



Professional Consulting Services
REQUEST FOR PROPOSALS

for

Construction Management, Inspection and Material Testing

for the

Sierra College Boulevard/Taylor Road Intersection
Improvement Project

PROPOSALS DUE: December 6, 2022, at 4:00pm

DELIVER TO:

Attn: Merrill Buck, P.E.
Town of Loomis
Engineering Division
3665 Taylor Road
Loomis, CA 95650
townengineer@loomis.ca.gov

INTRODUCTION

The Town of Loomis, in Placer County, California, is seeking proposals from qualified professional consulting firms to provide construction management, inspection, and material testing services for the Sierra College Boulevard/Taylor Road Intersection Improvement Project.

The project is located on Sierra College Boulevard between Brace Road and Taylor Road. The scope of work is generally described to involve the widening of Sierra College from four lanes to six lanes, with the addition of sidewalks and bike lanes. Other work includes vegetation removal and restoration, placement and compaction of fill, storm drainage improvements, installation of curb and gutter, paving, signage, striping and traffic signal modifications.

The project's construction drawings are expected to be finalized for bidding in February 2023 with construction from May 2023 to September 2023. The selected firm will have the opportunity to provide a constructability review of the bid documents prior to the project's advertisement.

The project is fully funded with local funds.

SCOPE OF WORK

The selected firm will act as the Town's agent during construction and be responsible for overseeing the contractor's activities.

The Town does not have surplus office space or staff support equipment such as computers or vehicles to offer the selected consultant. Work will therefore need to occur in the consultant's office, utilizing the consultant's resources. It is the Town's expectation that the Scope of Services shall include all support work necessary to complete the Project.

Construction Management

The selected firm shall provide a Construction Manager that will monitor the project to ensure that all work is being built to the standards defined by the contract documents. Typical duties to be performed by the Construction Manager may include:

1. Performing a constructability review of the construction drawings and providing comments to the Town prior to the release of the project for bidding.
2. Communicating and coordinating with project participants including the Town, the contractor, design engineer, construction inspector, material testing firm, adjacent property owners, stakeholders and regulatory or permitting agencies.
3. Monitoring and assessing the project's budget and providing cost control.
4. Tracking the project's progress against the schedule and contract duration.
5. Ensuring that all regulatory and permitting agency requirements are being met, including adherence to required environmental mitigation measures.

6. Resolving through involvement of the Town, as necessary, project issues that may cause the project's scope, cost or duration to vary.
7. Completing contract administration paperwork including, but not limited to; processing and reviewing RFI's, submittals, potential change orders, progress payments, potential claims, etc.
8. Coordinating and participating in weekly progress meetings to discuss and resolve project issues.
9. Reviewing and ensuring the accuracy of the contractor's record drawings, preparing the final punch list and overseeing punch list item resolution.
10. Providing and maintaining a copy of the construction administration files and records, to be provided to the Town Engineer upon project completion.

Construction Inspection

The selected firm will be responsible for providing a Construction Inspector to observe, measure, approve and document the contractor's operations. Typical duties to be performed by the inspector may include:

1. Fully understanding the requirements in the plans and specifications and maintaining an open dialog with the project team for clarifications as necessary.
2. Monitoring and coordinating operations with the contractor so that critical operations are observed.
3. Bringing unacceptable work or material to the attention of the contractor and if not resolved promptly, bringing the situation to the construction manager for resolution.
4. Issuing and following up on field orders and referring matters to the construction manager for interpretation and settlement if disputed.
5. Maintaining complete, up to date and accurate diaries and photo logs that reflect: weather conditions; contractor (and subcontractor) forces and equipment utilized; compliance with contract documents; work completed including the location, quantity and methods; testing results; communications with the contractor including instructions, suggestions and requests; instructions from the design engineer; communications with the public or other agencies.
6. Reviewing construction staking and/or utility location logs.
7. Collaborating with the contractor's superintendent on work complete, measuring and calculating quantities for progress payments.

Material Testing

The selected firm will be responsible for providing material testing (which may be subcontracted), to ensure that materials are furnished and installed in accordance with the requirements in the contract documents. Typical duties to be performed by the selected firm may include:

1. Providing material testing as required in the specifications that will include, but are not limited to, testing soils of base rock, asphalt, and concrete.
2. Coordinating field testing with the construction manager and contractor.
3. Maintaining project records consistent with best practices. At the end of construction, test results will be submitted to the Town in hardcopy and electronic format.
4. Providing preliminary test results on site for operations such as compaction, followed up by final test results.

RFP CONTENT

Submittals should demonstrate an understanding of the Town's scope of work objectives and describe how the firm proposes to meet those objectives. Suggested content for the proposal includes the following:

Cover Letter

- Include office location where work is to be done, contact person's name, telephone number and email address.

Qualifications and Project Experience

- Include a description of the firm and the type of work typically performed.
- Indicate experience with similar efforts performed within the last 5-years.
- Provide resume for proposed staff member with qualifications, including listing of licenses, experience and level of responsibility.
- Provide project team references that the Town may contact.

Work Plan and Availability

- Address how the suggested scope of services will be accomplished.
- Specify the capacity/anticipated level of effort that staff is available to provide to project delivery services to the Town.

Cost

- Provide a matrix showing the estimated hours for each phase of construction and the hours that each job classifications is proposed to work.
- List assumptions that go into the cost proposal including how additional costs such as reimbursable expenses, subcontracted services markup, overtime, travel, overhead or other anticipated project costs will be accounted for.

- **In a separately sealed envelope**, provide a fee schedule showing the hourly rates for the staff proposed, their corresponding hours on each task and the total not to exceed amount proposed.
- **Material Testing shall be shown as an allowance in the amount of \$25,000.**

Consulting Services Agreement

- State in the proposal the firm’s willingness to accept the terms and conditions of the Town’s Standard Consulting Contract for Services including the required insurance information contained therein.

Supplemental Material (Optional)

- Include any discretionary materials that may improve the quality of the proposal.

DELIVERY

To be considered, proposals must be submitted no later than December 6, 2022, by 4:00pm. Submit three (3) hard copies and one electronic pdf copy (on a flash drive, or e-mail) to:

Merrill Buck, P.E.
 Town of Loomis, Engineering Division
 3665 Taylor Road
 Loomis, CA 95650
 (916) 824-1518
townengineer@loomis.ca.gov

ANTICIPATED SCHEDULE

RFP Issued:	November 12, 2022
Due Date:	December 6, 2022 by 4:00 PM
Interviews:	December 14 – December 15, 2022
Council Award:	January 10, 2023

SELECTION PROCESS

All proposals received by the specified deadline will be reviewed by the Town of Loomis for content, completeness, and experience. After those firms deemed the most qualified are short-listed, further evaluation and interviews may be conducted as part of the final selection process. The Town reserves the right to complete the selection process without proceeding to an interview phase and may choose to select the consultant based solely upon information supplied in the proposer’s submittal.

The following criteria will be used to evaluate responses to this RFP:

- Project experience and responsibilities held by key personnel.
- Comprehensiveness of the response to the RFP.
- Knowledge of construction management project administration best practices
- Satisfaction of prior and current clients (references).

CONDITIONS

All proposals, and material contained therein, shall be considered public documents and as such are subject to inspection under the Public Records Act.

Developing the proposal is the consultant's responsibility. The Town shall not bear any cost or reimbursement associated with its preparation.

ADDITIONAL INFORMATION

This Request for Proposals, the project's plans and specifications, and the Town's Standard Contract for Services Agreement are provided as supporting attachments, along with any addendum that may be issued. These are available for download from the Town's webpage: <https://loomis.ca.gov/open-bids-and-rfps/>

Any information provided by the Town, in response to questions raised by proposers, shall be uploaded to the Town's website as an addendum. A "plan holders list" is not being maintained so it is the responsibility of the consultant to review the Town's website or contact the Town's representative to determine the existence of any addenda.

For any questions, please contact Merrill Buck, Town Engineer, at (916) 824-1518 or townengineer@loomis.ca.gov