

**CITY OF CALIPATRIA
REQUEST FOR
CITY DESIGN ENGINEERING AND CONSTRUCTION MANAGEMENT SERVICES**

The City of Calipatria is seeking a qualified consulting firm to provide City Design Engineering and Construction Management Services. The City of Calipatria intends to enter into a professional service agreement with qualified individuals or firm(s) to provide Street design engineering services as described below and further detailed in the Request for Qualifications available through the City.

City Project specific Design Engineering services would include specific Street sections, reconstruction of Freeman Street (SB 1), rehabilitation/overlay of several streets listed in 2018-B ICLTA (ext. A), grant administration and reporting, environmental documentation, addressing public inquiries, preparation of staff reports and resolutions and attendance at public meetings as needed.

City Design Engineering services would include Street Project design, plan checking, preparation of technical reports, assistance with construction bidding of public works projects, and civil design services and/or construction management services to include labor compliance of locally funded projects and funds monitored under SB 1. Attendance of Council/Public meetings would be on an as needed basis.

All qualified firms interested in providing these services are invited to submit their Statement of Qualifications (SOQs) and hourly rate schedule.

SUBMISSION DEADLINE: Receipt up to, but no later than 3:00 p.m., Thursday, October 10, 2019, at City Hall, City of Calipatria, 125 North Park Avenue, Calipatria, CA 92233

Submit Three (3) hard copies and one (1) electronic copy in PDF format on a CD/USB of the Consultant's SOQs. The hourly rate schedule shall be enclosed in a separate sealed envelope. The hard copies and CD/USB shall be mailed or submitted to the City of Calipatria prior to the time and date listed above. Full submission shall be in a sealed package clearly marked "City Design Engineering Services" and addressed as follows:

Mr. Romualdo J. Medina, City Manager
City of Calipatria
125 North Park Avenue
Calipatria, CA 92233

Submittals received after the time and date specified above will be considered nonresponsive and will not be considered. To request a copy of the Request for Qualifications (RFQ) contact Romualdo Medina, City Manager, City of Calipatria at (760) 348-4141 or via email: rj_medina@calipatria.com, Catherine Hoff, City Clerk via email c_hoff@calipatria.com, or Natasha Saucedo, Administrative Assistant via email: n_saucedo@calipatria.com

City of Calipatria

Request for Proposal

For Resident Engineering and Construction Management

Services for State Administration Funded Projects

September 17, 2019

Requested by:
Romualdo Medina
City Manager

City of Calipatria
125 North Park
Calipatria, CA 92233

Table of Contents

	<u>Page</u>
I. General Information.....	5
II. Project Description.....	5
III. Scope of Work	6
IV. Responsibilities of City	8
V. Caltrans LAPM Requirements	9
VI. Proposal Content and Information.....	9
VII. Evaluation of Proposals.....	10

Attachments

1. Chapter 1, Local assistance procedures Manual for State funded projects available to each proposer on the internet. Caltrans web server is at <http://www.dot.ca.gov>. For direct access to this manual at the Division of Local Assistance Homepage go to: <http://www.dot.ca.gov/hq/localprograms/index>.

**CITY OF CALIPATRIA
REQUEST FOR PROPOSALS
for
Resident Engineering and Construction Management Services for
Street Improvements along Freeman Street Rehabilitation and
ICLTA Measure D 2018 Street Improvements Project**

I. GENERAL INFORMATION

The City of Calipatria is requesting proposals from qualified and experienced construction management and field inspection professionals to provide Resident Engineer and Construction Inspection Services for the above mentioned State funded project in the City of Calipatria. The services are anticipated to be full time for the duration of the construction work, which will be completed by private contract through the public bidding process.

The purpose of the Request for Proposals (RFP) is to provide the City of Calipatria with the assurance that this City administered project is constructed in substantial compliance with the plans and specifications and that all local and state provisions (where applicable) required due to the specific funding requirements are adhered to. An important objective is to maintain a level of high quality Resident Engineer and Construction Inspection services through appropriate documentation and workflow methodology in the most cost-effective manner possible.

Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the City of Calipatria, hereinafter referred to as "City" and the consultant entity, hereinafter referred to as "Consultant". The contract will be regulated according to the provisions of all state and local laws and ordinances that are applicable.

This includes compliance with prevailing wage rates and their payment in accordance with California Labor Code, Section 1775.

It will be important to maintain a level of high quality engineering services through appropriate documentation and workflow methods in the most cost-effective manner possible.

Any contract entered into pursuant to this notice will incorporate the provisions of Federal Davis-Bacon law and State Labor Code of the State of California. Compliance with the higher of Federal or State prevailing rates of wages established by Davis Bacon and the State director of Industrial Relations will be required. Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex, or religion will also be required.

II. PROJECT DESCRIPTION

The City of Calipatria has secured funding under the State of California Department of Transportation under Senate Bill SB1 and Local Transportation Authority (LTA) for the Street Rehabilitation Project – 2019.

Roadway segments proposed to be improved are as follows:

SEC.	STREET	FROM	TO
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	<i>Expected</i>	<i>Economic Life</i>	
18A	CENTRO AVENUE 2019-2020	ALAMO STREET 20 Years	MAIN STREET
18B	CENTRO AVENUE 2019-2020	MAIN STREET 20 Years	ALEXANDRIA STREET
57	MESA VERDE ROAD 2019-2020	IRONWOOD ROAD 20 Years	W. TERMINATION POINT
56	LAUREL LANE 2019-2020	MESA VERDE ROAD 20 Years	FAN PALM COURT
58	FAN PALM COURT 2019-2020	IRONWOOD ROAD 20 Years	LAUREL LANE
104	DELTA STREET 2019-2020	INTERNATIONAL BOULEARD 20 Years	LAKE AVENUE
106	DELTA STREET 2019-2020	PARK AVENUE 20 Years	SORESON/HIGHWAY 111
97	BARBARA STREET 2019-2020	INDUSTRIAL AVENUE 20 Years	BROWN AVENUE
101	CALIFORNIA STREET 2019-2020	INDUSTRIAL AVENUE 20 Years	BROWN AVENUE
113/114	FREEMAN STREET 2019-2020	Brown Avenue 20 years	Commercial +

The above mentioned roadway segments are in a deteriorated condition and are unable to withstand current traffic conditions without failure. Currently there is curb and gutter along some of the street segments; however, the flowline grade along the existing curb and gutter is inconsistent and is not a functional stormwater conveyance system. The roadways have deteriorated to the extent that native earth material and aggregate material comprise portions of the pavement surface.

The roadway segments to be improved were selected by the City staff and City Council and were the top prioritized street segments from the City's adopted Street Maintenance Plan. Roadway improvements consist of the rehabilitation of the existing A.C. pavement using asphalt rubber hot mix (ARHM) pavement which will have a useful life of approximately fifteen (20) years or greater. In certain project areas it may require the installation of an asphalt retainer board with 5 foot of 24" base material at edge of pavement with grade flow.

III. SCOPE OF WORK

The Scope of work is to provide the necessary Resident Engineer and Construction Inspection Services to the City of Calipatria in accordance with all provisions within this RFP. These services will be needed during the course of the construction work from date of award of the construction project, and Notice to Proceed to contractor, through construction, and until Notice of Completion of construction and final submittal of all required documentation. Consultant shall provide a dedicated full time person or persons as needed to provide Resident Engineer (RE) and Construction Inspection services for this specific project which is funded with local and State funds. The RE shall be a California licensed Civil Engineer.

The RE will schedule, notice and conduct a preconstruction meeting, coordinating with the City, project designer, utility companies, the contractor, and other parties or agencies involved in the construction. The RE will prepare an agenda to be reviewed and approved by the City. The meeting will address job site safety, labor compliance, permit requirements and critical items of work. The RE will attend and conduct the meeting and prepare detailed meeting minutes, which will be provided to the City and the Contractor within 48 hours of the meeting. Noticing of meeting shall be in writing using consultant letterhead with cc to City at least ten (10) calendar days in advance of meeting date.

Weekly meetings shall be scheduled by the RE with the RE and the City, at the City offices. The RE will also provide a weekly written summary for the City Manager, which includes project progress, key project photographs, weekly plan, and pending issues. This shall be a hardcopy and an emailed electronic PDF. The RE will provide at least weekly face to face coordination with designated City of Calipatria staff with provision for pick up and drop off of correspondence, material testing data, and contractor information. All original hard copy project records shall be provided on a weekly basis to the City for review, oversight, and record keeping. The RE shall provide the City Manager daily reports via email with photos at the end of each working day.

The RE is to obtain and review all communications and invoices by material testers and contractors, verify and deliver them to the City for approval. The RE shall be the designated contact for communications and coordination between the City and the contractors, material testers and other parties involved with the construction.

The RE/Inspector shall conduct all work and perform all work and documentation to comply and be in accordance with the provisions of Chapters 1, 2, 3, 4, 5, 10, 16, 17, and 19 apply in whole or in part to this project. of Caltrans' latest Local Assistance Procedures Manual; latest edition of Caltrans' Construction Manual; and latest edition of Caltrans' Standard Plans and Specifications. The Consultant shall also administer the project in accordance with the special provisions for the project.

It is anticipated that Consultant shall provide the necessary resident engineer, construction management and construction inspection services for the City project from the date of award of construction through the end of construction and Notice of Completion, as mentioned above. However, additional project related duties such as bid document review for familiarity, bid result reviews, preconstruction meeting, and project closure documentation and review will also be required.

Although reference is made to Chapter 17, "Project Completion" of the LAPM, specific attention and clarification is directed to the following key provisions which the City requires that Consultant adhere to, review, report or address as required in the duties of the RE/Inspector for the project. The RE/Inspector is expected to be proactive in the prosecution of his duties. This clarification does NOT suggest that any items specifically not mentioned are precluded from the scope of work.

Chapter 17:

1. Final Inspection procedures for Federal-Aid Projects.
2. As-Built Plans.
3. Report of Expenditures – Consultant shall provide the necessary forms, summaries, reporting documentation and information, certifications and exhibits from contractor and his own firm or City's consultant so that City can prepare and provide the Final Report of Expenditures.

Upon project completion, all records are to be compiled in a three (3) ring binder(s), prominently labeled on the face and spine with the title **PROJECT NAME:**

**Resident Engineering and Construction Management Services for
Street Improvements along Freeman Street Rehabilitation and
ICLTA Measure D 2018 Street Improvements Project**

to serve as a record of the project. Photographs of the work site and adjacent utilities/structures prior to commencement of work, during construction, and after completion of construction are to be included in the record of the project. Additionally, a copy of the record of the project is to be provided in Portable Document Format (PDF) on one (1) USB thumb drive.

In addition to the comprehensive record of the project detailed above, the Consultant is to also provide a detailed project summary of the project. The project summary shall include a brief detailing of the dates of bid release, bid opening, dates of issue of Notice to Proceed to Contractor and consultant, number of working days and a brief detailing of the project. Photographs that document the status of the project prior to construction, during construction and after construction shall be included. This project summary is also to be provided in a three (3) ring binder as well as in Portable Document Format (PDF) on a USB thumb drive as appropriate. The project summary shall be labeled with the same information as the comprehensive record detailed above. A basic sample Project Summary is included as Attachment E.

It is requested that responders submit a not to exceed fee based on hours worked to perform the services set forth in the scope of work. Provide a clear breakdown of the costs by phase including staff or by item, by hour. No subcontractors shall be utilized without prior authorization by City.

All such work above shall be in accordance with all applicable local, state, and federal standards and guidelines as well as the most current edition of the "City of Calipatria Standard Details and Specifications".

Work tasks will include State funded and will require adherence to all State Aid provisions and requirements.

The Consultant shall document the results of the work to the satisfaction of the City and for State funded projects, the State Highway Administration as appropriate.

Consultant's records shall be maintained for inspection by the City, and State, for a minimum of three (3) years after final payment to the Consultant.

All tracings, plans, as built plans, specifications, and maps prepared or obtained under the terms of the Agreement with City shall be delivered to and become the property of the City, and basic survey notes, sketches, charts, computations, and other data, prepared or obtained under such Agreement, if not required to be provided, shall be made available upon request to the City without restriction or limitation on their use.

The City of Calipatria Disadvantaged Business Enterprise (DBE) Program affirms the utilization and participation of qualified disadvantaged business firms in its contracting and procurement activities. The City encourages general and prime contractors to afford competitive subcontracting opportunities to disadvantaged firms, where possible, in their contracting and procurement activities with the City of Calipatria. Services that are partially funded with Federal funds are subject to Part 26, Title 49, Code of Federal Regulations entitled "Participation by Disadvantaged Business Enterprises (DBE) in the Department of Transportation Financial Assistance program." Firms submitting a proposal shall be fully informed of the requirements of the regulations and the City's Disadvantaged Business Enterprise (DBE) program developed pursuant to the regulations. The City's DBE goal for the resident engineering and construction management services contract for this project is 0 %.

The construction work is scheduled for a bid of one hundred (100) calendar days to consider in onsite daily inspections. If only the base bid is awarded to the contractor a potential cost savings shall be considered by the Consultant.

The Construction Cost per the project: **Resident Engineering and Construction Management Services for Street Improvements along Freeman Street Rehabilitation and ICLTA Measure D 2018 Street Improvements Project**

is \$ 1,500,000.00.

IV. RESPONSIBILITIES OF THE CITY

1. The City will provide a designated City Representative to review project specific items throughout the duration of the project.
2. The City will submit a written request for proposal for each project that will include a brief scope of work and related information in order for the Consultant to submit a written cost estimate with provisions for DBE and/or UDBE with time schedule. If the response meets with the City's satisfaction, a written acceptance and Notice to Proceed will be provided to the Consultant.
3. The City will pay an agreed upon amount normally within 30 days after receipt of an invoice(s). Invoice(s) shall be submitted with a detailed accounting of staff hours attributed to specific tasks. Separate invoices shall be submitted for specific project billings. City will retain five percent (5%) of each invoice for professional engineering design services.
4. The City will not provide dedicated workplace facilities, but upon request will provide a conference room for meetings with the Department.
5. The City reserves the right to perform any portion of the scope of work by City personnel or other consultants should the City determine it would be in the best interest of the City to do so.

V. CALTRANS LAPM REQUIREMENTS

Consultant shall be responsible for complying with all Caltrans Local Assistance Procedures Manual (LAPM) requirements as indicated below:

1. Applicable Exhibits from LAPM were included in this Request for Proposal (RFP) for Consultant compliance
2. Exhibits to be submitted by Consultant with Proposal are:
 - a. Exhibit 15-H DBE Information – Good Faith Efforts (if applicable)
 - b. Exhibit 10-O1 Local Agency Proposer DBE (Commitment Contracts)
 - c. Exhibit 10-O2 Local Agency Proposer DBE Information (Consultant Contract)
 - d. Exhibit 10-P Nonlobbying Certification for Federal-Aid Contracts
 - e. Exhibit 10-Q Disclosure of Lobbying Activities
 - f. Exhibit 12-E Attachment D - Noncollusion Affidavit
3. Exhibits to be complied by Consultant and to be executed by Consultant and/or Local Agency at the time of/after the Consultant Selection are:
 - a. Exhibit 10-D Consultant Agreement Outline
 - b. Exhibit 10-E Sample Payment Clause
 - c. Exhibit 10-F Certification of Consultant
 - d. Exhibit 10-G Certification of Local Agency
 - e. Exhibit 10-R A&E Sample Contract language (Incorporated with the Contract Agreement)

- f. Exhibit 17-F Final Report – Utilization of Disadvantaged Business Enterprises
- g. Exhibit 17-O DBE Certification Status Change

VI. PROPOSAL CONTENT AND INFORMATION

Proposal should be typed, organized and concise, yet comprehensive.

Proposals are due by 3:00 PM Thursday October 10, 2019, a copy of the project plans and specifications are available upon request via email.

A. General Requirements

1. Provide a cover letter.
2. State the interpretation of the work to be performed. State a positive commitment to perform the work in the required manner and time frame; include a basic summary; and demonstrate an understanding of the project. Provide a statement that the offer is valid for at least a ninety (90) day period.
3. Provide the name(s) of the primary and/or alternate individuals authorized to respond to this RFP. Include titles, addresses, e-mail if available, and phone number.
4. The Consultant is representing itself as a qualified professional in providing resident engineering and construction management services. Therefore, it is acceptable to submit recommendations and comments for consideration on format, process, schedule, and additional content of projects. The City will consider comments and recommendations; however is not required to select any of the recommendations or comments.

B. Table of Contents

Include a table of contents with identification of each section and page number.

C. Summary of Qualifications and Experience

1. State whether the firm is local, regional, national or international.
2. Identify the owner(s) of the firm and legal status (sole proprietor, corporation, etc.)
3. Give the location of the office from which work is anticipated to be done and the number of employees of the company.
4. Identify the qualifications and resumés of all individuals who will be associated with this service. Include professional registrations and affiliations.
5. Summarize specific experience and qualifications for similar and related projects. Provide documentation demonstrating knowledge and experience in working on projects that require adherence to the Local Assistance Procedures Manual, i.e. federally funded projects.
6. Describe services previously performed. List at least 3 references with contact information.

D. Analysis of Effort/Methodology

1. Describe the approach for performing the work. Indicate any specific techniques or methodology to be utilized.
2. The Proposal shall include a sample project spreadsheet with specific tasks and milestones envisioned for the professional engineering design services.

3. Indicate what participation, data and products will be requested from the City.
4. Indicate deliverables to be provided and timing of the deliveries.

E. Cost and Fees

1. Provide a fee schedule for the contract period. For actual task orders, develop costs and fees for the services requested. Cost and Fees for specific projects can range from the Actual Cost Plus-Fixed Fee Basis, Lump Sum Basis, Cost per Unit Basis and Specific Rates of Compensation Basis. Provide a clear breakdown of costs by task including staff or by item, per hour. Costs and fees are to be submitted in a separate sealed envelope. Costs should be organized for full time hourly rates. Such hourly rates should be fully burdened or loaded, including full compensation for all overhead and profit. Billing rates shall include provision for normal office costs, including but not limited to office rental, utilities, insurance, cell phone or radio, equipment, normal supplies and materials, in-house reproduction services and local travel costs. As much as possible, a not to exceed fee breakdown by task of the project based on billable hours is desirable. Also detail what hourly rates for overtime will be used as needed.
2. Submit itemized hourly fee schedule for additional services beyond the scope of work.
3. Costs and Fees must be provided within a separate sealed envelope within the submittal of the proposal.

VII. EVALUATION OF PROPOSALS

An evaluation sheet is attached for your information. The City will utilize a small purchase procurement process.

The Evaluation Committee will determine if qualifications are met in the proposals. Once the proposals are reviewed and the qualifications considered, recommendations will then be submitted to the City Council for final selection.

The City reserves the right to select any consultant who is found to be qualified. The City may not correlate Proposals to the ranking of consultant. The City reserves the right to reject any and all proposals submitted and/or request additional information for clarification.

Submit one (1) original, four (4) copies, and one (1) electronic copy in Portable Document Format (PDF) on CD-ROM of the proposal clearly titled:

CITY OF CALIPATRIA REQUEST FOR PROPOSALS for

Resident Engineering and Construction Management Services for Street Improvements along Freeman Street Rehabilitation and ICLTA Measure D 2018 Street Improvements Project

Please contact Romualdo Medina, City Manager for the due date of the proposal submission. An electronic copy (pdf) of the proposal delivered through an email to rj_medina@calipatria.com, c_hoff@calipatria.com, or n_saucedo@calipatria.com is also acceptable by the specified date as long as an original package will be sent to the City of Calipatria at a later day. The address and contact information is as follows:

Romualdo Medina
City Manager
City of Calipatria
125 North Park
Calipatria, California 92233
rj_medina@calipatria.com

Clarification desired by a proposer shall be requested in writing or by emailing with sufficient time to allow for a response prior to the date the Proposal is due. Oral explanation or instructions shall not be considered binding on behalf of the City.

Any modifications to this solicitation will be issued by the City as a written addendum.

Any contract resulting from this RFP will be financed with funds available to the City of Calipatria from local, LTA, and State funds.

This RFP does not commit the City of Calipatria to award a contract or pay any costs associated with the preparation of a Proposal. The City reserves the right to cancel, in part or in its entirety, this solicitation should this be in the best interest of the City to do so.

Questions concerning the proposal should be directed to Romualdo Medina, City Manager, with the City of Calipatria at (760) 348-4141 or via email: rj_medina@calipatria.com

Exhibit 10-B Suggested Consultant Evaluation Sheet *

CONSULTANT/FIRM NAME: _____		
Criteria	Max Points	Rating
Understanding of the work to be done	25	
Experience with similar kinds of work	20	
Quality of staff for work to be done	15	
Capability of developing innovative or	10	
Familiarity with state and federal procedures	10	
Financial responsibility	10	
Demonstrated Technical Ability	10	
Total	100	

Evaluator

Print Name: _____

Title: _____

Signature: _____

Date: _____

*Notes:

1. To maintain the integrity of a competitive negotiation/qualifications based selection procurement, the total of all allowable non-qualifications based evaluation criterion (such as local presence or DBE participation) cannot exceed ten (10) percent of the total evaluation criteria. The ten percent limitation applies only to non-qualifications based evaluation criterion and should not be considered as a limitation for specific DBE contract goals established by a contracting agency in accordance with its approved DBE program. (see http://www.fhwa.dot.gov/programadmin/172qa_07.cfm).
2. For projects other than "Architectural & Engineering" services, as defined in Section 10.1, cost is one of the criteria, or may be the sole criterion. DBE participation by the consultant shall not be used as one of the criteria listed above.
3. The evaluation criteria and suggested maximum points shown above are not mandatory, but are recommended in the interest of maintaining consistency among the hundreds of agencies utilizing federal or state funds.
4. The evaluation criteria and weighted values must be identified in the RFP. If the RFP has different evaluation criteria or weighted values then the information above would have to be changed to match. The Contract Office is to initial and date in the space provided to verify that the criteria and weighted values used in the evaluation sheet are appropriate and that the sheet has been completed correctly.
5. Caltrans participation on the interview panel does not relieve the local agency of its responsibility to ensure that proper procurement procedures are followed and requirements are met.

A Committee will review and evaluate the proposals. Once the proposals are evaluated a recommendation will be forwarded to the Caltrans DLAE office and the City Council for final selection.

The City Council reserves the right to select any consultant the City deems qualified regardless of the Evaluation Committees recommendation. The City reserves the right to reject any and all proposals submitted and/or request additional information for clarification.

Submit proposals as required as per section VII. Evaluation of Proposals