Coordinate and conduct meetings with the design team, contractor, and City for RFIs, when appropriate to resolve and clarify complex issues.
- Participate in the pre-bid meeting, review bids, bid bonds, insurance certificates and related submittals, and assist the City in selecting a qualified bidder.
- Conduct a pre-construction conference.
- Ensure all required permits are procured and current.

### **Project Administration**

- Maintain documentation of the financial status of the project. Prepare and recommend progress payments.
- Prepare quantity calculations, including any contract
- Perform all construction administrative activities, including correspondence and document control.
- Prepare drafts of documents, or packages of documents, required by the CTLAPM to be submitted by the City following award of the construction contract.
- Maintenance of project documentation including but not limited to: project quantities, progress payments, contract change orders (CCO), submittals, and RFIs. Project documentation must be accurate and current per City, Caltrans, and FHWA requirements for a federally funded project. Consultant shall assist City staff during any audit performed by state or federal agencies with respect to such documentation.
- Compile documentation required to close out the construction contract in accordance with the contract documents and the CTLAPM.

- Serve as the City's construction representative and act as the single point of contact on all Project matters, including communications and coordination between the contractor, regulatory agencies, utility companies, local businesses and residents, the engineering consultant and the City.
- Perform all Resident Engineer functions as required by the CTLAPM and the project Special Provisions.
- Review and monitor the construction schedule.
- Coordinate and review contractor's detour and staging plans with the engineering consultant and local agencies.
- Prepare monthly progress reports. Progress reports shall include updates on cost and schedule status and updates to the City regarding the ongoing and upcoming activities that impact, or may impact, the use of the project area by the public, nearby property owners, businesses, and tenants of properties in the vicinity of the Project.
- Conduct weekly construction meetings with the contractor, City, and other involved parties. Prepare and distribute meeting minutes.
- Review and process submittals.
- Monitor contractor's construction activities for conformance with the approved Water Pollution Control Plan.
- Manage any necessary utility coordination for conflicts or relocation of work required.
- Coordinate with the design team as required.
- Coordinate and meet construction oversight requirements of affected local agencies for work being performed within the respective jurisdictions.
- Prepare and distribute all required notices, and responding to complaints and resolving problems as necessary.
- Evaluate, negotiate, recommend, and prepare CCOs including necessary documentation for submittal and approval/denial by the City. Coordinate CCOs with the design engineer.
- Identify potential claims and make recommendations to resolve said claims.
- Oversee quality control and material testing.
- Prepare all reports, calculations, measurements, test data and other documentation on forms specified by or otherwise acceptable to the City.
- Prepare and submit all daily reports, extra work documentation, materials testing reports, and other reports to the City.
- Conduct interviews related to verification of prevailing wages and payroll information.
- Provide for all transportation and communication requirements for the consultant's personnel.

## **Inspection**

- Perform all field inspection activities to monitor contractor's performance and enforce compliance with the contract plans and specifications.
- Record and keep copies of all items of work, labor, equipment, materials incorporated, materials tested and accepted, certificate of compliance, ISI tester's proficiency certification and any other pertinent information in a daily diary for permanent record of events. Labor and equipment hours worked shall be tracked by contract items and CCO numbers.
- Coordinate, manage and document all inspections, the geotechnical review, and sampling and materials testing services required for the Project in accordance with the CTLAPM, Project special provisions and the City's QAP.
- Review test data and materials certifications submitted by the contractor and suppliers for compliance with the contract requirements.
- Comparison of the material quality and conformance of the work to the requirements of the contract plans, specifications, submittals and schedule. The inspector's comparisons shall include checking grades, sizes, elevations and locations of structures, field measurements, and traffic control. The inspector shall identify any deficiencies or deviations in the contractor's work (including: contractor behind schedule, areas of work which do not conform to the plans and specifications, materials which do not conform to the plans and specifications, and areas of work which were performed without obtaining an inspection required).
- Notification of any deficiencies or deviations in the contractor's work. Inspector shall immediately notify the City and provide a draft report of deficient work.
- Immediate notification to the authorized contractor representative, and the City, in the event that the inspector observes, or otherwise learns of, an issue at the construction site which involves a risk of imminent harm to person or property. The inspector shall take such action which, under the circumstances and the professional opinion of the inspector, will lead to a timely resolution of the risk of harm. The inspector shall follow up with a written report to the City.
- Ensuring that work progresses in compliance with safety regulations and requirements.
- Review of contractor's submitted traffic control plan for compliance with the contract documents, plans and/or permit for completeness and adequacy to accommodate traffic during each planned stage of construction. Inspector shall ensure that the contractor is adhering to the approved traffic control plan during construction.
- Take photographs and video recordings of the construction progress and major work components on a daily basis.
- Coordinate special inspections.

## **Post-Construction**

- Track, log and redline changes in accordance with the Caltrans Construction Manual. Provide record drawings to the City.

- Coordinate all final punch-list inspection services and project closeout activities, including preparation of the final construction project report.
- Coordinate close-out of the Project including project walk-through(s), preparing punch list(s), and as-built drawings.
- Finalize all bid item and CCO totals for the project's Final Progress Payment.
- Deliver a final completed project to the City which is in compliance with the PS&E package, all applicable codes, standards, and requirements, and all CTLAPM requirements.

## **V. EVALUATION PROCESS**

A. The City will review and evaluate all submitted documents received per this RFP.

B. Submittals will be opened privately to assure confidentiality and avoid disclosure of the contents to competing respondents prior to and during the review, evaluation and negotiation processes. However, to the extent that the submittals are public records under California law, the submittals may be released to the public if requested by members of the public.

C. Submittals will be reviewed for responsiveness and evaluated pursuant to established objective criteria, with particular attention to, without limitation, each respondent's qualifications, demonstrated competence, and the consultant's ability to work with the City staff and consultants.

D. After the proposals are evaluated and/or ranked, the City, at its sole discretion, may elect to interview one or more firms. Adequate time will be allowed for presentation of qualifications followed by questions and answers.

F. Final selection of a consultant, terms and conditions of any and all agreements and authority to proceed with noted construction services, shall be at the sole discretion of the City.

## **VI. CALTRANS LAPM EXHIBITS**

Exhibits 10-I, 10-O1, 10-O2 and 10-Q are provided in Attachment D, for Consultants information and compliance. The other exhibits shall be submitted with the proposal, cost proposal, and as part of the executed contract:

- Exhibit 10-H, Sample Cost Proposal
- Exhibit 10-I, Notice to Proposers DBE Information
- Exhibit 10-K, Consultant Certification of Costs and Financial Management System
- Exhibit 10-O1, Consultant Proposal DBE Commitment
- Exhibit 10-O2, Consultant DBE Information
- Exhibit 10-Q, Disclosure of Lobbying Activities

The required exhibits can be found online at:

<http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/lapmforms.htm>

## **VII. CONDITIONS**

- A. The selected consultant will be required to enter into a Consultant Services Agreement identical to the sample attached to this RFP (see Attachment C). This includes certain insurance requirements requiring certificates and an endorsement. By submitting a proposal, the proposer indicates he or she has carefully reviewed the agreement terms and is prepared to enter into said agreement with City.
- B. All proposals shall be submitted in a sealed envelope, clearly marked with the title of this RFP, with the closing date and time.
- C. Proposals shall be signed by an authorized employee in order to receive consideration.
- D. In providing responses to this RFP, respondents agree to the following:
- City has no obligation to enter into an agreement with any party as a result of their response to this RFP.
  - City may modify or waive at will any and all of the criteria or procedures specified in this RFP.
  - City will not compensate any respondent for respondent's cost in responding to this RFP.
  - All proposals, whether selected or rejected, shall become the property of the City.

### **E. DBE Participation:**

This contract has a 6% DBE Goal. All proposers must meet this goal, or document a good faith effort to meet the contract goal by using DBEs. Consultants must thoroughly review and meet all requirements detailed in Exhibit 10-I of CTLAPM: NOTICE TO PROPOSERS – DISADVANTAGED BUSINESS ENTERPRISE INFORMATION (included in Attachment D). In summary, the following DBE documentation must be submitted as part of the proposal package for this contract:

- The completed Exhibit 10-O1, Consultant Proposal DBE Commitment and Exhibit 10-O2, Consultant Contract DBE Information shall be included in the proposal package and provided by each consultant. This form must include the names, addresses, and phone numbers of the DBE firms that will participate with a complete description of work or supplies to be provided by each, and the dollar value of each DBE transaction. When 100 percent of a contract item of work is not to be performed or furnished by that DBE, a description of the exact portion of the work to be performed or furnished by that DBE should be included in the DBE commitment, including the planned location of that work. A proposer certified as a DBE should describe the work it has committed to be performed with its own

forces, as well as any other work that it has committed to be performed by DBE subcontractors.

- *Written Confirmation of DBE Participation:* The consultant shall provide written confirmation from each DBE sub-consultant participating in the contract as part of the proposal package submittal. A copy of a DBE's quote will serve as written confirmation that the DBE is participating in the contract. If a DBE is participating as a joint venture partner, the consultant shall submit a copy of the joint venture agreement.

## **VIII. INSTRUCTION TO PROPOSERS**

**Proposals shall be limited to 25 pages, excluding proposal cover, cover letter, table of contents, dividers and the required CTLAPM exhibits, and shall include:**

**Cover Letter:** Describe your firm's interest, qualifications and experience working with municipalities in the capacity sought for this project. Particular attention will be paid to the following areas:

- Completeness of response to the RFP
- Project Understanding
- Experience with Caltrans LAPM projects
- Experience managing and inspecting similar federally funded public sector construction projects through all phases
- Reference Feedback

**Similar Projects:** A brief description of 3 similar projects completed by your firm within the past 5 years, including references.

**Key Personnel:** Provide the resume of the person(s) who will be directly responsible for providing construction management/inspection services.

**Approach and Management Plan:** Provide a description of your firm's understanding of the project, the firm's/team's proposed approach to the project for ensuring quality and fiscal responsibility, completeness of the work in compliance with the contract documents, CTLAPM, City's QAP, other standards, and all applicable rules, regulations, standards, and requirements, and management plan for providing construction management/inspection services. Also indicate your firm's proposed DBE sub-consultant(s) information.

**Staffing Plan:** Provide a staffing plan (detailed by major task) and an estimate of the total hours (detailed by position and task) required for providing construction management/inspection services for the Project. Discuss the workload, both current and anticipated, for all Key Personnel, and their capacity to perform the requested services according to your proposed staffing schedule. Include an organization chart showing the proposed relationships among consultant staff, City staff, Caltrans staff, and any other parties that may have a significant role in the delivery of this project.



**Proposed Scope of Services and Fee:** Include detailed fee proposal for the scope of services you will provide. Include the billing rate structure under which compensation will be made and any other conditions expected to be met. **One copy of the fee proposal shall be submitted in a separate sealed envelope, clearly marked as follows:**

**“FEE PROPOSAL FOR CONSTRUCTION MANAGEMENT/INSPECTION SERVICES- SAN PABLO AVENUE COMPLETE STREETS PROJECT”**

**References:** Provide name and contact information of three professional references for past similar projects completed (previous five years). Include a brief description of each project associated with the reference.

**Insurance:** A statement that consultant’s insurance meets the terms contained in the sample Consultant Services Agreement, included as Attachment C to this RFP. This includes insurance certificates and endorsements as required.

**Conflict of interest Statement:** Declaration stating that consultant has not made any contributions to any City of San Pablo public official (hired or elected), or to volunteers serving on review commissions having an influence on this work.

**Consultant Contract Statement:** The selected firm will be required to enter into a Consultant Services Agreement identical to the sample attached to this RFP (Attachment C). Include a statement that your firm accepts the terms of the Agreement, or a list of any requested modifications to the Agreement by the consultant along with the proposal. Requested modifications are subject to approval by the City. Award of an Agreement is subject to approval by the City Manager of the City of San Pablo. By submitting a proposal, the proposer indicates he or she has carefully reviewed the Agreement terms and is prepared to enter into an Agreement with City.

## **IX. SELECTION OF CONSULTANT**

The proposals will be evaluated and scored based on the following criteria:

1. Schedule and capacity to provide qualified personnel.
2. Demonstrated understanding of the work to be done.
3. Familiarity with State and Federal Procedures
4. Experience and familiarity with Caltrans LAPM/ federal-aid projects
5. Experience with similar construction projects
6. Quality and availability/current workload of staff for work to be done
7. Demonstrated ability to complete the scope of work
8. References and record of previous construction management performance for similar projects

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.

<b>EVALUATION SHEET</b>		
<b>Criteria</b>	<b>Maximum Points</b>	<b>Rating</b>
Understanding of the work to be done	25	
Experience with Caltrans LAPM projects and federal procedures	15	
Construction management/inspection experience with similar construction projects	15	
Quality of staff for work to be done	15	
Capability of developing innovative or advanced techniques	10	
Demonstrated technical ability to complete the scope of work	10	
References	10	
Total	100	

## **X. RESPONSES**

The City intends to conduct the selection process as described herein. Three (3) hard copies and one electronic copy of the consultant's proposal shall be submitted no later than 5:00 p.m. on the "closing date" listed on Page 1 of this RFP to the following address:

**City of San Pablo  
Carol Huang, Senior Civil Engineer  
13831 San Pablo Ave, Bldg 3  
San Pablo, CA 94806**

Written questions regarding this RFP may be directed to Carol Huang via email at [CarolH@sanpabloca.gov](mailto:CarolH@sanpabloca.gov).

This RFP is not a formal request for bids or an offer by the City to contract with a selected firm(s) responding to this RFP. The City reserves the right to reject any and all responses. The City also reserves the right to amend this RFP as necessary. All materials submitted to the City in response to this RFP shall remain the property of the City.

## **XI. SCHEDULE**

<b>Task</b>	<b>Completion Date</b>
RFP issuance	June 27, 2017
RFP due date	July 19, 2017
Interviews	July 24, 2017
Consultant selection	TBD
Consultant approval by City Council	August 2017
Advertise for Construction	July 2017
Award for Construction	September 2017
Mobilize Construction	October 2017
End Construction	May 2018

### **Attachments:**

- A- 95% Draft Plan Set
- B- City's Approved Quality Assurance Plan
- C- Sample of Consultant Services Agreement
- D- Caltrans LAPM Exhibits