

**CITY OF ROHNERT PARK
PUBLIC WORKS**

REQUEST FOR PROPOSALS

FOR

2023 PAVEMENT MAINTENANCE PROJECT

CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES

CIP PROJECT NUMBER: 2023-01



City of Rohnert Park
Public Works
600 Enterprise Drive
Rohnert Park, CA 94928
(707) 588-3300

Distribution/Advertisement: **March 15, 2024**

Deadline for Submittal of RFP: **2:00 pm, April 16, 2024**

The City of Rohnert Park invites your interest to the following opportunity:

2023 PAVEMENT MAINTENANCE PROJECT CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES

PROJECT NO 2023-01

I. GENERAL DESCRIPTION OF THE PROJECT & BACKGROUND

The project is located throughout various streets within the City of Rohnert Park. The City's **2023 Pavement Maintenance Project** generally consists of crack sealing, slurry sealing, and striping various streets. The design engineer of the project is Coastland Civil Engineering. See **Attachment A** for Final Project Plans, Specifications, and Estimate (PS&E).

The City is requesting proposals for the following consultant services:

- Construction management and inspection services
- Material testing services
- Review all temporary traffic control plans

The Engineer's estimate for project construction is \$2.2 Million. The City would like all submitting consultants to include **60 calendar days** within the proposal for Construction Management and Inspection Services.

The City's intent is to award the construction management and inspection consultant contract prior to or concurrent with the construction contract being awarded to the construction Contractor. The construction contract is scheduled to be publicly bid on March 15, 2024 and be awarded to start construction in May 2024.

II. SCHEDULE, LOCATION, CONTACT

The City sets the following schedule for proposal submittal:

Questions due:	3:00 PM on April 9, 2024
Deadline for submittal:	2:00 pm, April 16, 2024
Award of Contract:	Anticipated May 2024

Submit proposal to:

City of Rohnert Park
Public Works
600 Enterprise Drive
Rohnert Park, CA 94928

Questions regarding this RFP, please direct to:

Jason Sampietro
Associate Engineer
jsampietro@rpcity.org
707-588-2235

III. ANTICIPATED SCOPE OF SERVICES

The City anticipates that the work will include the following general elements, but any missing relevant scope shall be included by the Consultant as well:

1. The Consultant shall provide the City with:
 - A Senior-level full-time on-site inspector with a minimum of 5 years of relevant public works project experience for this type of construction work.
 - A part time Construction Manager with education, training, experience and applicable professional credentials.
 - Construction support team (Construction Management Team).
2. The Construction Management Team's responsibility and scope of work is to facilitate the successful completion of the project during pre-construction, construction, and post-construction phases of the project, including the following:
 - Contract administration, construction management, field inspection to observe and document daily construction activities, and geotechnical observation, material testing and special inspection services.
 - The construction manager will provide Resident Engineer services as required.

Environmental Services:

- No environmental services are needed for this project.

Geotechnical Services:

- No geotechnical services are needed for this project.

Storm Water Pollution Prevention Plan (SWPPP) Consultant Services:

- No SWPPP services are needed for this project.

Pre-Construction Services:

Consultant to provide the following pre-construction services:

- Become familiar and perform a thorough review of final bid documents and any permits for the project (PS&E) **prior** to start of construction. Provide the City with any identified ambiguities or omissions.
- Conduct a kick-off internal meeting with City staff and relevant parties to discuss the project prior to start of construction. The Consultant shall visit the project site prior to kick-off meeting.
- Review the project drawings and conduct a job walk to verify the site conditions. Determine the construction requirements, constraints, sequence of operations, public notifications, methods of traffic control, and related project activities/events.
- Take photos of the existing site conditions at each location.
- Prepare filing system as indicated below in Construction Phase Services,

item No. 3.

- Prepare and submit to the City a Construction Management Plan for the project. The Plan will include the following:
 - Preparation of a project specific manual identifying procedures and protocols to be used by the Construction Manager and project inspectors throughout the project.
 - Identifying lines of communication between City, Contractor, and Construction Management Team.
 - Contact list of key stakeholders, City staff, design engineering staff, agencies, personnel, emergency contacts for Police, Fire and others, etc.
 - Sample of a daily log.
 - Shop drawing log to identify contractor submittals, status of approvals and when they are returned to contractor.
 - Logging system to track contractor requests for information (RFI) and status of responses.
 - Logging system to identify contract change order (CCO) requests and status of approvals or negotiations.
 - Log of correspondence from and to contractor and City.

Construction Phase Services:

1. Schedule and chair the Pre-Construction Meeting. Consultant will prepare an agenda and minutes of the meeting. Attention will be given to those items that may impact the schedule and/or project funding.
2. Conduct weekly or bi-weekly progress meetings with the Contractor, the City Project Manager, and other involved parties to discuss the progress of the project, review 3-week look ahead schedule, discuss status of submittals, RFIs and other significant issues relating to the Project. Consultant to prepare notes from the meetings, follow up on the issues raised at these meetings to expedite resolution and closure to issues and circulate meeting minutes.
3. Submittals and RFIs Tracking: Maintain a computer-based correspondence, information, and submittal tracking system to ensure that correspondence requiring responses, requests, and submittals are answered in a timely manner, not to exceed five business days from the design engineer. The contractor's submittal schedule will list all significant submittals required by the specifications and those that are critical to the project's success. The schedule will identify the expected date that the item is due. The City will review the schedule to confirm that all submittals are listed and that the planned dates allow sufficient time before the item is required on the job site.

Consultant will identify those submittals that can be reviewed at the job site and those that should be reviewed by the design engineer. The objective will be to proactively forecast potential problems and develop solutions before impacts occur in the project process.

4. Review and monitor all traffic control and public safety plans for compliance with all safety laws and regulations. Review all detour, lane closures, temporary access, signing, delineation and traffic control plans. The Inspector will enforce traffic control safety requirements in and around construction zones.
5. Monitor contractor's record drawings throughout the project.
6. **Maintain Project Files (digital and hard copies):** Maintain orderly project files which will be provided to the City at the end of the project. These files shall include, but not be limited to:
 - Reproductions of original contract documents, including addenda
 - Notice to Proceed
 - Correspondence
 - Meeting minutes
 - Submittals
 - Contract change orders and supporting-documentation
 - Clarifications for the contract documents (RFI)
 - Material delivery tickets and compliance certification
 - Weekly and monthly progress reports
 - Meeting minutes
 - Daily inspection reports
 - Progress photos
 - Lab and field test reports
 - Progress payments supporting documentation
 - Other project documentation
7. **Inspection:** Provide field observation during construction. Consultant will conduct detailed daily site observations of the general progress of the work to determine if the work is proceeding in accordance with the contract documents. The Inspector will:
 - Attend all meetings.
 - Coordinate sampling and testing of construction materials in accordance with bid documents.
 - Record up-to-date construction changes to use in preparation of the record drawings.
 - Report to City any violations to any applicable regulations or mitigation measures
 - Maintain a copy of the contract documents and construction-related documents at the site.
 - Coordinate all construction activities with the utility companies and other agencies within the project area and as required by the City.
 - Photograph, log and pre-video prior, during and after construction.
8. Prepare **construction inspection reports**. The on-site observer will complete a daily report of events that occur at the jobsite. Consultant will implement a format for these reports which will include the following:
 - Contractor's working hours on the jobsite. A separate log will be maintained if the contractor works two shifts or nights.

- Contractor, subcontractor and Agency personnel and equipment on the jobsite.
 - Weather conditions and observations as to the effect on the progress of the work.
 - Decisions or directions given to the contractor. Items of this nature would be those of usual work progress with directions to be included in a more formal manner.
 - Daily utilization of the contractor and subcontractor equipment on the site, and idle or in temporary storage.
 - Observations connected with the progress of the work including deficiencies or violations of contract requirements by the contractor.
 - Materials delivered to the job site, together with inspection results.
 - Observed or potential delays and apparent causes. The contractor's reaction to these delays will be noted.
 - Data relative to claims, extras or deductions. This should include those noted and agreed upon, as well as potential claims or items of disagreement.
 - List of visitors, including testing laboratory representatives or others.
9. Prepare and submit a **weekly status report** to the City consisting of, but not limited to, the following documentation:
- A narrative description of the progress of work and major tasks completed.
 - Schedule overview, with a 3 week look-ahead.
 - Weekly statement of working days remaining.
 - Contract change order summary.
 - One set of key progress photos for the time period.
 - Summary of construction progress for the prior reporting period.
 - Significant project issues including recommendations on any unsolved issues.
10. Review Contractor's schedule of values versus the payment application. Provide a recommendation of the monthly progress payment applications submitted by the contractor and provide recommendation to the City for payment. Construction Manager to organize field meeting between inspector, Contractor, City to verify quantities. Consultant will recommend that as a condition of approval, the contractor must be current with as-built recording and scheduling efforts.
11. Review the contractor's initial and updated schedules for compliance with the contract documents and verify that the schedules accurately represent the scope of work. Consultant will verify that all work for interim milestones is included on the schedule. Consultant will verify logic ties of activities, check the reasonability of task durations, review the critical path, and check for critical activities. Important scheduling elements, such as partial shutdowns, street and lane closures, detours, public notifications, material delivery, material storage, and contractor material hauling will be a part of the schedule review process.
12. Contract Change Orders (CCO's) may be requested by the City, the Contractor, the Construction Manager, or the design engineer. Upon receipt of a proposed change, the Construction Manager will determine the necessity of the change, check for propriety, consider other methods of accomplishing the work, method of compensation, effect on contract time, estimate of cost, the Contractor's reaction to the proposed change, and the probability of final approval. If the Construction Manager determines that a proposed change is warranted, a proposed change order file will be established. Documents prepared by the Construction Manager describing the work, will be transmitted to the

Contractor for pricing. Concurrently, independent estimate of cost and time impact will be prepared by the City and Construction Manager. Upon receipt of the contractor's quotation, the Construction Inspector or Construction Manager will review and compare it to the independent estimate. Based on the review, the Construction Manager will either recommend approval to the City, or recommend rejection. If negotiation is authorized, the Construction Manager will conduct the negotiations with the Contractor.

For work **approved by the City** where a unit cost is not determined prior to performing the work, the Inspector will collect time and material sheets at the end of each day and sign off on them.

All documentation regarding CCOs will be maintained by the Consultant, including dates of notification by Contractor, interim steps, recommendation by Construction Manager, and final decision.

13. Assist the City to reach an agreement with the Contractor regarding disputes.
14. Coordinate and provide any certified technical inspections, field testing, or laboratory testing required for the project.
15. Review and monitor the contractor's safety program. The inspector will enforce on-site safety requirements and will report to City on any observed deviations from the plan.
16. Review the Contractor's "Best Management Practices" plan prior to beginning of construction. Monitor the Contractor's implementation to prevent storm water pollution from related activities in compliance with the National Pollutant Discharge Elimination System (NPDES).
17. The Construction Manager will maintain a copy of the drawings and permits on the site with all the changes. Upon completion of construction, Consultant will conduct an As-Built verification, and prepare and provide a copy of the As-Built drawings to the City. The As-Built shall be typed and not handwritten. The As-Built shall be PDF and provided to the City with the final documents prior to final payment to the consultant.
18. Maintaining good, working relationships with the public, public transit and neighboring properties. The Construction Manager will immediately report to the City any inconvenience to the public and will try to remedy arising problems as soon as possible, subsequent to his discussion with the City.

To assist with the public relations efforts for this contract, the Consultant will:

- Ensure proper public notification (information about the project, door hangers, no-parking signs, etc) and proper timing of notifications occur.
- Maintain a log of all phone calls received
- Listen to citizen's concerns and work to address them
- Work with the Contractor for prompt resolution of issues
- Circulate fliers, newspaper notifications as appropriate, and as approved by the City about noise and odor restrictions, period of construction, and suggested alternate routes
- Verify that changeable message signs are placed alerting traffic of the period of

potential delays during lane closures if applicable

- Communicate with emergency services about any events that may raise emergency calls from the public
- Coordinate with public transit agencies regarding potential conflicts with existing bus stops
- Provide weekly updated project-related information to the City to post on the City's website

Post Construction Services

1. At the completion of the project, Consultant will perform inspections of the work to determine if any work is incomplete. Consultant will coordinate a walk through with the City and Contractor (and permitting agencies, if required) and will prepare a punch list of the incomplete work and provide to the Contractor. Consultant will perform subsequent inspections to confirm that incomplete work has been completed satisfactorily and inform the City when work is complete for one final inspection.
2. Consultant will obtain lien waivers, bonds, warranties, and other documents required by the Contract Documents from the Contractor.
3. At the completion of the project, Consultant will turn over all documents (digitally) including final redline As-Built drawings. Consultant will coordinate the completion of final As-Built drawings through the design engineer. A final project report will be prepared summarizing the project and performance of the contractor.
4. Consultant will ensure all necessary tests and inspections were performed and results provided according to the Drawings and Specifications.

VI. Proposal Requirements

Consultants interested in providing these services should submit three (3) hard copies and one (1) PDF of a proposal by 2:00PM on April 16, 2024. Please submit a fee for the project scope in a separate envelope. Your proposal should include the following items:

1. Cover Letter: The cover letter is to be signed by an officer of the firm authorized to execute an agreement with the City. This cover letter should include a summary of your understanding of the project.
2. Relevant Experience: Include a brief overview of qualifications of Consultant. Please include a discussion of your relevant experience to similar projects of size, scope and budget performed within the last 5 years.
3. Key Personnel: Identify your proposed team, including sub-consultants. Include resumes along with their experience and qualifications as it relates to this project.
4. Scope of Work: Provide a scope of work for the project, describing each proposed task and deliverables for the services that can be used as an attachment in the Consultant Services Contract.
5. Fees: In a separate sealed envelope, provide a detailed fee proposal by task for the services identified in the scope of services, including hourly rate for different tasks, vehicle usage rates, equipment usage rates, etc. Please ensure pricing as submitted in proposal is valid for 120

days.

VII. Review Process

Consultant selection will be based upon the submitted proposal requirements. Evaluations will be based on the consultant's experience, personnel, and proposal soundness. The evaluation scoring matrix is included as **Attachment B** of the RFP.

The City may request additional clarifying information from any or all consultants that submit a proposal. Responses to this RFP will be evaluated and the top rated consultant(s) may be interviewed. The lead members of the consulting team will be expected to attend any interviews scheduled with the City.

The City will then negotiate a contract for Consultant Services with the consultant that is determined the most qualified. If an acceptable cost cannot be negotiated with the top ranked consultant, the City reserves the right to negotiate with the second ranked consultant (and so on) until an agreement can be reached.

At the end of the Review Process, staff will notify all consultants and the selected consultant will be awarded a contract with the City. Said contract will have the terms as indicated in the *City Consultant Services Agreement* in **Attachment C**. The terms of the contract agreement have specific insurance requirements, which are included as part of the RFP.

VIII. General Terms and Conditions

1. The City reserves the right to reject any and all proposals and to award any or all sections of the work to one or multiple consultants.
2. The City will not be responsible for any costs incurred by respondents in the preparation and submittal of a response to this RFP. City staff will make a recommendation to the City Council, who will award the agreement based upon the Consultant Services Agreement.
3. The City reserves the right to modify the scope of the work for this project at any time.
4. Documents, drawings and findings (regardless of format) that are associated with this project shall be the property of the City. All digital work shall be submitted to staff within 10 days of request.
5. Consultants interested in providing these services should submit a Proposal. Three (3) hard copies and one (1) PDF are being requested. Please submit a fee for the project scope in a separate sealed envelope.

IX. Attachments:

- A. Final Project Plans & Specifications
- B. Evaluation Scoring Matrix
- C. Consultant Services Agreement Template