

May 12, 2017

Subject: RFP2M17-6: Request for Proposal – Construction Management and Inspection Services for the Sewer Plant #2 Replacement Project.

The City of Alhambra is requesting proposals from experienced, qualified engineering or consulting firms to perform construction management and inspection services for the building of the Sewer Plant #2 Replacement Project.

A selection committee will review all proposals. Those consultants whose proposals best meet the objectives of the City may be invited to make a presentation. In order to be considered for selection, a project proposal must incorporate all of the information required in this document. Failure to incorporate all requested information may result in disqualification of the proposal.

In accordance with State Law, selection of a company will be based upon qualifications. The City will determine the most qualified company and enter into negotiations on a final contract price. Cost Proposal must be submitted in a clearly stated not-to-exceed total dollar amount in a sealed and separate envelope with the Proposal clearly labeled as stated in Item 11 of the "Proposal Element".

Proposals due June 2nd, 2017 at 4:30 PM. Indicate on the Sealed Envelope – Do Not Open with Regular Mail.

Send or hand-deliver proposals to:
City of Alhambra Utilities Department
111 South First Street
Alhambra, CA 91801
Attn: Dennis Ahlen, Deputy Director-Utilities

If you have any specific questions regarding this Request for Proposal, please submit them in writing by May 25th. For general information, please call Dennis Ahlen, Deputy Director at (626) 570-3274. Plans and specs for the project can be obtained by emailing Kip Su @ ksu@cityofalhambra.org.

Sincerely,

Mary Chavez
Director of Public Works

CITY OF ALHAMBRA

UTILITIES DEPARTMENT

REQUEST FOR PROPOSALS

RFP2M17-6

Construction Management and Inspection

FOR

Sewer Plant #2 Replacement Project

For the City of Alhambra
111 South First Street
Alhambra, California 91801

GENERAL INFORMATION

Award of contract by the City Council, if any, will be made in the best interest of the City and shall be based upon various factors, including but not limited to the following: proposer's qualifications, experience, reputation, responsiveness, availability and cost. The City of Alhambra reserves the right to accept or reject any or all Proposals, to be the sole judge of the merits and qualifications of the services and/or items offered and the ability of Proposer to responsibly perform. The City reserves the right to waive any irregularities or informalities in any Proposal submitted or in the procedure. An award of contract may be made to other than the firm offering the lowest costs. Proposal may not be withdrawn for a period of sixty (60) days after the time Proposals are due.

The successful bidder shall meet all insurance requirements of the City including, but not limited to, the provisions of personal and property liability including automobile coverage and Workers Compensation in the limits acceptable to the City. All required insurance shall name the City of Alhambra as Additional Insured.

GENERAL INFORMATION - Description of the Project

The existing Sewer Plant #2 is 80 years old, and it is the #2 priority of the Sewer Rehabilitation Plan.

PROPOSED SCHEDULE

May 12, 2017	Distribution of Requests for Proposals
May 26, 2017	Written Questions Submitted to the City of Alhambra by Proposers
June 2, 2017	Proposals due no later than 4:30 P.M.
June 12-16, 2017	Review of Proposals
June 27, 2017	Contract awarded by City Council
July 5, 2017	Execution of Contract and Notice to Proceed
July 24, 2017	Construction Begins Pending Permits

The City of Alhambra reserves the right to adjust this schedule as necessary. The entire proposal package must be returned in its entirety with all requested information completed. Except for additional information specifically requested within this document or by written addenda, no additional material will be accepted.

All responses must be completed as required, signed by an official of the firm who is authorized to enter into a binding agreement with the City on behalf of the company, and must be received in the place and by the time designated in this document.

SUBMITTAL DEADLINE AND PROPOSAL CONTENTS:

Proposals shall be delivered in a sealed envelope via regular mail, overnight or other carrier, or hand delivered not later than 4:30 pm on Friday, June 2nd, 2017 to the following location: City of Alhambra, Utilities Department, 111 S. First Street, Alhambra, CA, 91801. **Indicate on the Sealed Envelope – Do Not Open with Regular Mail.**

Copies of the cost proposal shall be submitted under a separate cover, in a sealed envelope, properly labeled as stated under Item 11 under "Proposal Elements", and shall be delivered or mailed to the same address shown above on the same day and time with the project proposal. Facsimile or e-mail submittals will not be accepted. The consultant should provide the City with an original and two (2) copies of the proposal and the cost proposal.

QUALIFYING EXPERIENCE

The engineering consultant selected to perform the above-described work shall demonstrate proven experience in water resources engineering including Lift Station design and construction. The firms to be considered for this work effort shall have completed at least three (3) similar projects of similar size and complexity within the last five (5) years to be considered.

PROPOSAL ELEMENTS

In order to assist the selection committee in making a determination, the City requires that all Proposers adhere to the response format outlined in this section. Firms failing to meet this requirement will be negatively evaluated. Missing sections or inadequate information presented may mean disqualification of the company from consideration. Responses shall be simply prepared, brief and to the point. Needlessly lengthy documents filled with extraneous material will not be favorably received.

Responses to this Request for Proposal shall include the following in this order:

1. Cover Letter.
2. Table of Contents.
3. Introduction/Executive Summary. Highlight the company's unique qualifications and relevant experience.
4. Resumes of key consultant personnel assigned to the work efforts including a dedicated Project Manager assigned overall responsibility for all construction management and inspection activities.
5. A staffing chart indicating the estimated number of staff hours required, by job description or title for each task of the scope of work. Indicate which staff is in-house and which are subconsultants.
6. Designation of SubContractors/SubConsultants Form

7. References Form. A listing of a minimum of three (3) clients for whom similar work has been performed in the last five years, including individual contact person, address and phone number who is familiar with the project.
8. Proposer Information Form.
9. A description of the firm's and subconsultant's experience relating specifically to the contract management and inspection services.
10. Technical Proposal. Include a detailed description of the intended methodology to be utilized in addressing the scope of work tasks outlined.
11. Cost Proposal Form. Page 8 shall be provided in a separate sealed envelope marked "Cost Proposal - City of Alhambra RFP2M17-6 Construction Management and Inspection Services for the Sewer Plant #2 Replacement Project. The cost proposal shall be prepared on an hourly rate not-to-exceed basis. Also include a time and materials reimbursement schedule and an hourly rate for each position assigned to the project.
12. Acceptance of Conditions Statement. This will be a statement offering the proposer's acceptance of all conditions listed in the Request for Proposals document. Any exception on the contractor's behalf must be stated in the proposal including any provisions in Sample Contract.
13. Additional Data. This section may contain material not specifically requested for the evaluation, but which the proposer wishes to submit. This may include sales brochures, pictures, a general narrative, and a statement of additional services the contractor may wish to provide.
14. Appendix/Attachments.

SELECTION CRITERIA

The City intends to retain the consultant whose proposal it believes is most advantageous to the City. Evaluation of the proposal will be based on qualifications of the respondents. The City wishes to hire a firm with significant professional credentials. Selection will be made on the following factors:

1. Qualifications of the project team, including personnel and sub consultants.
2. Relevant recent project experience.
3. Soundness of technical approach.
4. Project management approach.
5. Project references.
6. Quality of proposal response and adherence to required format.
7. Proposed project schedule and evidence of ability to meet scheduled target dates.

8. Project cost.

Consultant interviews may be conducted of those firms deemed most qualified after careful review of the proposals submitted has been conducted. The interview may consist of a presentation by the proposing firm, followed by question and answer.

DISCRETION AND LIABILITY WAIVER

The City reserves the right to reject all proposals or to request and obtain, from one or more of the consulting firms submitting proposals, supplementary information as may be necessary for City staff to analyze the proposals pursuant to the consultant selection criteria contained herein.

The City is not liable for the costs incurred by the proposers for the preparation of the proposals.

The consultant, by submitting a response to this Request for Proposal, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this Request for Proposal.

All proposals shall be binding for a period of sixty (60) days after the delivery date and may be retained by the City for examination and comparison.

INSURANCE REQUIREMENTS

Upon Award of Contract by the City Council, the consultant shall provide the City with required Certificates of Insurance evidencing minimum coverage of \$1,000,000 in Professional Liability, Contractual General Liability and Automobile Liability coverage, naming the City of Alhambra as additional insured. The insurance requirements are clearly described in the **Sample Agreement for Consultant Services** included herein.

BUSINESS LICENSE REQUIREMENT

Upon Award of Contract, the consultant shall obtain a City of Alhambra Business License.

GENERAL REQUIREMENTS

- **Purpose.** The purpose of the Request for Proposals is to solicit proposals from qualified engineering firms for the contract management and inspection services for Sewer Plant #2 Replacement Project.

- City Option to Reject all Proposals.** The City may, at its sole discretion, reject any and all proposals submitted in response to this RFP. The City will not be liable for any costs incurred in connection with the preparation and submittal of any proposal. The City reserves the right to waive any irregularities in a submitted proposal.

- Contract Sum.** All proposals will include a specific cost proposal in a not-to-exceed amount, based upon the description of services and scope of work to be performed.

- Contract Payment.** Payment to contractor will be made in arrears on a monthly basis for services performed, provided that the contractor is not in default under any provisions of this agreement.

Any contract entered into pursuant to this notice will incorporate the provisions of the State Labor Code. Compliance with the prevailing rates of wages and apprenticeship employment standards established by the State Director of Industrial Relations will be required.

- **Equal Opportunity Clause.** Contractors shall ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex or religion will be required.

The City of Alhambra hereby ensures that minority business enterprises will be afforded full opportunity to submit proposals in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, or religion in any consideration leading to the award of contract.

- **Equal Opportunity Employment Compliance.**

Proposer certifies that it has sought out and considered minority business enterprises for those portions of the work to be subcontracted, and has fully documented such actions, that said documentation is open to inspection, and that said action will remain in effect for the life of any contract awarded hereunder. Furthermore, proposer certifies that all steps will be taken to meet all equal employment opportunity requirements of the contract documents.

Proposer certifies that in all previous contracts or subcontracts, all reports which may have been due under the requirements of any agency, State, or Federal equal employment opportunity orders have been satisfactorily filed, and that no such reports are currently outstanding.

- Legal Responsibilities.** All proposals must be submitted, filed, made, and executed in accordance with State and Federal laws relating to proposals for contracts of this nature whether the same or expressly referred to herein or not. Any companies submitting a proposal will by such action thereby agree to each and all of the terms, conditions, provision, and requirements set forth, contemplated, and referred to in the Specifications, and other contract documents, and to full compliance therewith.

- Site Visitation at Pre-Proposal Conference.** Each proposer will visit the sites of the proposed work and fully acquaint himself/herself with the conditions relating to the location so that he/she may fully understand the requirements, difficulties, and restrictions attending the execution of the work under the contract. Proposer will thoroughly examine and be familiar with the specifications. The submission of a proposal will be taken as prima facie evidence of compliance with this section.

- **Interpretation of Documents.** A person in doubt as to the meaning of any part of the contract documents, or finds discrepancies, in, or omissions from the specifications, may submit to the City a written request for an interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the contract documents will be made only by addendum duly issued and a copy of such addenda will be mailed or delivered to each person receiving a set of the contract documents. No oral interpretation of any provision in the contract will be made to any proposer.

- **Discrepancies and Misunderstandings.** Contractors and consultants must satisfy themselves by personal examination of the work site, specifications, and other contract documents, and by any other means as they may believe necessary, as to the actual physical conditions, requirements and difficulties under which the work must be performed. No contractor will at any time after submission of a proposal make any claim or assertion that there was any misunderstanding or lack of information regarding the nature or amount of work necessary for the satisfactory completion of the job. Any errors, omissions, or discrepancies called to the attention of the City of Alhambra will be clarified by the City in writing to all proposers prior to the submission of proposals.

- **Proposer Interested in More than One Proposal .** No person, firm, or corporation will be allowed to make or file, or be interested in more than one proposal for the same work unless alternate bids are specifically called for. No proposal will be accepted from a consultant who has not been licensed in accordance with the provisions of the State Business and Professional Code.

- **Listing SubContractors, Vendors and SubConsultants.** Each proposer will submit a list of the proposed subcontractors of this project as required by the Subletting and Subcontracting Fair Practice Act (Govt. Code Sec 4100 et seq.) Forms for this purpose are furnished with the contract documents.

- **Non-Collusion Affidavit.** Proposer declares that the only persons or parties interested in this proposal as principals are those named herein: that no officer, agent, or employee of the City of Alhambra is personally interested, directly or indirectly, in this proposal; that his proposal is made without connection to any other individual, firm, or corporation making a bid for the same work and that this proposal is in all respects fair and without collusion or fraud.

COST PROPOSAL FORM
(This page to be submitted under separate cover)

To the Alhambra City Council, herein called the Council;

Pursuant to and in compliance with your Request for Proposals and the other documents relating thereto, the undersigned proposer, having familiarized himself/herself with the work as per the paragraph, Discrepancies and Misunderstandings, contained in the INSTRUCTIONS TO FIRMS SUBMITTING PROPOSALS section, and with the terms of the contract, the local conditions affecting the performance of the contract, and the cost of the work at the place where the work is done, and specifications and other contract documents, hereby proposed and agrees to perform, within the time stipulated, the contract, including all of its component parts, and everything required to be performed, and to provide and furnish any and all of the labor, materials, tools expendable equipment, and all applicable taxes, utility and transportation services necessary to perform, the contract and complete in a workmanlike manner all of the scope of work required in connection with **RFP2M17-6: Construction Management and Inspection Services for the Sewer Plant #2 Replacement Project** all in strict conformity with the specifications and other Contract Documents on file at the office of the City Clerk of the City, for the following lump sum cost proposal:

The furnishing of all labor, supplies and materials, methods, processes, tools, implements, transportation, insurance and bonds for or incidental to completion of the project including as built and cost for at least 300 8 hour working days of inspection of the job site.

TOTAL AMOUNT: \$ _____

Total Amount of Cost Proposal in words _____

PROPOSING FIRM:

Name: _____

Address: _____

Proposer's Name: _____

Proposer's Title:

Proposer's Signature: _____

Date: _____

REFERENCES

The following is accurate information for three (3) agencies for which proposer has performed similar design, engineering and project/construction management work within the past five years.

1. _____
Name and address of organization

Name and telephone number of person familiar with project

Name of Project/Type of Work

Final Contract Amount	Date Started	Date Completed
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2. _____
Name and address of organization

Name and telephone number of person familiar with project

Name of Project/Type of work

Final Contract Amount	Date Started	Date Completed
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3. _____
Name and address of organization

Name and telephone number of person familiar with project

Name of Project/Type of work

Final Contract Amount	Date Started	Date Completed
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The following are the names, addresses, and telephone numbers for all brokers and sureties from whom bidder intends to procure insurance bonds:

PROPOSER INFORMATION FORM

Proposer certifies that the following information is true and correct:

Proposer's Company Name:

Form of Legal Entity (i.e., individual, partnership, corporation, etc.) _____

If a Corporation, State of Incorporation (i.e., Calif.) _____

Business

Address: _____

Telephone: _____ Fax: _____

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State Contractor's License No. and Class: _____

Original Date Issued: _____ Expiration Date: _____

The following are the names, titles, addresses, and phone numbers of all individuals, firm members, partners, joint ventures, and/or corporate officers having a principal interest in this proposal:

The date of any voluntary or involuntary bankruptcy judgments against any principal having an interest in this proposal are as follows:

REQUIRED TECHNICAL PROPOSAL ELEMENTS

PROJECT UNDERSTANDING

1. CONSTRUCTION MANAGEMENT and Inspection

- A) Assist in Review of Construction Bids and Recommendation for Award of Contract
- B) Project Manager/Resident Engineer
- C) Review and Approve Shop Drawings
- D) Provide Daily Inspections and Documentation throughout the project
- E) Materials and Compaction Testing