

City of Alhambra



*Gateway
to the
San Gabriel Valley*

*111
South First Street
Alhambra
California
91801*

Date: March 2, 2017

**Subject: REQUEST FOR PROPOSAL (RFP)
To Provide Construction Management Services
For Mission Road (from Garfield Ave to West City Limits)
Rehabilitation Project, Federal Project No. STPL-5130(021)**

To interested and qualified firms:

The City of Alhambra, Public Works Department is soliciting Proposals from qualified firms **to provide Construction Management Services for Mission Road (from Garfield Ave to West City Limits) Rehabilitation Project, Federal Project No. STPL-5130(021).**

Interested and qualified firms shall submit five (5) copies of their Proposals and one (1) pdf file on thumb drive no later than 4:00 PM. **March 23, 2017** to:

Melissa Ramos
Deputy Director, Public Works Department
City of Alhambra
111 S First Street
Alhambra, CA 91801

If you have any questions, please contact Melissa Ramos via email: mramos@cityofalhambra.org.

This RFP and Attachments are posted on City's web-site under City Bid Notices/RFPs.

Please review the requirements of the RFP, and submit your proposal by the date specified.

Issued by:

Melissa Ramos

Melissa Ramos
Deputy Director, Public Works Department
City of Alhambra

Date: March 2, 2017
REQUEST FOR PROPOSAL (RFP)
To Provide Construction Management Services
For Mission Road (from Garfield Ave to West City Limits) Rehabilitation Project,
Federal Project No. STPL-5130(021)

A. RFP INFORMATION

The City of Alhambra, Public Works Department is soliciting Proposals from qualified firms **to provide Construction Management Services for Mission Road (from Garfield Ave to West City Limits) Rehabilitation Project, Federal Project No. STPL-5130(021).**

The City is in the process of awarding a construction contract to lowest responsible bidder. It is anticipated that the Construction Management Consultant will be selected by the end of March. The construction will commence thereafter in April/May, and will be completed in 120 working days after Issuance of Notice to Proceed as specified in bid specifications.

This RFP and Attachments are posted on City's web-site under City Bid Notices/RFPs.

B. PROJECT DESCRIPTION AND REQUESTED SERVICES

The project involves various roadway improvements as shown in ATTACHMENT 1 - PLANS AND SPECIFICATIONS.

The construction contract is Federally Funded. While the selected consultant will be paid by City Funds (no federal funds involved in the consultant services), the selected consultant is required to manage the project in compliance with Caltrans Local Assistance Procedures Manual.

The selected consultant shall manage the project as an extension of City staff, and shall be responsible all necessary services during construction to complete the project efficiently, and in compliance with the plans and specifications.

The selected consultant shall report to the designated City Project Manager.

The total construction duration is 120 working days.

Estimated total construction budget is approximately \$3.5 million.

The project has been bid out, and will be awarded to the lowest responsible contractor before the selection of Construction Management Consultant. The selected Construction Management Consultant shall provide necessary services and personnel to manage the project, including resident engineer, construction manager, construction inspection, materials testing and inspection, specialty inspection, federal funding and labor compliance, contract administration,

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and other necessary tasks.

The scope of services to be provided by the selected consultant includes:

1. Pre-construction Phase. The project has been bid out, and will be awarded to the lowest responsible contractor before the selection of Construction Management Consultant. The selected consultant will provide necessary services, which 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. Provide necessary services and personnel to manage the project, including resident engineer, construction manager, construction inspection, materials testing and inspection, specialty inspection, federal funding and labor compliance, contract administration, and other necessary tasks. The main elements of services include, but are not limited to:
 - Establishing project filing system, and maintaining projects files and records.
 - Providing project progress updates.
 - Monitoring schedule.
 - Managing and processing change orders and pay requests.
 - Managing and processing RFIs.
 - Conducting construction meetings.
 - Providing necessary construction management, resident engineer, administration, inspection, materials testing and inspection, specialty inspection.
 - Federal Compliance.
 - Labor Compliance.
 - Conducting project walk-through(s) and preparing punch list(s).
 - Responding to inquiries and providing responses to public, City and other parties.
3. Construction Close-out Phase. This will involve services necessary to close-out the project after the field construction is completed.

The selected consultant is required to manage the project in compliance with Caltrans Local Assistance Procedures Manual.

Proposed Staff:

It is imperative that the key personnel providing the required services have the background, experience, and qualifications in similar projects. Project personnel providing these services will include the following key management and technical staff positions:

- Construction Manager
- Resident Engineer

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- Inspector
- Office Engineer
- Federal Fund Management and Labor Compliance Staff
- Admin Staff Support
- Materials Testing and Inspection, Specialty Inspection Staff
- In addition, the proposer shall identify a Contract Principal at Sr. Level, who will be responsible for this contract on behalf of your company.

The general scope of services and key management and technical staff positions indicated above are provided for guidance to the Consultants for preparation of their Proposals. The Consultants shall include in their Proposals in detail, their approach, understanding and scope of services, and staff organization and qualifications demonstrating how they will manage the project efficiently and effectively.

C. CITY’S STANDARD PROFESSIONAL SERVICES AGREEMENT

The RFP includes ATTACHMENT 2 - CITY’S STANDARD PROFESSIONAL SERVICES AGREEMENT FOR FED FUNDED PROJECTS. Proposers shall review the Agreement and provide a statement that they will comply with all aspects of the Agreement, or provide any comments that they would like the City to consider. Please note this project is a federally funded project. The consultant shall comply with all applicable requirements.

D. INSURANCE REQUIREMENTS

For insurance requirements, please see ATTACHMENT 2 - CITY’S STANDARD PROFESSIONAL SERVICES AGREEMENT FOR FED FUNDED PROJECTS.

E. CONSULTANT SELECTION METHODOLOGY

Upon receipt of Proposals, City’s consultant selection committee will rank the responding consultants and develop a short list of qualified consultants to invite for interviews. The final ranking of consultants will be based on the interviews. The City will negotiate final scope and fee with the most qualified consultant.

The proposals will be evaluated based upon several factors. These factors include:

Evaluation Criteria	Max Points
Consultant’s Scope of Work provided in its Proposal, and Project Understanding and Approach. Please note that the construction contract is Federally Funded. Construction Management Services is <u>not</u> funded by Federal Funds. The selected	30

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consultant is required to manage the project in compliance with Caltrans Local Assistance Procedures Manual (LAPM). Emphasize your understanding of managing federally funded projects in compliance with LAPM.	
<p>Similar Project Experience, Experience and Qualifications of proposed staff, with emphasis on the management of federally funded similar roadway improvement projects. Provide detailed information and list of similar federally funded projects that each proposed key staff member has worked on. Staff members anticipated for this project are:</p> <ul style="list-style-type: none"> • Construction Manager • Resident Engineer • Inspector • Office Engineer • Federal Fund Management and Labor Compliance Staff • Admin Staff Support • Materials Testing and Inspection, Specialty Inspection Staff • In addition, the proposer shall identify a Contract Principal at Sr. Level, who will be responsible for this contract on behalf of your company. <p>Experience in the management of Federally Funded Projects and in LAPM requirements is an essential requirement for this project. Proposers shall be aware that this project will most likely be audited by FHWA/Caltrans during construction, as well as after construction. Such audits are part of the Consultant services for this project, and Proposers shall show their experience in successfully going thru such audits.</p>	30
Company Qualifications and Experience in providing similar services.	15
Experience in providing similar services as staff extension to Agencies, where the consultant has managed similar projects with minimal assistance from City staff. Knowledge in Public Agency Procedures and Requirements, Public Contract Procedures, Requirements, Laws and Construction Claims. Experience in representing cities on similar projects with minimal direction from City staff. City of Alhambra will rely on the selected Consultant's experience in managing project efficiently and effectively with minimal support from City staff.	15
Compliance with the RFP Requirements.	10
Total Points	100

F. CONTRACT AWARD

Any contract resulting from this RFP will be awarded to a firm whose Proposal meet the technical requirements of the RFP and is evaluated as the highest ranked proposal. Proposals will be ranked in accordance with the evaluation criteria stated in this RFP.

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Negotiations regarding a fair and reasonable price will occur subsequent to consultant selection. Should the City be unable to obtain a fair and reasonable price through negotiations with the highest qualified proposer, the City shall enter into negotiations with the next highest qualified proposer and may award that contract if the parties are able to arrive at a fair and reasonable price. If that is unattainable, the City shall enter into negotiations with the next highest qualified proposer in sequence until an agreement is reached.

G. REQUIRED FORMAT FOR TECHNICAL PROPOSAL SUBMITTAL

Please submit your Technical Proposal in the format specified below:

Cover Letter:

Emphasize strong points of the project team and the firm's experience. Include the name, address, telephone number, title, and signature of the firm's contact person for this proposal. The cover letter shall state that the submittal is valid for 60 days.

Table of Contents:

Provide contents of proposal.

Section 1. Approach, and Scope of Work:

Provide your understanding of the project, and describe your approach. Provide a detailed scope of work that your firm will utilize in providing requested services in efficient and cost effective manner and in compliance with Caltrans Local Assistance Procedures Manual (LAPM). Please note that the construction contract is Federally Funded. Construction Management Services is not funded by Federal Funds. City Local funds will be used for the payment of Construction Management Services Consultant. However, the selected consultant is required to manage the project in compliance with LAPM. Emphasize your understanding of managing federally funded projects in compliance with LAPM.

In your approach, describe methods that you will use for quality control, budget/cost control, schedule control, and document control.

The total construction duration for this project is 120 working days. In addition, the proposers shall assume a 1 month of preconstruction activities before the construction starts, and 3 months of project closure activities after the construction is completed.

Section 2. Project Team, Key Personnel and Resumes:

Provide an organization chart showing the names and responsibilities of key personnel and

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subconsultants. Provide resumes of all key personnel identified in the organization chart. Resumes should emphasize staff's experience in managing federally funded projects in compliance with LAPM. Provide a list of representative projects. Staff members anticipated for this project are:

- Construction Manager
- Resident Engineer
- Inspector
- Office Engineer
- Federal Fund Management and Labor Compliance Staff
- Admin Staff Support
- Materials Testing and Inspection, Specialty Inspection Staff
- In addition, the proposer shall identify a Contract Principal at Sr. Level, who will be responsible for this contract on behalf of your company.

Section 3. Company Qualifications:

Provide qualifications of prime consulting firm and sub-consultants.

Section 4. References:

Provide 5 Public Agency references for similar federally funded projects managed by the proposer in compliance with LAPM.

Section 5. City's Standard Professional Services Agreement:

The RFP includes ATTACHMENT 2 - CITY'S STANDARD PROFESSIONAL SERVICES AGREEMENT FOR FED FUNDED PROJECTS. Proposers shall review the Agreement and provide a statement that they will comply with all aspects of the Agreement, or provide any comments that they would like the City to consider.

Section 6. Other Information:

Include in this section any other and additional information you wish to submit to the City.

H. FEE ESTIMATE

The City is not requiring submittal of a fee with the proposals.

Upon receipt of Proposals, City's consultant selection committee will rank the responding consultants and develop a short list of qualified consultants to invite for interviews. The final ranking of consultants will be based on the interviews. The City will negotiate final scope and fee with the most qualified consultant.

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The duration of the construction, and level of staffing is established as follows, which the selected consultant shall adhere to:

- **Construction Duration:** The total construction duration for this project is 120 working days. In addition, the proposers shall assume a 1 month of preconstruction activities before the construction starts, and 3 months of project closure activities after the construction is completed.
- **Level of Staffing:** Staff members anticipated for this project are:
 - Construction Manager
 - Resident Engineer
 - Inspector
 - Office Engineer
 - Federal Fund Management and Labor Compliance Staff
 - Admin Staff Support
 - Materials Testing and Inspection, Specialty Inspection Staff
 - In addition, the proposer shall identify a Contract Principal at Sr. Level, who will be responsible for this contract on behalf of your company.

When requested, the Fee shall be submitted in the following format, which will be the basis of fee negotiations:

PROJECT FEE ESTIMATE TABLE	Construction Manager (Full Time during construction)			Resident Engineer (as needed)			Inspector (Full Time during construction)			Office Engineer (Full Time during construction)			Federal Fund Management and Labor Compliance Staff (as needed)			Admin Staff Support (as needed)			Contract Principal (minimal/as needed for contract oversight)			Totals		
	Hrs	Hrly Rate	Tot Fee	Hrs	Hrly Rate	Tot Fee	Hrs	Hrly Rate	Tot Fee	Hrs	Hrly Rate	Tot Fee	Hrs	Hrly Rate	Tot Fee	Hrs	Hrly Rate	Tot Fee	Hrs	Hrly Rate	Tot Fee	Tot Hrs	Tot Fee	
1 month Pre-Construction Phase																								
120 work day Construction Phase																								
3 months Construction Close-out Phase																								
Subtotal																								
Fee for Materials Testing and Inspection and Specialty Inspection Services (provide a detailed breakdown of the costs)																								
Cost for Reimbursables and any other costs not included in the above fees (provide an itemized list and amount for each item)																								
TOTAL FEE																								

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The final fee will be negotiated with the selected consultant based on time and materials basis. Lump-sum fee will not be accepted. All consultant invoices will be required to include detailed listing of each person and hours with signed time cards.

The total estimated construction cost for this project is approximately \$3.5 million.

The final fee that will be negotiated with the selected consultant is anticipated to be within the general industry range for these services, which is estimated to be no more than 15% of the construction costs.

The construction contract is Federally Funded. Construction Management Services is not funded by Federal Funds. City Local funds will be used for the payment of Construction Management Services Consultant. However, the selected consultant is required to manage the project in compliance with Caltrans Local Assistance Procedures Manual.

I. QUESTIONS REGARDING THIS RFP

If you have any questions, please contact Melissa Ramos via email: mramos@cityofalhambra.org.

All questions shall be submitted 6 working days prior to the proposal due date. Responses will be emailed to all RFP recipients on record, and posted on City's web site under City Bid Notices/RFPs 3 working days prior to the proposal due date.

J. PROPOSAL SUBMITTAL PROTOCOL

Interested and qualified firms shall submit five (5) copies of their Proposals and one (1) pdf file on thumb drive no later than 4:00 PM. **March 23, 2017**to:

Melissa Ramos
Deputy Director, Public Works Department
City of Alhambra
111 S First Street
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Late proposals will not be accepted.

K. PRE-CONTRACTUAL EXPENSES IN RESPONDING TO THE RFP PREPARATION

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The City of Alhambra shall not be liable for any pre-contractual expenses incurred by any proposer or by any selected consultant. Each proposer shall protect, defend, indemnify, and hold harmless the City of Alhambra from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, the entity participating in the preparation of its response to this RFP. Pre-contractual expenses are defined as expenses incurred by proposers and the selected consultant, if any, in:

- Preparing and submitting information in response to this RFP
- Negotiations with the City on any matter related to this procurement
- Costs associated with interviews, meetings, travel or presentations
- All other expenses incurred by a proposer/consultant prior to the date of award and a formal notice to proceed.

The City reserves the right to amend, withdraw and cancel this RFP. The City reserves the right to reject all responses to this request at any time prior to contract execution, or only award a partial contract for a limited scope of work. The City reserves the right to request or obtain additional information about any and all proposals.

ATTACHMENTS:

- ATTACHMENT 1 - PLANS AND SPECIFICATIONS
- ATTACHMENT 2 - CITY'S STANDARD PROFESSIONAL SERVICES AGREEMENT FOR FED FUNDED PROJECTS