

CITY OF IMPERIAL

NOTICE INVITING PROPOSALS AND SEALED BIDS

for

Independent Assurance Services

for

“Aten Blvd. and Dogwood Road Intersection Traffic Flow Improvements (Signalization)”
PROJECT # CMAQ-5134(017) / IMP 120628

RFP No. 2014 - 06

PUBLIC NOTICE IS HEREBY GIVEN that the City of Imperial, as CITY, invites Proposals and sealed bids for the above stated project and will receive such bids in the offices of the City Clerk at 420 S. Imperial Avenue, Imperial, California 92251 up to the hour of **3:00 P.M. on Thursday, December 12, 2014** at which time they will be publicly opened and read aloud.

The City of Imperial is requesting proposals from qualified and experienced geotechnical firms to provide Independent Assurance Services to verify materials testing, compaction testing, and other geotechnical services provided by a Geotechnical Quality Control consultant for the above named federally-funded project in the City of Imperial. The services are anticipated to be as needed as directed by the Resident Engineer for the duration of the construction work.

The purpose of the Request for Proposals (RFP) is to provide the City with the assurance that this City-administered project is constructed in substantial compliance with the plans and specifications and that all local, state, and federal provisions (where applicable) required due to the specific funding requirements are satisfied.

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 Imperial, hereinafter referred to as "City" and the consultant entity is 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.

The Scope of work is to provide the necessary Independent Assurance (IA) Services to the City in accordance the provisions within this RFP. These services will be needed during the course of the construction. Consultant shall take samples, perform field and laboratory tests as needed and as directed by the Resident Engineer, and verify certifications, tests, and testing methods of the Geotechnical Quality Control consultant for the project. The IA technicians and laboratory shall have proper and appropriate Caltrans certifications.

Request For Proposal packages are available at City Hall, 420 S. Imperial Avenue, Imperial, California 92251. Only those firms who have obtained the RFP documents and furnished their contact information will be provided any addendums that may be issued prior to the bid opening date.

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.

The City of Imperial is required to report to CALTRANS on DBE participation for all Federal-Aid contracts each year so that attainment efforts may be evaluated. Any DBE participation by the Consultant will need to be documented for the City's reporting purposes.

The consultant's compliance with Executive Order 11246 and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a), and its efforts to meet the goals established for the geographical area where the contract resulting from the solicitation is to be performed.

As used in this notice, and in the contract resulting from this solicitation, the "covered area" is the City of Imperial in Imperial County, State of California.

The City of Imperial, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federallyassisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, issued pursuant to such Acts, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability/handicap, and low income in consideration for an award.

Proposals must be prepared in conformance with the instructions and submitted together with a separate "Not To Exceed" Cost Proposal in a sealed envelope plainly marked on the outside:

ATTN: JESUS VILLEGAS
Planning & Development Department
Engineering Division
City of Imperial
420 S. Imperial Ave.
Imperial, CA 92251

SEALED PROPOSAL FOR:

Independent Assurance Services

for

"Aten Blvd. and Dogwood Road Intersection Traffic Flow Improvements (Signalization)"
PROJECT # CMAQ-5134(017) / IMP 120628

The City of Imperial reserves the right to reject any or all Proposals, to delete portions of the work, and/or waive any informality on any Proposal. No Proposal may be withdrawn for 30 days after the time set for the opening thereof.

Dated this _____ day of _____, 2014.

By: _____
Debra Jackson – City Clerk

City of Imperial
420 S. Imperial Avenue
Imperial, CA 92251
(760) 355-4373

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REQUEST FOR PROPOSALS AND SEALED BIDS

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GENERAL INFORMATION

The City of Imperial is requesting proposals from qualified and experienced geotechnical professionals and firms to provide Geotechnical Quality Control Services for the above named federally-funded project in the City of Imperial. The services are anticipated to be according to the City of Imperial Quality Assurance Program (QAP), as needed, and, as directed by the Resident Engineer for the duration of the construction work, which will be completed by private contract.

The purpose of the Request for Proposals (RFP) is to provide the City with the assurance that this City-administered project is constructed in substantial compliance with the plans and specifications and that all local, state, and federal provisions (where applicable) required due to the specific funding requirements are adhered to. It will be important to maintain a level of high quality Geotechnical Independent Assurance services through appropriate documentation and workflow methods 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 Imperial, hereinafter referred to as "City" and the consultant entity is 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.

Schedule of RFP Process

Request for Proposals advertised: **November 21, 2014**

Proposals due: **December 11, 2014**

Consultant Selection: **December 12, 2014**

City Awards Contract: **December 17, 2014**

Notice to Proceed: **December 19, 2014**

SCOPE OF WORK

The Scope of work is to provide the necessary Independent Assurance Services to the City in accordance with all provisions within this RFP. These services will be needed during the course of the construction of the project. Consultant shall provide a certified person or persons as needed to provide testing services for this specific project which is funded with local and Federal funds. The tester(s) and laboratory shall have appropriate Caltrans certifications.

The City's Resident Engineer will schedule the tests and testing times. The Independent Assurance consultant will attend and participate in meetings if requested by the RE. The IA consultant will prepare reports of testing and test results which will be provided to the RE and the City within 48 hours of the tests.

The RE is to review all communications and invoices submitted by material testers and contractors/subcontractors, and 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 project shall be administered in accordance with the special provisions for the project.

The Independent Assurance Consultant will forward the Test Reports to the Resident Engineer and City via e-mail not later than two (2) days following construction and laboratory testing activities.

The Resident Engineer shall coordinate and monitor the IA testing for this project in accordance with the project improvement plans, specifications and contract documents, and Quality Assurance Program.

The Independent Assurance Services for this project shall be accomplished in accordance with the project improvement plans, specifications, technical conditions, and the City's Quality Assurance Program, in addition to FHWA and Caltrans requirements as applicable.

Two sets of the project summary are to be provided in three (3) ring binders, as well as in Portable Document Format (PDF) on a CD. The project summary shall be labeled on the face and spine with the project title.

It is requested that proposers submit, as a separate document, a "not to exceed" fee based on hours worked to perform the services set forth in the scope of work. Provide a breakdown of the costs by task including staff or by item by hour. Also, the firm's rate and fee schedule shall be provided. No subcontractors shall be utilized without prior authorization by City.

The City of Imperial Disadvantaged Business Enterprise Program (DBE) affirms the utilization and participation of qualified disadvantaged business firms in its contracting and procurement activities. The City encourages consultants and general and prime contractors to afford competitive subcontracting opportunities to disadvantaged firms, where possible, in their contracting and procurement activities with the City of Imperial.

Services that are wholly or 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 is 7.35%.

The construction work is scheduled for ninety (90) calendar days. The plans and specifications can be provided via email in pdf format or they can be viewed or obtained at City Hall, 420 South Imperial Avenue, in the City of Imperial.

The Construction Bid amount for this Project is approximately \$810,000.

RESPONSIBILITIES OF THE CITY

1. The City will direct the development of the project, provide management oversight, and conduct administrative duties. The RE will coordinate tests and testing times.
2. The City will pay an agreed upon amount normally within 30 days after receipt of each invoice.
3. The City will not provide dedicated workplace facilities, but will provide a conference room for meetings with the RE, the IA Consultant, the City, and the contractor.
4. The City reserves the right to perform any portion of the scope of work by other consultants should the City determine it would be in the best interest of the City to do so.

PROPOSAL CONTENT AND INFORMATION

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

A. General Requirements

1. Provide a cover letter.
2. State the consultant's understanding of the work to be performed. Make a commitment to perform the work in the required manner and time frame. 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 Geotechnical Independent Assurance Services.

The focus of the Proposal should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

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, legal status (incorporation, DBE cert., etc.) if applicable.
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 envisioned for Independent Assurance 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 (in separate binder or envelope)

1. Develop costs and fees for the services requested. A “not to exceed” fee based on anticipated fully burdened hourly rates for the actual Independent Assurance Services for the construction contract duration of ninety (90) calendar days, depending on Consultant’s anticipated schedule.
2. Additionally, prepare a lump sum fixed fee breakdown based on anticipated staff and hours. Costs and fees are to be submitted in a separate sealed envelope.
3. Assume field construction services will last the number of working days in the construction contract as mentioned (90 calendar days). Consultant time will depend on anticipated consultant schedule, to be submitted with Consultant’s proposal.
4. Submit itemized hourly fee schedule for additional services beyond the scope of work.
5. Costs and Fees must be provided within a separate sealed envelope within the proposal.

EVALUATION OF PROPOSALS

An evaluation sheet is attached for your information. The City will utilize a one-step selection 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, two (2) copies, and one (1) electronic copy in Portable Document Format (PDF) on CD-ROM of the proposal clearly titled:

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The Proposal should be delivered in a sealed envelope no later than 3:00 P.M. on Thursday, December 12, 2014, addressed as follows:

ATTN: JESUS VILLEGAS
Planning & Development Department
Engineering Division
City of Imperial
420 S. Imperial Ave.
Imperial, CA 92251

Clarification desired by a proposer shall be requested in writing with sufficient time to allow for a response prior to the date RFPs are 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.

The City will not consider proposals received after the specified time and date.

Any contract resulting from this RFP will be financed with funds available to the City from local and FHWA funds.

This RFP does not commit the City of Imperial 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 Jesus Villegas, Project Manager, with the City of Imperial at (760) 355-3840 or via email: jvillegas@cityofimperial.org.