

CITY OF IMPERIAL
NOTICE INVITING PROPOSALS AND SEALED BIDS

for
Resident Engineer and Construction Management and Inspection

For
New Traffic Signal Light and Intersection Improvements at
SR-86 and Neckel Road
FEDERAL AID PROJECT # HSIP-5134(013)

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 2:00 P.M. Tuesday, January 10, 2017, at which time they will be publicly opened and read aloud. A bid summary will then be prepared and posted.

The City of Imperial is requesting proposals from qualified and experienced construction management and field inspection professionals to provide Resident Engineer and Construction Inspection Services for the above named federally-funded project in the City of Imperial. The services are anticipated to be full time or as needed 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 Resident Engineer and Construction Inspection 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.

The Scope of work is to provide the necessary Resident Engineer and Construction Inspection Services to the City 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. Consultant shall provide a dedicated person or persons as needed to provide Resident Engineer (RE) and Construction Inspection services for this specific project which is funded with local and Federal funds. The RE shall be a California licensed Civil Engineer.

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 and apprenticeship employment standards 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 has calculated an Underutilized Disadvantaged Business Enterprise goal of 0.09% expressed in percentage terms for the contractor's/consultant's aggregate workforce on all work in covered areas. The City is required to report to CALTRANS on DBE participation for all Federal-Aid contracts each year so that attainment efforts may be evaluated. Said DBE goal is applicable to all contractor's/consultant's work performed in the covered area.

The contractor's/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 (Recipient), 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.

The contract documents call for monthly payments based upon the engineer's estimate of the work completed. The agency may hold retainage from the prime consultant and shall make prompt and regular incremental acceptances of portions, as determined by the agency, of the contract work and pay retainage to the prime consultant based on these acceptances. The prime consultant or subconsultant shall return all monies withheld in retention from all subconsultants within 30 days after receiving payment for work satisfactorily completed and accepted including incremental acceptances of portions of the contract work by the agency. Any delay or postponement of payment may take place only for good cause and with the agency's prior written approval. Any violation of these provisions shall subject the violating prime contractor to the penalties, sanctions, and other remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of: a dispute involving late payment or nonpayment by the contractor; deficient subcontractor performance; and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.

Proposals must be prepared in conformance with the instructions and submitted 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:

Resident Engineer and Construction Management and Inspection
for
New Traffic Signal Light and Intersection Improvements at
SR-86 and Neckel Road
FEDERAL AID PROJECT # HSIP-5134(013)

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 60 days after the time set for the opening thereof.

Dated this _____ day of _____, 2016.

By: _____
Debra Jackson – City Clerk

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

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for
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GENERAL INFORMATION

The City of Imperial is requesting proposals from qualified and experienced construction management and field inspection professionals to provide Resident Engineer and Construction Inspection Services for the above named federally-funded project in the City of Imperial. The services are anticipated to be full time or as needed 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 Resident Engineer and Construction Inspection 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: December 27, 2016

Proposals due: January 10, 2017

Consultant Selection: January 13, 2017

City Awards Contract: January 18, 2017

Notice to Proceed: February 01, 2017

SCOPE OF WORK

The Scope of work is to provide the necessary Resident Engineer and Construction Inspection Services to the City 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. Consultant shall provide a dedicated person or persons as needed to provide Resident Engineer (RE) and Construction Inspection services for this specific project which is funded with local and Federal funds. The RE shall be a California licensed Civil

Engineer.

The City's Project Manager will schedule, provide notice, and conduct a pre-construction meeting, coordinating with the RE, project designer, utility companies, the contractor, and other parties or agencies involved or affected by the construction. The RE will assist in preparing an agenda. The meeting will address job site safety, labor compliance, permit requirements and critical items of work. The RE will attend and participate in the meeting and prepare detailed meeting minutes, which will be provided to the City and the Contractor within 48 hours of the meeting.

Bi-weekly meetings shall be scheduled by the City's Project Manager with the RE and the Contractor at City offices. The RE will provide written summary for the City, which includes project progress, weekly plan, and pending issues. The RE will provide at least weekly face to face coordination with designated City staff/Project Manager with provisions 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 Resident Engineer will prepare and forward Memoranda for all project related meetings.

The Resident Engineer will be responsible for the initial coordination with the Contractor regarding pay applications and change order requests. The Resident Engineer will conduct preliminary reviews of payment applications, change orders and requests for information (RFI's) forms submitted by the Contractor. The payment applications, change orders and RFI's will be reviewed with the City Staff prior to finalization.

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 Consultant/RE shall administer the project in accordance with the special provisions for the project.

It is anticipated that Consultant/RE shall provide the necessary resident engineer, construction management and construction inspection services of City project from the date of award of construction contract 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. The RE/Inspector is expected to be proactive in the prosecution of his duties. Any items not specifically mentioned are not precluded from the scope of work.

It is important that the Project be adequately inspected when the Contractor is present at the site. The Resident Engineer shall possess a thorough understanding of the plans, specifications and addendums. In addition, it is important that the Resident Engineer/Inspector review and have a thorough understanding of the approved Submittal Documents, Air Pollution Control District requirements, Project Schedule and any applicable FHWA/Caltrans requirements. The Resident Engineer is to report to the City's Project Manager on a daily basis. The Resident Engineer will forward the Daily Inspection Reports and associated photographs to the City and Contractor via e-mail not later than three (3) days following daily construction activities. The forwarding of Project Reports in a timely manner clarifies important issues and facilitates speedy resolution of problems as they occur.

The Resident Engineer shall coordinate and monitor applicable material testing and inspections for this project in accordance with the project improvement plans, specifications and contract

documents. The Resident Engineer is to monitor overall project safety.

The Resident Engineer is to act as the point of contact for the City of Imperial, Utility Agencies and the Contractor. The Resident Engineer is to review daily problems which arise. The Resident Engineer is to assess the problems, inform all parties of the problems and attempt to resolve the problems as quickly as possible to the satisfaction of all parties. The Resident Engineer will also coordinate noticing to the public and appropriate public safety agencies regarding construction related impacts. The Resident Engineer/Project Manager shall meet with public safety agencies if needed.

The Resident Engineering and Inspection for this project shall be accomplished in accordance with the project improvement plans, specifications and technical conditions in addition to FHWA and Caltrans requirements as applicable. Engineer's daily inspection reports, project files, construction records and procedures, safety provisions, contract change orders, material sampling and testing, response to Request for Information forms and similar items shall be accomplished in accordance with the plans, specifications, contract documents and any FHWA/Caltrans requirements.

The Resident Engineer shall complete the Submittal Reviews as needed. The Resident Engineer/Project Inspector shall complete the initial submittal review which will be forwarded to the City for concurrence. The final submittal document shall be forwarded to the Contractor.

The Resident Engineer will note as-built conditions at the project site. As-built conditions differing from the bid set improvement plans will be illustrated on the as-built drawings prepared at the conclusion of the project.

The Resident Engineer will conduct a pre-final inspection. A list of pre-final inspection items will be completed and forwarded to the Contractor and City Project Manager. The final inspection is to be completed with City of Imperial Representatives and the Contractor. A final list of items to be completed (punch list) including deficiencies to be remedied will be prepared and forwarded to all parties. The Resident Engineer shall monitor the successful completion of punch list items. The Resident Engineer shall assist the City with the filing of the Notice of Completion at the time the project is substantially complete.

Throughout the construction of the project, the Resident Engineer will maintain orderly project files including— but not limited to— Daily Inspection Reports, Submittal Reviews, and similar project documentation. Two (2) sets of project notebooks shall be forwarded to the City of Imperial compiled in three (3) ring binders, clearly labeled on the face and spine with the project title to serve as a record of the project. Photographs of the work site 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) format on one (1) CD.

After project completion, the Resident Engineer will prepare a project summary report documenting the condition of the project prior to rehabilitation and the improvements to the project after project completion. The project summary report will also include the initial project budget, change orders and final project budget and include major project milestones and events. 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 itself.

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 with the same information as the comprehensive project record detailed above.

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 clear breakdown of the costs by phase including staff or by item by hour. 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 0.09%.

The construction work is scheduled for sixty (60) working days. After review of the project plans and specifications, the Consultant may adjust the number of working days as deemed appropriate for purposes of Consultant’s proposal. The plans and specifications can be viewed or obtained at City Hall, 420 South Imperial Avenue, in the City of Imperial.

The Engineers Estimate for the construction of this Project is \$670,000.

RESPONSIBILITIES OF THE CITY

1. The City will direct the development of the project, provide management oversight, conduct administrative duties, perform labor compliance monitoring, and participate in construction management.
2. The City will pay an agreed upon amount normally within 30 days after receipt of each invoice through completion of the project. Completion of project is when a Notice of Completion is recorded by the City Clerk for the construction acceptance by City Council.
3. The City will not provide dedicated workplace facilities, but will provide a conference room for meetings with the RE, the City, and the contractor.
4. 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.

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 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 sixty (60) 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 Resident Engineer— and Construction Management and Inspection— Services. Therefore, recommendations and comments may be submitted to the City for consideration regarding format, process, schedule, and additional content of project documents. The City will consider the recommendations and comments; however the City is not required to select any of the recommendations or comments.
5. 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 CALTRANS Local Assistance Procedures Manual for federally funded projects. Describe services previously performed such as resident engineer and construction management and inspection work. 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 timeline with specific tasks envisioned for Resident Engineer and Construction Inspection services, including staffing.
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)

1. Develop costs and fees for the services requested. A “not to exceed” fee based on anticipated fully burdened hourly rates for the actual RE/Inspection for the construction contract duration of sixty (60) working days, depending on Consultant’s anticipated schedule.
2. Additionally, consider the preconstruction meeting; review of requests for information (RFIs); material submittals; project documentation (including before and after

construction) such as finalizing forms, certifications, and tabulation of material testing; and 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. 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. A fixed fee lump sum breakdown by phase of the construction based on billable hours is requested for preconstruction and post construction.

3. Breakdown of fixed fee lump sum shall include preconstruction services, construction services, and post construction services. Assume field construction services will last the number of working days in the construction contract as mentioned (60 calendar days). Consultant time may be less, depending upon 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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for
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for
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The Proposal should be delivered in a sealed envelope no later than 2:00 P.M. on January 10, 2017, addressed as follows:

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, Projects Manager, with the City of Imperial at (760) 355-3840 or via email: jvillegas@cityofimperial.org.