

REQUEST FOR PROPOSAL (RFP)
To Provide Construction Management Services, Construction Inspection (CMCI) Services
For Pavement Rehabilitation Program, FY 2017-18
November 29, 2017

Dear Consultant:

You have been identified as one of the qualified firms from City's approved prequalified on-call services consultant list to submit a proposal for the subject project.

You are hereby requested to submit a project specific proposal to the City to provide Construction Management Services, Construction Inspection (CMCI) Services for City's Pavement Rehabilitation Program, FY 2017-18.

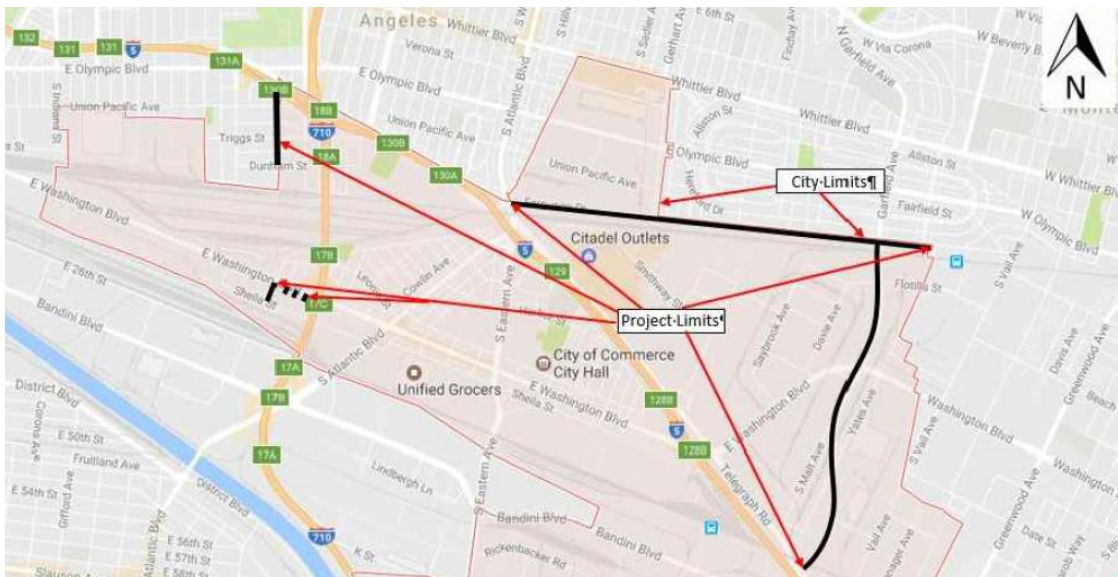
A. PROJECT LOCATIONS

City's Pavement Rehabilitation Program, FY 2017-18 includes various rehab work, such as Full Depth Reclamation (FDR), varying depths of cold-mill and overlay, localized areas RR, Construct 2" ARHM AC Pavement Overlay, removal and replacement of off-grade curb and gutter at various locations. Striping, loop reinstallations, and other misc. incidental and relevant work at various streets listed below (see map below for project streets):

Garfield Avenue from North City Line to Telegraph Rd: Full Depth Reclamation (FDR).

Marianna Avenue from Dunham St to North City Line; **Ferguson Drive** from West City Line (east of Atlantic) to East City Line: Combination of varying depths of cold-mill and overlay, with localized areas RR.

Ayers Avenue from Washington Blvd to Sheila Ave; **Bedessen Avenue** from Washington Blvd to south end; **Connor Avenue** from Washington Blvd to south end; **Dennis Avenue** from Washington Blvd to south end: Combination of varying depths of cold-mill and overlay, localized areas RR and/or Full Depth Reclamation (FDR) on some areas.



B. PROJECT BUDGET

Project Budget is \$5,000,000.

C. PROJECT DURATION:

For the scope, staffing and fee, the following shall be assumed as base:

- Pre-construction Phase: 20 working days
- Construction Phase:
 - Field Construction: 90 working days
 - Allowance for extended work hours, night time and weekend work: Equal to 20 working days
 - Allowance for rain and unexpected delays: Equal to 20 working days
- Project Close-out Phase: 40 working days

D. SCOPE OF SERVICES

The services to be provided by the selected consultant include the following project phases:

1. Pre-construction Phase. This phase will cover all services until start of field construction, and will include coordinating with the Contractor pre-construction activities, pre-con meeting, review of submittals, review of plans and responding to questions and RFI's (including coordinating with the design engineer for necessary clarifications and responses), review of base line schedule that will be submitted by the contractor, and other activities as necessary.
2. Construction Phase. This phase will cover all services during construction phase.
3. Construction Close-out Phase. This phase will cover all services after field construction is completed until close out of the project.

For all projects, regardless of funding source, the City follows the requirements of Caltrans Local Assistance Procedures Manual. Therefore, the construction of the project shall be managed and administered in compliance with Caltrans Local Assistance Procedures Manual.

The project streets are along heavily travelled, business and residential areas, and will have extensive impacts on parking, adjacent businesses and residents. Therefore, an effective public relations effort and program to keep public informed at all times and responding to public inquiries, comments, complaints effectively is an important task that the selected consultant is required to perform.

Selected consultant is also expected to make 3 project information and progress presentations at City Council meetings, and at 2 Community Meetings. In addition, the selected consultant shall inform the adjacent property owners of the construction activities in advance and provide advanced notices, which may be in the form of advanced construction notices (English and Spanish), as well as frequent construction progress updates.

REQUEST FOR PROPOSAL (RFP)

**To Provide Construction Management Services, Construction Inspection (CMCI) Services
For Pavement Rehabilitation Program, FY 2017-18**

Selected consultant shall provide all necessary project personnel, which include Resident Engineer, Construction Manager, Project Inspector, Other Project Support Staff, Public Relations Staff, Labor Compliance Staff and any other staff deemed necessary by the consultant to manage all aspects of this project effectively and efficiently with minimal support from City Staff.

Following are anticipated project tasks to be performed by the selected consultant. Consultants shall provide any additional information to demonstrate their understanding of the scope and experience in similar types of projects and services.

- Deliver services in accordance with the Project plans, specifications, and estimates (PS&E).
- Manage and coordinate all aspects of the Project inclusive of services identified in the RFP.
- Conduct a pre-construction meeting and bi-weekly construction meetings with the contractor, City, and other involved parties. Prepare and distribute meeting agendas and minutes.
- Coordinate with City staff, contractor when applicable, agencies, and Project stakeholders.
- Prepare weekly status reports and statements of working days and any other statements that are required by the City.
- Participate in field meetings and document issues, findings, direction, changes, etc., and develop solutions.
- Provide direct supervision, scheduling and problem resolution for the contractor.
- Maintain Engineer's and Inspector's Daily Reports, and recording work in progress, which may include the hours worked by men and equipment:
- Contract Time Monitoring shall include review working days, contract time requirements, and documentation of time extensions. Maintain a written record of project progress, which shall indicate factors which may affect the work, such as, weather conditions, utility delays, strikes or labor disputes, and material shortages. Based on these factors a record of working days will be maintained, including:
 - Weekly Statement of Working Days
 - Where work is being paid for based on the cost of labor, equipment, and material
 - When there is an anticipated change in character of work
 - When there is a potentially significant overrun or underrun, or
 - When there is disputed work or a potential claim
- When the report is used to determine compliance with labor provisions of the contract, the following additional information may be included:
 - The names or identification numbers of the contractor's personnel
 - The respective classifications of the work being performed
 - The number of hours worked on the date covered by the report
 - Reporting for labor compliance will be done on a random spot-check basis only. One report per week on the project will be used as an initial guide. The frequency may be reduced after a high degree of compliance has been verified.
- Maintain Project Files, which shall contain all data pertinent to the work and to the requirements of the specifications. In general, project files will support adequacy of file control, conformance to contract specifications, and contract payments to the contractor
- Monitor the contractor to ensure as-built drawings and specifications are properly maintained. The CM shall compile the as-built documents and submit them at the end of the Project to the City Engineer for review, approval and further processing.
- Provide Labor Compliance Services.

REQUEST FOR PROPOSAL (RFP)

**To Provide Construction Management Services, Construction Inspection (CMCI) Services
For Pavement Rehabilitation Program, FY 2017-18**

- Establish project filing system, and maintain projects files and records.
- Manage and process change orders and pay requests. Maintain an accounting of construction costs to complete the Project, including approved change orders. Review payment requests, make payment recommendations, and prepare progress payments in City's standard format.
- Manage, respond, approve/disapprove and process RFIs and submittals.
- Conduct construction meetings.
- Conduct project progress meetings with City and present project progress, budget, issues, resolutions.
- Provide inspection and enforcement of NPDES, and SWPPP.
- Provide public relations and outreach services. The project streets are along heavily travelled, business and residential areas, and will have extensive impacts on parking, adjacent businesses and residents. Therefore, an effective public relations effort and program to keep public informed at all times and responding to public inquiries, comments, complaints effectively is an important task that the selected consultant is required to perform. Selected consultant is also expected to make 3 project information, progress presentations at City Council meetings, and at 2 community meetings.
- Respond to inquiries and providing responses to public, City and other parties.
- Conduct project walk-through(s) and prepare punch list(s).
- Prepare project close out, necessary documents, final invoicing, staff report for acceptance of project by City Council, presentation of report at City Council, preparation and filing of Notice of completion at the County Records Office, preparation of final retention release invoice 35 days after NOC filing.

Note: City will contract Materials Testing and Inspection and Specialty Inspection Services directly with one of on-call firms.

E. PROPOSAL EVALUATION

City will rank the responding consultants and select the most qualified consultant. The proposals will be evaluated based upon several factors, which may include:

Evaluation Criteria	Max Points
Project specific and Community understanding and approach.	30
Experience and Qualifications of proposed project specific staff.	40
Similar specific project experience/services with minimal assistance from City staff.	30
Total Points	100

F. TECHNICAL PROPOSAL FORMAT

Proposal shall be submitted in the format specified below:

1. Cover Letter:

This section should include a summary of relevant highlights/strong points and experience of your project team. Indicate the name, address, telephone number, title, and signature of the firm's contact person for this proposal.

2. Project Specific Approach, Scope of Work:

This section should include the proposer's understanding of the project, approach and scope of work to provide the requested services in an efficient manner in compliance with Caltrans LAPM.

3. Proposed Project Specific Staff:

This section should include a project organization chart showing proposed staff members and any subconsultants, and resumes of key project persons. Following staffing level is anticipated to be provided by the selected consultant: Project manager, resident engineer, construction manager, construction inspectors, office engineering staff, materials testing and inspection staff, labor compliance staff. It is imperative that the key personnel providing the required services have the background, experience, and qualifications in similar projects.

4. Similar Projects and References:

Provide a list of similar projects where your firm and proposed project staff have provided similar services. Also provide minimum 3 Public Agency references that City can contact for similar projects and services.

5. City Standard Contract:

The RFP includes City's Standard Contract as Attachment. Proposers shall review the Agreement and provide any comments that they would like the City to consider.

The Fee Proposal shall be submitted in a separate envelope as indicated in the following section.

REQUEST FOR PROPOSAL (RFP)

To Provide Construction Management Services, Construction Inspection (CMCI) Services
For Pavement Rehabilitation Program, FY 2017-18

G. FEE PROPOSAL

The Fee Proposal shall be submitted in a separate envelope.

For the scope, staffing and fee, the following shall be assumed as base:

- Pre-construction Phase: 20 working days
- Construction Phase:
 - Field Construction: 90 working days
 - Allowance for extended work hours, night time and weekend work: Equal to 20 working days
 - Allowance for rain and unexpected delays: Equal to 20 working days
- Project Close-out Phase: 40 working days

Provide your fee using the table below:

PROJECT FEE TABLE			Project RE (Resident Engineer), Project Manager (as needed)			Construction Manager (full time anticipated)			Inspector (full time anticipated)			Office Engineer (full time anticipated)			Other Support Staff (List staff classifications as necessary)			Tot Hrs	Total Fee
			Hrs	Hrly Rate	Total Fee	Hrs	Hrly Rate	Total Fee	Hrs	Hrly Rate	Total Fee	Hrs	Hrly Rate	Total Fee	Hrs	Hrly Rate	Total Fee		
Pre-construction Phase	20	work days																	
Construction Phase-Field Construction	90	work days																	
Construction Phase-Allowance for extended work hours, night time and weekend work	20	work days																	
Construction Phase- Allowance for rain and unexpected delays	20	work days																	
Project Close-out Phase	40	work days																	
Sub-Totals																			
Fee for Public Relations and Community Outreach																			
Fee for Labor Compliance																			
Reimbursables and any other costs not included in the above fees (provide breakdown)																			
TOTAL FEE																			

Note: City will contract Materials Testing and Inspection and Specialty Inspection Services directly with one of the on-call firms.

H. QUESTIONS

If you have any questions, please contact:
Maryam Babaki, P.E., Director
Public Works & Development Services Department
Email: mbabaki@ci.commerce.ca.us

I. PROPOSAL DUE DATE

1 hard copy of the Technical Proposal, and 1 hard copy of the Fee Proposal shall be submitted in separate envelopes to the City by no later than **December 20, 2017, 5 pm.**

Proposals shall be submitted to:
Maryam Babaki, P.E., Director
Public Works & Development Services Department
City of Commerce
2535 Commerce Way
Commerce, CA 90040

Attachment: City Standard Contract